

**ASSET & SERVICES COMMITTEE**  
**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING in the Town Hall, Saffron Walden.

Date of meeting: Monday 28<sup>th</sup> March at 7.30pm

**Present:** Councillors Asker, Coote, de Vries, Freeman (Chair), Light, McLellan, Porch and Roberts.

**Officers:** Lisa Courtney, Town Clerk; Terry Frostick, Operations Manager and Colette Kerr, Events and Activities Officer

**Public:** Regarding agenda item 5 (Council table and chairs)

A & S 032-22	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllr Frost.</p>
A & S 033-22	<p><b>Declarations of Interest</b></p> <p>Cllrs Asker, Coote, de Vries, Freeman and Light declared non-pecuniary interests as District Councillors for Uttlesford District Council</p>
A & S 034-22	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee 28.02.2022</b></p> <p>The minutes of the last Assets &amp; Services Committee meeting were accepted as a true and accurate record and signed by the Chair.</p>
A & S 035-22	<p><b>Public Speaking Time</b></p> <p>Members of the public spoke regarding agenda item 5, Council Table and Chairs.</p> <p>Mr Eden introduced himself as the Chair of Saffron Walden Museum and he has helped with the Heritage Development Group in the past. He noted the table is not just furniture but part of Saffron Walden's heritage and SWTC has a responsibility to look after this asset.</p> <p>Ms Shibata also spoke noting she understands that the Town Hall is needed for office accommodation, but the table should be reinstated once officers move to another building.</p> <p>Mr Eastham also stated that heritage assets should be preserved.</p>
A & S 036-22	<p><b>In accordance with the motion received from five Councillors (Cllrs Coote, Freeman, Light, McLellan and Porch – members of this committee), the following item is returned to the Assets &amp; Services Committee for further consideration regarding the Council Table and Chairs</b></p>

Signed as a true and accurate record .....

Minutes of Assets & Services Committee March 2022

	<p>The original motion as presented to Committee reads “We the undersigned, request that the matter of the Town Council furniture is reconsidered at the March Assets &amp; Services Committee meeting. This action will require rescission of Standing Order No 7a. This notice is provided in accordance with Standing Orders 26 (a) and (b)”</p> <p>Committee recognised that for the motion to reconsider a previous decision to be accepted, Committee was required to suspend Standing Order (SO) 7a. Cllr Coote proposed that SO 7a be temporarily suspended to allow the motion as above, this was seconded by Cllr de Vries and unanimously agreed.</p> <p>Cllr Light noted the table and chairs should be considered artifacts and once Officers are relocated to alternative premises (ie move out of the Council Chamber and Committee Room), the furniture should be reinstated in the Council Chamber at this point. Cllr Light proposed to keep the table and chairs and to return to the Town Hall as soon as possible and these items should not be disposed of. Pending a seconder to this motion, the Chair allowed continued discussion to ensure that the matter was fully debated.</p> <p>Cllr Asker noted that from May 2023 the total number of Cllrs will increase to 18 from May 2023. There is insufficient room with the current 16 Cllrs and members of the public, with an additional two Cllrs the space will be limited. Cllr Asker proposed that the furniture is retained but used elsewhere for members of the public to use, perhaps the library or museum.</p> <p>Cllr Coote explained that the furniture is not a suitable size for SWTC businesses but at this stage it is too early to make a formal decision as the table cannot yet be reinstated. Cllr de Vries agreed that a decision should be made as part of a larger plan.</p> <p>Cllr Asker appreciated the passion for this discussion but disapproved that this is the top of the agenda given current ongoing world issues.</p> <p>Cllr Coote proposed an amendment to Cllr Light’s proposal being that the tables and chairs should not be disposed of and for any future use and/or placement to be agreed at a future time. Cllr Light was content with this amendment to the motion.</p> <p>The motion laid before Committee as proposed by Cllr Light and seconded by Cllr Coote was agreed as follows: “The Town Council should not dispose of the table and chairs currently held in storage and its future use and/or placement is subject to agreement at a future time”</p> <p>It was <b>Resolved</b>: To accept the motion as proposed and seconded.</p>
<p>A &amp; S 037-22</p>	<p><b>S106 monies from Persimmon Homes</b></p> <p>Committee noted the officer report and committee unanimously agreed with the recommendations as follows:</p> <p>To allocate monies received from Persimmon Homes as:</p> <p>(a) EMR: Lime Avenue Pavilion £53,767.07, offset £13,647.42 already spent this year. Balance = £40,119.65.</p>

