

ASSET & SERVICES COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

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

Date of meeting: 24th January 2022 at 7.30pm

Present: Councillors: Freeman (Chair), Frost, Light, Porch and Roberts

Officers: Georgia Arnold, Committee Clerk; Terry Frostick, Operations Manager; Colette Kerr, Events & Activities Officer

Also Present: Mr Mark Starte as a representative from the Saffron Walden Heritage Development Group (Min Ref A & S 005-22)

A & S 001-22	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Asker, Coote, de Vries</p>
A & S 002-22	<p>Declarations of Interest</p> <p>Cllrs Freeman and Light declared non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p>
A & S 003-22	<p>Minutes of the last meeting of the Assets & Services Committee (20th December 2021)</p> <p>The minutes of the last Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.</p>
A & S 004-22	<p>Public Speaking Time</p> <p>There were no questions or matters arising from the public</p>
A & S 005-22	<p>Saffron Story – Interpretation Board</p> <p>Mr Starte was present as a representative from the Saffron Walden Heritage Development Group and addressed the Committee.</p> <p>He explained that the Heritage Group are looking at installing an interpretation board on the side of the Town Hall – which was supported in principle at the September Committee Meeting.</p> <p>Since the September meeting Listed Building consent has been granted but UDC have now advised that advertising consent is also required.</p>

	<p>Before progressing further with the application Mr Starte asked Committee for confirmation to continue with the project; he also provided a draft provisional design for Committee to review.</p> <p>Cllrs liked the design and queried the final size of the board – Mr Starte explained it would be the same size as the board by The Battle Ditches and it would be placed on the side of The Town Hall in an Oak Frame.</p> <p>Committee resolved to continue supporting the project and advertising consent should be applied for.</p>
<p>A & S 006-22</p>	<p>Policies</p> <p>The Operations Manager explained that the following policies are due for review:</p> <ul style="list-style-type: none"> a) Volunteering Policy – no amendments are proposed. b) Signage Policy – no amendments are proposed. c) Cemetery rules and regulations – no amendments are proposed d) Filming and photography – no amendments are proposed. e) Market – proposed amendment highlighted f) CCTV – no amendments are proposed <p>It was noted the only policy with proposed changes was e) The Market – which included references to alcohol licencing and prohibiting the sale of real fur.</p> <p>Committee agreed to accept all of the above policies as proposed.</p>
<p>A & S 007-22</p>	<p>Saffron Walden Youth Partnership – Grant Request</p> <p>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.</p> <p>Cllrs explained that they want to support the group but they should consider other possible funding options going forward.</p> <p>It was resolved to award this application.</p> <p>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 and Partnership Board for their consideration. It will then be sent to this committee for final approval.</p>
<p>A & S 008-22</p>	<p>Purchase of Battery powered van</p> <p>Committee noted the report provided and The Operations Manager explained that SWTC now have two battery powered vans.</p> <p>Committee were pleased to see this is progress to de-carbonising.</p>

<p>A & S 009-22</p>	<p>With the permission of the Committee, the Chair brought forward agenda items 10 (Steam Punk – proposed activity for Summer 2023) and item 11 (Welcome back funding).</p>
<p>A & S 010-22</p>	<p>Steam Punk – Proposed activity for summer 2023</p> <p>Mr Starte from the Tourist Information and Colette Kerr, the events and activities officer presented the report to committee.</p> <p>They explained that it is a new and different idea where it brings a Sci-fi/Victorian theme into the events – which has a huge following across the country, where participants often dress up.</p> <p>It was recommended that a Steam Punk event could take place one weekend in Summer 2023; possibilities being an additional Market; Mad Hatters Tea Party; live music; walking Trials and a Steam Punk Promenade through Saffron Walden. These events could involve local businesses and would bring more visitors into the town, which would benefit businesses too.</p> <p>A proposed initial budget was included in the presentation, which shows the event being grant funded.</p> <p>Committee discussed the idea and noted that no summer events are scheduled for 2023 so this event would be fit in between the 8-day Carnival Weekend and Fete de La Musique.</p> <p>Committee agreed to support the event and asked Officers to keep them updated. Particularly with the grant process, if this is not awarded then the event funding should be re-evaluated.</p>
<p>A & S 011-2</p>	<p>Welcome back Funding</p> <p>The Events and Activities Officer explained that government funding has been received via UDC, which needs to be spent by 31st March, this being:</p> <p>Events & Activities - £10,000 - This will be used for free, February half term events. Which will include two children’s entertainer shows and pop-up screenings from Saffron Screen in the Town Hall.</p> <p>Cllrs asked for an update on the Queen’s Jubilee Weekend Events – Officers explained that initial discussions are being had but an update would be provided for February’s meeting.</p> <p>Secondly, funding has been granted for planters at £5,000. The Operations Manager explained that the two possible options are: One or two concrete planters or a few cast iron planters. The latter being similar in appearance to those already in place in the Square.</p>

	<p>Committee agreed that Cast Iron planters should be brought if possible.</p> <p>Committee also passed on thanks to staff for the works carried out.</p>
A & S 012-22	<p>Court Room Sound Proofing</p> <p>To address the poor sound quality in the Court Room, the Operations Manager explained the following options to committee:</p> <ul style="list-style-type: none"> • Floor length curtains could be hung up and an initial quote has cost these to be £5,000. • Alternatively, baffle plates – however these would ruin the aesthetics of the room – particularly for weddings. • Finally, sound proof panelling could be placed along the walls or ceiling. However, this would require listed building consent. <p>Committee agreed that any works would need to be mindful not to ruin the room as it is also a wedding venue. They agreed curtains could be a good solution but panelling should be considered and could go along the ceiling.</p> <p>The Chair explained that the sound proofing in The Quaker House, on the High Street has subtle yet effective panelling – it was agreed that the Chair and Operations Manager would arrange a visit to consider ceiling panelling as an option in the Court Room.</p>
A & S 013-22	<p>Urgent Information Items</p> <p>No items were raised.</p>
A & S 014-22	<p>Date and time of Next Meeting</p> <p>Noted and agreed as being 28th February 2022 at 7.30pm in the Town Hall, Saffron Walden</p>
A & S 015-22	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>It was resolved 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>
A & S 016-22	<p>Town Council Assets</p> <p>The Operations Manager provided a verbal update following the November Committee meeting.</p>
A & S 017-22	<p>Public Open Space</p> <p>The Operations Manager and Committee Clerk explained that the transfer of the public open space from developers to the Town Council continues to be slow.</p>

	<p>Regarding the Abbey Homes, Little Walden Road site it was noted that the application was won on appeal and there is no S106 obligation to transfer the land to SWTC or any contributions. The developer has however advised they would transfer the POS to SWTC but confirmed there would be no lump sum contribution – Committee resolved unanimously that we should not take on the POS without a lump sum because it would set a precedent on past, present and future developments.</p>
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The Chairman closed the meeting at 9pm