

**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 27<sup>th</sup> September 2021** at 7.30pm

**Present:** Councillors Asker, Freeman (Chair), Light and McLellan

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

**Also Present:** Mrs Judith Rodden and Mr Mark Starte as representatives from the SW Heritage Development Group (Min Ref A & S 085-21)

A & S 080-21	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Coote, Porch and Roberts
A & S 081-21	<b>Declarations of Interest</b>  Cllrs Asker, Freeman and Light declared non-pecuniary interests as District Councillors for Uttlesford District Council
A & S 082-21	<b>Minutes of the last meeting of the Assets &amp; Services Committee (June 2021)</b>  The minutes of the last Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.
A & S 083-21	<b>Public Speaking Time</b>  There were no questions or matters arising from the public
A & S 084-21	<b>Saffron Walden Youth Partnership - Grant Request</b>  Committee considered the application as presented, noting the recommendation for approval from the Youth Partnership Initiative. It was <b>Resolved:</b>  To award the grant for £3,315 for the Writer's Room project as per the grant presented.
A & S 085-21	<b>Interpretation Board</b>  Mrs Judith Rodden and Mr Mark Starte were present as representatives from the SW Heritage Development Group and addressed the Committee. They detailed the project aims and objectives, noting the importance of the board's location in the town centre. The request is to seek approval from SWTC for the installation of an interpretation board on the side of the town hall, the board would tell the story of the town's association with saffron.  Committee supported the principle of the request and noted it would be subject to:

Signed as a true and accurate record .....

Minutes of Assets & Services Committee Monday 27<sup>th</sup> September 2021

	<p>(a) Possible planning permission/listed building consent and/or (b) Advertising consent</p> <p>Committee further noted the need to approve any final design or specification of works given the installation on the historic town hall (should permissions in (a) and (b) above be granted by UDC as the local planning authority). It was noted the group will make enquiries/applications for (a) and (b) as necessary and bring the matter back to this Committee for final approval.</p>
A & S 086-21	<p><b>Anglo-American Playing Fields</b></p> <p>Committee noted the submission of a grant application towards play equipment</p>
A & S 087-21	<p><b>Water Park</b></p> <p>It was <b>Resolved:</b></p> <p>To establish a Working Group to progress this matter on behalf of the Council and membership should replicate that for the Play Area Working Group, being Cllrs Coote, Frost, Gadd and Millward.</p>
A & S 088-21	<p><b>Golden Acre Play Area Refurbishment</b></p> <p>Committee noted the successful re-opening of the refurbished play area at Golden Acre, which was officially opened by the Town Mayor.</p>
A & S 089-21	<p><b>Summer Events</b></p> <p>Committee received and noted with thanks the reports as provided, being an update on summer events and activities.</p> <p>On behalf of the Committee, Cllr Asker expressed thanks to all Officers involved in the summer events and noted with thanks, plans and preparations in hand for a series of activities in the Market Square during the October school half-term.</p>
A & S 090-21	<p><b>Saffron Walden Town Centre, Road Closure Consultation</b></p> <p>Committee received and noted with thanks the update regarding the consultation process. Committee noted the position of central government and its support for the continuation of road closures (<i>see details on the agenda for further details</i>).</p>
A & S 091-21	<p><b>Area Fronting Close House, High Street</b></p> <p>Committee received and noted the update report as presented, being an update on quotations received.</p>
A & S 092-21	<p><b>Crabtrees Facilities and Pitch</b></p> <p>The Town Clerk provided Committee with further information relating to the termination of the current lease with the Ladies Football Club and noted the issuance of the</p>

	<p>“Expressions of Interest” process for any future lease from September 2022 onwards. It was agreed to extend the deadline for receipt of expressions of interest for 1 month, to the end of November 2021.</p>
A & S 093-21	<p><b>Christmas 2021 Activities</b></p> <p>Committee noted the list of activities as detailed on the agenda</p>
A & S 094-21	<p><b>Radwinter Road Cemetery</b></p> <p>The Operations Manager spoke further to the request to consider widening of the cemetery gates. It was noted the cemetery is in a conservation area and the gates/fencing are themselves are listed. It was <b>Resolved:</b></p> <p>To authorise the Operations Manager to seek quotations for works as required, including planning permission and listed building consent. No works, however, should take place without the specific approval of the Committee; therefore the matter must be further considered by Committee once quotations are received.</p>
A & S 095-21	<p><b>Community Tree Planting Scheme</b></p> <p>Committee noted the anticipated community tree planting at Lime Avenue on Saturday 27<sup>th</sup> November 2021 from 08:30 hours. Cllr McLellan is co-ordinating volunteers and is progressing delivery of trees with Woodland Trust and ECC (the planting date is subject to receipt of the trees; there is a possible delay in delivery). The Clerk was requested to inform the SW Community Football Club of the intentions on 27.11.21 given the close proximity to the pitches.</p>
A & S 096-21	<p><b>The Queen’s Platinum Jubilee Celebration</b></p> <p>Committee received and noted the information as provided by The Palace regarding celebrations of this event. It was <b>Resolved:</b></p> <p>That the Town Council should support these celebrations and Officers plan to celebrate the occasion; events to run Thursday 2<sup>nd</sup> June to Sunday 4<sup>th</sup> June 2022 inclusive. It was noted this was a celebration of the Queen’s period on the throne and as such, any events should focus on community provision and participation; it was agreed that the event should not include any formal military parade or attendance (although the military would of course be welcomed to join in with any planned events and activities).</p>
A & S 097-21	<p><b>Urgent Information Items</b></p> <p>There were no matters arising</p>
A & S 098-21	<p><b>Date and time of Next Meeting</b></p> <p>Noted and agreed as being Monday 25<sup>th</sup> October 2021 at 7.30pm in the Town Hall</p>

The Chairman closed the meeting at 8.35pm