

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: 24<sup>th</sup> January 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**

**19<sup>th</sup> January 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 20 <sup>th</sup> December 2021.

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 Story – Interpretation Board</b></p> <p>Previously discussed in September’s Assets and Services meeting, The Heritage Group are starting work on designs for the ‘Saffron Story’ Interpretation Board on the side of The Town Hall. A draft provisional design is attached for information and the text is still to be drafted and advertising consent is yet to be applied for. Committee is requested to approve the principle of the design, therefore allowing the Group to submit a formal planning application.</p>
6	<p><b>Policies</b></p> <p>Committee is requested to review and consider any amendments of the following policies, copies attached.</p> <ul style="list-style-type: none"> <li>a) Volunteering Policy – no amendments are proposed.</li> <li>b) Signage Policy – no amendments are proposed.</li> <li>c) Cemetery rules and regulations – no amendments are proposed</li> <li>d) Filming and photography – no amendments are proposed.</li> <li>e) Market – proposed amendment highlighted</li> <li>f) CCTV – no amendments are proposed</li> </ul> <p>Recommendation: To consider the policies as attached and to set the review date for October for all policies going forward, so they will be reviewed together, negating the need for a constant review and monitoring of all policies.</p>
7	<p><b>Saffron Walden Youth Partnership – Grant Request</b></p> <p>SWYP have requested £3,898 for the Writer’s Room project to run for six months at Fairycroft House (January - July 2022), application form attached. Committee is requested to note that in this instance, the grant has not gone via the Youth Partnership Board for any recommendation; this is due to the time constraints as the project is due to start January 2022.</p> <p>Historic funding: the group was awarded £3,315.00 in September 2021 for a similar summer/autumn project. Balance in funds to 31.03.22: £17,925.00</p>
8	<p><b>Purchase of Battery powered van</b></p> <p>To note the report attached providing details of the recently purchased battery van; delivery is awaited.</p>
9	<p><b>Court Room Sound Proofing</b></p> <p>To receive a verbal update on work which addresses the poor sound quality in the Court Room.</p>

10	<p><b>Steam Punk – Proposed activity for summer 2022</b></p> <p>To consider the report as attached. Officers will further present details of proposals.</p>
11	<p><b>Welcome back Funding</b></p> <p>To receive a verbal update on government funding received (via UDC), this money is from central Government under the Welcome Back Funding, Levelling up Housing and Communities Dept. (it is not precept money):</p> <p>Events and Activities £10,000 Planters £5,000</p> <p>SWTC was advised of successful funding on 13<sup>th</sup> January 2022 by UDC and all monies must be spent and accounted for (through financial transactions) by 31<sup>st</sup> March 2022.</p>
12	<p><b>Urgent Information Items</b></p> <p>Any items to report for information only. This item is included for information sharing only and Council is not permitted to determine matters under this agenda item</p>
13	<p><b>Date and time of Next Meeting</b></p> <p>28<sup>th</sup> February 2022 at 7.30pm in the Town Hall, Saffron Walden</p>
14	<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>
15	<p><b>Town Council Assets</b></p> <p>To receive a verbal update on progression since the last meeting</p>