	<p>These balances to be set aside to pay for annual running and maintenance costs of the pavilion plus an allowance for any remedial works required at the end of the letting agreement (5 years). Balances may also be used to support the local football clubs with their proposed development of the Catons Lane area</p> <p>(b) EMR: Vehicle replacement £38,000, towards the purchase of a new mower – this EMR allocation has previously been approved by A &amp; S Committee</p> <p>(c) EMR: Tudor Park Play Area £50,000, long term maintenance This is proposed in recognition that the play area installed is wooden which has a lesser life-span than steel equipment. It is further recommended that SWTC allocates £10k pa for the next 5 years which will result in a total of £100k being available in 2027-28 for a total replacement/refurbishment of the play area</p>
<p>A &amp; S 038-22</p>	<p><b>Saffron Walden Youth Outreach Project</b></p> <p>The Events and Activities Officer spoke further to the attached report, noting that the youth consultation is ongoing and that the £20k budget is currently split with £10k toward her post and £10 toward youth work in the area.</p> <p>Mr Hibbs was also present as a member of the Youth Outreach Partnership (YOP) and explained that the £10k funding pays for the staffing. He thanked the Mayor for his help and support with youth activity over the past year.</p> <p>It was unanimously <b>Resolved:</b></p> <p>a) To award a sum of £5k to YOP to cover 6 months spend. During this time, the Town Clerk and Events &amp; Activities Officer to review in further detail the supporting documents from YOP which appear to be very credible and are based on years of experience by YOP in delivering youth work. Clear objectives, outputs and outcomes need to be established, and additionally, it is important to note that the needs may change according to the youth consultation findings.</p> <p>b) The Town Clerk and Events &amp; Activities Officer to gather information and instigate discussions with ECC's Senior Youth and Community Commissioner (West Essex) to gain greater understanding of funding available to Saffron Walden.</p> <p>c) To formally approve entering into a Service Level Agreement (SLA) with YOP, subject to the finer details being reconciled, noting that SWTC can only commit to £10k and not the £17k requested. This SLA to start at the end of the initial 6 month period, and with an agreed term of 1 year (not 3 years as originally proposed within the report).</p> <p>d) The Grants Working Group, pending the outcome of (a) above, to note and communicate the impact of this on the funding availability for grants.</p>

<p>A &amp; S 039-22</p>	<p><b>Lease of the Crabtrees Facility</b></p> <p>Further to the Town Council’s invitation for expressions of interest for the lease and management of the Crabtrees site, one application from Plantation Youth Football Club was received.</p> <p>Mr Marsh, Chair of Plantation Youth Football Club presented to Committee, explaining that the Club is seeking their own ‘base’ as they currently share use of Herbert’s Farm.</p> <p>It was <b>Resolved:</b> Unanimously to authorise further progression of this application with a view of offering a lease to the Club and that the Town Clerk be authorised to progress this matter on behalf of the Council, including being an authorised signatory on any lease agreements.</p>
<p>A &amp; S 040-22</p>	<p><b>Urgent Information Items</b></p> <p>There were no matters arising</p>
<p>A &amp; S 041-22</p>	<p><b>Date and time of Next Meeting</b></p> <p>Noted and agreed as being Monday 25<sup>th</sup> April at 7.30pm in the Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.30pm