

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: **26th September 2022** commencing at **8.00pm (following the Full Council meeting)** 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

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. For background papers in relation to this meeting please contact 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

General Enquiries – The Town Hall, Market Street, Saffron Walden, CB10 1HZ

Website: 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

21st September 2022

1	Apologies for absence To receive apologies and consider requests for approved absence.
2	To receive any Declarations of Interest 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	Minutes of the last meeting of the Assets & Services Committee To verify and approve the Minutes of the A & S Committee meeting of 28.07.2022

4	<p>Public Speaking Time</p> <p>For the public or press to ask questions of the Committee on matters relating to the agenda.</p>
5	<p>Events Update</p> <p>An update from the events and activities officer as follows:</p> <p>a. SWTC Summer Events, written report attached for information.</p> <p>b. Forthcoming events and activities to note:</p> <ul style="list-style-type: none"> • Eco Market - The Common – 24/09/2022 – 10.00-16.00 SWTC will also be hosting a Market Stall • Menopause Awareness Evening – Town Hall – 20/10/2022 – time tbc • Robin Hood Free Performances from Saffron Hall – Jubilee Gardens – 25/10/2022 – times tbc • Lantern Workshops – Venue tbc - 05/11/2022 and 12/11/2022 - 10am-3pm • Light Switch On & Lantern Parade - 18/11/2022
6	<p>Policies</p> <p>The following policy is proposed for re-adoption with no proposed changes, recommended review date is five years' time.</p> <ul style="list-style-type: none"> • Memorial Trees & Benches
7	<p>Anglo-American Play Area Refurbishment</p> <p>The Anglo-American Play Area refurbishment designs have been received and a contractor has been appointed. The working group are looking into finalising a design for installation in Spring 2023 and works are therefore scheduled for completion in accordance with the project plan</p>
8	<p>Bridge End Gardens</p> <p>Committee is asked to note the attached written report regarding Bridge End Gardens regarding recent training opportunities that have taken place.</p> <p>Committee to further note proposed works to be carried out in the Gardens over the next few weeks.</p>
9	<p>Herbert's Farm Lease – Saffron Walden Community Football Club</p> <p>Committee to consider the attached report detailing proposed amendments to the existing lease.</p>
10	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
11	<p>Date and time of Next Meeting</p> <p>Monday 24th October 2022 at 7.30pm in the Town Hall, Saffron Walden</p>