

The Town 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: 24<sup>th</sup> October 2022 commencing at 7.30pm 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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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.

### 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](mailto:enquiries@saffronwalden.gov.uk)

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

Website: [www.saffronwalden.gov.uk](http://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

19<sup>th</sup> October 2022

|   |   |
|---|---|
| 1 | <b>Apologies for absence</b><br>To receive apologies and consider requests for approved absence.  |
| 2 | <b>To receive any Declarations of Interest</b><br>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 | <b>Minutes of the last meeting of the Assets &amp; Services Committee</b><br>To verify and approve the Minutes of the A & S Committee meeting of 26.09.2022   |
| 4 | <b>Public Speaking Time</b><br>For the public or press to ask questions of the Committee on matters relating to the agenda.   |
| 5 | <b>Anglo American Play Area</b><br>Committee is asked to note the attached report which details the progress made with the Anglo-American Play Area Refurbishment project. Also attached is the final CAD Design illustrating the layout of the equipment.  |

|    |   |
|----|---|
| 6  | <p><b>Policies</b></p> <p>The following are proposed for re-adoption:</p> <ul style="list-style-type: none"> <li>• Balloon Policy – proposed re-adoption, with no changes and recommended review date five-years</li> <li>• CCTV – proposed re-adoption and recommend review date three years</li> <li>• Market – reaffirmation of the 1984 food and drugs act and recommended review date five-years</li> </ul>  |
| 7  | <p><b>SWTC Christmas Events</b></p> <p>The following is to note and should members wish to volunteer and support the events, please contact the events and activities officer.</p> <ul style="list-style-type: none"> <li>• Saturday 5<sup>th</sup> and 12<sup>th</sup> November, Lantern Making Workshops, 10-15.00, Garden Rooms</li> <li>• Friday 18<sup>th</sup> November, lantern parade from St Mary’s Church and Light Switch on with free Father Christmas Grotto in the Town Hall</li> <li>• Sunday 20<sup>th</sup> November, Fayre in the Square with free Father Christmas Grotto</li> </ul> <p>Attached to the agenda includes the SWTC Christmas Poster for sharing.</p> |
| 8  | <p><b>King Charles III Coronation – Saturday 6<sup>th</sup> May 2023</b></p> <p>Committee to consider participation in any national events and activities to commemorate King Charles III’s Coronation.</p> <p>At time of writing, it is not certain as to whether the May Bank Holidays will be altered or not but it is suggested that events will take place on Saturday 6<sup>th</sup> May 2023; participation will require additional funds to be set aside in 2023/24 budget if Committee agrees.</p>   |
| 9  | <p><b>Trees</b></p> <p>For information, 11 substantial trees have been brought and will be planted at Lime Avenue, Tudor Park and the Common. A request has been submitted for part funding from Uttlesford District Council. The Queen’s Green Canopy Plaque will be placed with the new trees at Lime Avenue.</p>   |
| 10 | <p><b>Mortimers Gate – Bloor – Public Open Space</b></p> <p>The public open space at Mortimers Gate (developed by Bloor Homes) has concluded with a successful transfer of public open space to SWTC.</p> <p>Monies of £360,000 has been received as agreed and £10,000 of this has been ringfenced for the Close Gardens frontage.</p>   |

|    |  |
|----|--|
| 11 | <p><b>Herberts Farm – MUGA</b></p> <p>Committee is asked to consider the attached report regarding installation of a multi-use games area at Herbert’s Farm.</p>   |
| 12 | <p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>  |
| 13 | <p><b>Date and time of Next Meeting</b></p> <p>28<sup>th</sup> November 2022 at 7.30pm in the Town Hall, Saffron Walden</p>  |
| 14 | <p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>To resolve 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> |
| 15 | <p><b>Herbert’s Farm – Data Centre</b></p> <p>Committee is asked to consider the attached report and recommendations.</p> <p>This report remains confidential as requested by the agent whilst negotiations are being had.</p>   |