

11 Emson Close
Saffron Walden
Essex, CB10 1HL

T: (01799) 516501
T: (01799) 516502
F: (01799) 516503



Agenda Assets & Services Committee

To Committee Members: Asker, A Coote, Freeman, Frost, Gadd, Light, McLellan, Porch, Roberts

You are summoned to attend a MEETING of the ASSETS & SERVICES COMMITTEE of SAFFRON WALDEN TOWN COUNCIL to be held via the video conferencing service Zoom on **Monday 22nd February 2021** commencing at **7.30pm** to transact the business as set out in the agenda below.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from the Act reads: *“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”*

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

Zoom Details:

Topic: February Assets and Services Committee meeting

Time: Feb 22, 2021 07:30 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/88997839903>

Meeting ID: 889 9783 9903

One tap mobile

+442034815237,,88997839903# United Kingdom

+442034815240,,88997839903# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom
+44 203 901 7895 United Kingdom
+44 131 460 1196 United Kingdom
+44 203 051 2874 United Kingdom
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 301 715 8592 US (Washington DC)
+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)
+1 646 558 8656 US (New York)

Meeting ID: 889 9783 9903

Find your local number: <https://us02web.zoom.us/j/88997839903>

Meetings and the Public

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during public speaking time) in Town Council meetings.

Town Council meetings will be hosted on the Zoom Platform. Details enabling members of the public to view the meeting and ask questions (under the public speaking time) will be given for each meeting in the introduction as above (see Zoom link on page 1 of this agenda for details)

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.saffronwalden.gov.uk. For background papers in relation to this meeting please contact enquiries@saffronwalden.gov.uk or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: townclerk@saffronwalden.gov.uk. If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

~~Facilities for people with disabilities~~

~~The Council Offices has facilities for wheelchair users, including lifts and toilets.~~

~~Fire/emergency evacuation procedure~~

~~If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.~~

For information about this meeting please contact the Town Council:

Telephone: 01799 516501 / Email: enquiries@saffronwalden.gov.uk

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: www.saffronwalden.gov.uk

Recording of meetings

Whilst meetings are being conducted under the Coronavirus Act 2020, meetings will not be recorded.

General Data Protection Regulations (GDPR) 2018:

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

17th February 2021

| | |
|----|---|
| 01 | Apologies for absence To receive apologies and consider requests for approved absence |
| 02 | To receive any Declarations of Interest Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered. |
| 03 | Minutes of the last meeting of the Assets & Services Committee To verify the Minutes of the Committee meeting 25 th January 2021. |
| 04 | Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda. |
| 05 | Public Open Space at development site Land East of Thaxted Road (UTT/18/0824/OP) Committee to consider the attached report regarding the Public Open Space (POS) at the above site. According to the Section 106 agreement, the POS will be offered to SWTC or to the future Management Company. The Public Open Space includes the underground sustainable drainage system. Recommendation is that SWTC does not take this on given the poor site layout and queries raised by the Town Council regarding the style and layout of the public open space, and insufficient funding provision to maintain the facilities. Further details within the attached report. |
| 06 | Saffron Walden Market To receive a verbal update and report regarding recent and future activity on the market |

| | |
|----|---|
| 07 | <p>The National Association of British Market Awards (NABMA) Market Hero Award 2021</p> <p>To note: Following the Town Council's application to the NABMA awards, the following have received Highly Commended certificates for their efforts and hard work in maintaining a market service and provision in Saffron Walden from NABMA:</p> <p>Mr Terry Frostick, Operations /Market Manager – Highly Commended Market Manager Hero Award</p> <p>SW Market Team – Market Team Highly Commended Hero Award (the Team includes Terry Frostick, Claire Haddock, Carl Foster, Dave Pledger and Keith Churchward)</p> |
| 08 | <p>Tourist Information Centre</p> <p>Committee is asked to consider and support the Application of a Premises Licence for an off sale licence to retail alcohol from the Tourist Information Shop.</p> <p>This is part of the ongoing drive to increase sales by imaginative means such as Themed Christmas hampers containing alcohol products for an example.</p> |
| 09 | <p>Urgent Information Items</p> <p>Any items to verbally report for information only</p> |
| 10 | <p>Date and time of Next Meeting</p> <p>Scheduled for Monday 22nd March 2021 at 7.30pm (via Zoom)</p> |