

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 28th June 2021** at 7.30pm

Present: Councillors McLellan (Chair), Porch and Roberts

Officers: Lisa Courtney, Town Clerk and Terry Frostick, Operations Manager

Also Present: None

	In the absence of the Committee Chair (Cllr Freeman), the meeting was chaired by Cllr McLellan, Deputy Committee Chair
A & S 068-21	Apologies for absence Apologies were received and accepted from Cllrs Asker, Coote, De Vries, Freeman, Frost and Light
A & S 069-21	Declarations of Interest Cllr Porch declared a non-pecuniary interest in Min Ref A & S 073-21 as the contractor as cited in the report, is a family member. Cllr Porch abstained from discussion in this agenda item.
A & S 070-21	Minutes of the last meeting of the Assets & Services Committee The minutes of the last Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.
A & S 071-21	Public Speaking Time There were no questions or matters arising from the public
A & S 072-21	Lime Avenue / Tudor Park - Persimmon The Clerk and Operations Manager spoke further to the summary report as provided. It was Resolved: To receive and note the report as presented.
A & S 073-21	Area Fronting Close House, High Street The Clerk and Operations Manager spoke further to the summary report as provided, noting that UDC advise repair/refurbishment works at this site may be carried out under permitted development rights provided any works were a like for like replacement.

	<p>It was Resolved:</p> <p>To receive and note the report as presented. This item was for Committee to note and no decisions were reached; having declared a non-pecuniary interest, Cllr Porch refrained from any comment or involvement in any discussion or update on this matter.</p>
A & S 074-21	<p>Saffron Walden Town Centre, Road Closure Consultation</p> <p>The Clerk and Operations Manager spoke further to the summary report as provided. It was Resolved:</p> <p>To receive and note the report as presented.</p>
A & S 075-21	<p>Golden Acre Play Area Refurbishment</p> <p>The Operations Manager provided a brief resume of works, noting that the installation was progressing and works were scheduled for completion at the end of July 2021. It was Resolved:</p> <p>To receive and note this verbal update.</p>
A & S 076-21	<p>Urgent Information Items</p> <p>Cllr McLellan raised the query of housing occupation at the Linden Homes site, further querying if the trigger point for the transfer of the public open space to SWTC (and transfer of monies) had been met. Officers advised this matter was being progress with UDC Planning Department and a response was awaited.</p>
A & S 077-21	<p>Date and time of Next Meeting</p> <p>Noted and agreed as being Monday 26th July 2021 at 7.30pm in the Town Hall</p>
A & S 078-21	<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 079-21	<p>Current and Future Staffing Needs</p> <p>Committee considered the report as presented, noting the proposals sought to refocus the work of the Town Council at no extra cost to the existing staffing budget. It was Resolved:</p> <p>To approve appointment to the following positions as recommended and detailed in the report:</p>

	<p>(a) 2 x Gardening / Grounds Maintenance staff to replace those vacancies from May 2021.</p> <p>(b) 1 x Town and Open Spaces Operative (Street Cleaning) to replace the vacancy which arose in March 2020. It was noted this post has been backfilled by existing staff during Covid but as they return to their ordinary duties, there is a need to fill this vacancy.</p> <p>(c) 1 x Community and Activities Officer (renamed from Operative) which will focus on community and outreach work, particularly focussing on supporting youth activities. This post will initially be a 1-year contract as it is part externally funded (via the Youth Outreach project).</p> <p>(d) All posts will be offered on annualised contracts with an average of 37 hours per week.</p>
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The Chairman closed the meeting at 8.55pm