

**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 26<sup>th</sup> September 2022 at 8.30pm

**Present:** Councillors Coote, Freeman, Light, McLellan (Chair), Roberts and Toy

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

**Public:** Matt Clare on behalf of Saffron Walden Community Football Club (Agenda Item 9)

A & S 087-22	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs de Vries, Frost and Porch
A & S 088-22	<b>Declarations of Interest</b>  Cllrs Coote, Freeman and Light declared non-pecuniary interests as District Councillors for Uttlesford District Council
A & S 089-22	<b>Minutes of the last meeting of the Assets &amp; Services Committee 25.07.2022</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 090-22	<b>Public Speaking Time</b>  There were no questions or matters arising from the public
A & S 091-22	Committee unanimously agreed to bring forward agenda item 9 – Herbert’s Farm Lease – Saffron Walden Community Football Club
A & S 092-22	<b>Herbert’s Farm Lease – Saffron Walden Community Football Club</b>  Committee considered the written report attached to the agenda, detailing SWCFCs proposal to rename the lease at Herbert’s Farm to solely Saffron Walden Community Youth Sports Club, along with removing the current four guarantors with SWCYSC taking full liability.  Committee unanimously agreed with this recommendation.
A & S 093-22	<b>Events Update</b>  Committee noted the upcoming events and the written report attached to the agenda, detailing the summer events that have taken place. Committee passed on their thanks to the events officer and all staff involved for their efforts.

<p>A &amp; S 094-22</p>	<p><b>Policies</b></p> <p>The Memorial Trees and Benches policy was re-adopted.</p> <p>Committee noted the common practice when planting trees using biodegradable planters and guards. It was noted there may come a time when we will need to stop installing benches, this would be considered at a future meeting.</p>
<p>A &amp; S 095-22</p>	<p><b>Anglo-American Play Area Refurbishment</b></p> <p>Committee noted that the refurbishment designs are being finalised. Committee asked that the designs are shared once complete at the next meeting.</p>
<p>A &amp; S 096-22</p>	<p><b>Bridge End Gardens</b></p> <p>Committee noted the written report attached to the agenda, detailing the recent training opportunities that have taken place for those who work in Bridge End Gardens.</p> <p>Committee passed on their congratulations to the Team, particularly Nathan recognising the raised profile of the Gardens from recent events.</p>
<p>A &amp; S 097-22</p>	<p><b>Urgent Information Items</b></p> <p>Cllrs raised the following points:</p> <ul style="list-style-type: none"> <li>- The pressures on staffing will undoubtedly increasing due to additional projects coming forward. This would be considered at a future Finance and Establishment Committee meeting.</li> <li>- The Summer <i>Saffron Fest</i> three-day weekend of events took place in August and resulted in both praise and complaints due to the noise. The wash-up meeting has not yet taken place and once it has an update would be provided to a future Assets and Services Committee meeting.</li> <li>- How the use of Crabtrees could be increased and whether CCTV can and should be installed. Officers agreed to look further at the CCTV options at the site.</li> <li>- Cllr Coote requested an update on the Blue Plaques project, the Clerk advised a local resident had offered to progress with this and he would be contacted to ascertain progress.</li> </ul>
<p>A &amp; S 098-22</p>	<p><b>Date and time of Next Meeting</b></p> <p>Noted and agreed as being 24.10.2022 at 7.30pm in the Town Hall, Saffron Walden.</p>

The Chairman closed the meeting at 9.20pm