

TheTown Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501



## **Agenda Assets & Services Committee**

To Committee Members: Councillors Asker, A Coote, De Vries, Freeman (Chair), Frost, Light, McLellan, Porch and Roberts

You are summoned to attend a MEETING of the ASSETS & SERVICES COMMITTEE of SAFFRON WALDEN to be held in The Town Hall Saffron Walden.

Date: Monday 25<sup>th</sup> April 2022 commencing at 7.30pm to transact the business as set out in the agenda below.

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

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### **Meetings and the Public**

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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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. If at the meeting, please approach the Officer present to make yourself known.

Please note that due to necessary Covid19 mitigation measures, admission to the meeting may be restricted as room capacity is currently limited. Members of the public will be admitted on a first come first served basis and the meeting room will be open to the public from approximately 7.20 pm. The capacity for each meeting will include the staff and Councillors present and members of the public will be permitted to the maximum capacity of the room. Members of the public are requested to wear a face mask at all times and sit in the seats designated for the public. If you would like more information about how the Town Council has made the meeting arrangements as Covid secure as possible please contact the Town Clerk.

### **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](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – The Town Hall, Market Street, Saffron Walden, CB10 1HZ

Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

### **Recording of meetings**

Meetings will be recorded where practicable and possible to do so.

### **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**

20<sup>th</sup> April 2022

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence.
2	<b>To receive any Declarations of Interest</b> 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.
3	<b>Minutes of the last meeting of the Assets &amp; Services Committee</b> To verify and approve the Minutes of the A & S Committee meeting of 28.03.22.

4	<p><b>Public Speaking Time</b></p> <p>For the public or press to ask questions of the Committee on matters relating to the agenda.</p>
5	<p><b>Plans for the Queen’s Platinum Jubilee</b></p> <p>To receive a written report, as attached, being an update on planned activities for the Platinum Jubilee from 2<sup>nd</sup> June to 5<sup>th</sup> June 2022.</p>
6	<p><b>Easter Activities</b></p> <p>To receive a written report, as attached, following the successful Easter arts and crafts activities held in the Garden Room, Saffron Walden.</p>
7	<p><b>Saffron Story Interpretation Board</b></p> <p>To receive the following update as below from the SW Heritage Development Group:</p> <ul style="list-style-type: none"> <li>• Both Listed Building Consent and Advertising Consent have been granted by UDC</li> <li>• The group is concluding a draft design which will be available for review soonest. The design will need to be approved by both the Heritage Group and SWTC</li> <li>• Subject to approval of the design, installation is due May 2022</li> <li>• The Heritage Group have set aside £300 to give to the Town Council for the installation work and to ask the TC to accept the board as an asset of the Council and to cover any insurance needed. The Heritage Group will be happy to pay this after the board is in place and upon receipt of an invoice.</li> </ul>
8	<p><b>Christmas Lights Contract 2023 to 2028</b></p> <p>Committee to note the current Christmas lights contract ends in January 2023. The Council is obliged to advertise this contract on Contract Finder as it is over £25,000. Committee is requested to consider and approve the following process:</p> <ol style="list-style-type: none"> <li>(a) Summer 2022: That Officers be authorised to advertise the contract on Contract Finder, initially requesting Registers of Interest from qualifying companies. As per standard practice, there will be qualifying criteria for interested parties to comply with.</li> <li>(b) Autumn 2022: That the initial interests are reviewed and where appropriate, a recommended 3-4 companies are invited to submit formal tenders. The tenders to cover the period from Christmas 2023 to 2028 inclusive.</li> <li>(c) January 2023: Contract awarded according to the tender specification. At this point to establish a small working group (recommended members being the Mayor, Deputy Mayor and Committee Chair) to oversee this process.</li> <li>(d) Consideration be given to the outright purchase of the existing lights scheme to include an installation and repair package from the current supplier/installer. This option to be considered alongside any potential new contract.</li> </ol>

9	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
10	<p><b>Date and time of Next Meeting</b></p> <p>23<sup>rd</sup> May 2022 at 7.30pm in the Town Hall, Saffron Walden</p>
11	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>To resolve that under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.</p>
12	<p><b>Town Council Licensing Arrangements</b></p> <p>To receive a verbal update from the Town Clerk regarding licensing issues and for Committee to approve actions in resolving outstanding queries.</p>