

TheTown Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501



## **Agenda Assets & Services Committee**

To Committee Members: Councillors Coote, de Vries, Freeman, Frost, Light, McLellan, Porch, Roberts and Toy.

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 27<sup>th</sup> June 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**

22<sup>nd</sup> June 2022

1	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence.</p>
2	<p><b>To receive any Declarations of Interest</b></p> <p>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.</p>
3	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee</b></p> <p>To verify and approve the Minutes of the A &amp; S Committee meeting of 23.05.2022</p>

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>Saffron Walden Cricket Club</b></p> <p>To receive an update and request from SW Cricket Club for an extension to the Club which will conceal the current containers.</p> <p>A representative from the Cricket Club will be present to discuss further and to answer any questions.</p>
6	<p><b>Proposed Balloon Policy</b></p> <p>Committee is encouraged to adopt a policy (proposed policy attached) regarding the use of balloons, to include the following:</p> <ul style="list-style-type: none"> <li>• A ban on the release of sky lanterns and helium balloons.</li> <li>• To review the terms under which Council land and premises are let to the public with a view to prohibiting their release</li> <li>• To write to Uttlesford’s MP urging action at a national level</li> <li>• To display publicity in Council premises raising awareness of the risks posed.</li> <li>• To treat reports of release of sky lanterns and helium balloons as potential littering offences.</li> </ul> <p>This accords with Uttlesford District Council’s policy.</p>
7	<p><b>Youth Outreach Project Grant Application – Balance in Budget: £18,052.00</b> (note however this is the current balance, and ear-marked expenditure will be a further £10k towards the youth outreach project, leaving a true balance of £8,052 to year end).</p> <p>The following application has been received from Creative Walden CiC for £3,584 to run a further writer’s room workshop, details as per the attached application.</p> <p>This group requested funding in January 2022 for an identical project and the resolution of that Committee meeting is provided below:</p> <p><i>Committee noted the grant request and The Operations Manager explained that the request has not gone via the Youth Partnership Board due to time constraints as the project is due to start this month.</i></p> <p><i>Cllrs explained that they want to support the group but they should consider other possible funding options going forward.</i></p> <p><i>It was resolved to award this application.</i></p> <p><i>And committee unanimously agreed that - going forward any applications should be submitted to The Events and Activities Officer for review and clarification to then pass onto the Youth</i></p>

	<p><i>and Partnership Board for their consideration. It will then be sent to this committee for final approval.</i></p> <p>Committee is to note that this new application will be submitted to the Youth Initiative Working Group (YIWG) in the first instance and in accordance with the January resolution. Pending the outcome of the YIWG, this application may come forward to the July Committee meeting.</p>
8	<p><b>National Association Local Markets</b></p> <p>Committee is asked to note the positive write up about Saffron Walden Market included within a Cambridge publication, 'The Cambridge Edition'</p>
9	<p><b>Jubilee Events</b></p> <p>To receive a written update and summary of Jubilee Events</p>
10	<p><b>Grass Cutting and Re-Wilding Projects</b></p> <p>To receive a verbal update and report regarding Town Council plans and initiatives on grass cutting and re-wilding. The Operations Manager is working with Essex Wildlife Trust, taking their advice and experience in identifying appropriate areas for re-wilding, "no-mow" May areas and which areas should be cut back.</p> <p>Leaving areas to grow, is not always a case of simply not cutting the area which still needs to be looked after and maintained; often the area will benefit from active management rather than simply being left.</p>
11	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
12	<p><b>Date and time of Next Meeting</b></p> <p>Monday 25<sup>th</sup> July at 7.30pm in the Town Hall, Saffron Walden</p>