

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: 19<sup>th</sup> December 2022 commencing at 7.30pm (or following the conclusion of the Finance & Establishment Committee meeting which will take place prior) 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

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### **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**

**14<sup>th</sup> December 2022**

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence.
2	<b>To receive any Declarations of Interest</b> 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> To verify and approve the Minutes of the A & S Committee meeting of 24.10.2022
4	<b>Public Speaking Time</b> For the public or press to ask questions of the Committee on matters relating to the agenda.
5	<b>SWTC Events</b>

	<p>The events and activities officer will provide a written report detailing the recent community events that have taken place in October and November for information only.</p> <p><i>Note: This written report will be published separate to the agenda.</i></p>
6	<p><b>Market Feedback</b></p> <p>The WWF and Woodland Trust recently hosted a Market Pitch to promote their services. They provided the following feedback for information: <i>I hope all is well! I just wanted to give some feedback if that is okay from our recent bookings with you from our representatives who attended.</i></p> <p><i>Both our representatives Tim and Simon both had nothing but amazing things to say! They both said that the market was incredibly well organised, they felt that it is one of the most professional markets they have ever been too, they felt that everyone who attended had a lot of empathy for their charities and they would both love to come back.</i></p>
8	<p><b>Barclays</b></p> <p>Barclays currently hire the Committee Room in the Town Hall as a pop-up branch. The CEO of Barclays, Mr Hammerstein recently visited Saffron Walden to see the pop-up branch and was welcomed by the Mayor and the Bookings Officer. Attached is a copy of a letter received from Mr Hammerstein for information noting his thanks for SWTC's hospitality and support for Barclays locally.</p>
9	<p><b>Essex Playing Fields Awards</b></p> <p>For information the Essex Playing Fields Association has recently awarded SWTC for maintaining the Common, Golden Acre Community Centre, Crabtrees and Tudor Park to the highest standards. A press release has been shared with local newspapers.</p>
10	<p><b>Concession Policy</b></p> <p>Recommended to re-adopt the concessions policy with a review date of three years', no changes are proposed.</p>
11	<p><b>The Ford, Bridge End Gardens</b></p> <p>To consider the installation of a sign at the Ford, Bridge End Gardens to denote there is a ford there which is not easily identifiable if the area is flooded.</p> <p>It is recommended signage is installed simply say "Ford Ahead – Beware".</p>
12	<p><b>Anglo- American Playing Fields – Play Area Refurbishment</b></p> <p>For information the play area refurbishment works will likely start in January/February 2023 for completion by the end of March 2023. Once construction dates are confirmed officers will provide a press release and appropriate signage for the site so the public are aware.</p>

13	<p><b>Former Natwest Bank / Numbers 3 and 5 Market Place</b></p> <p>To note the written report provided as an update regarding the works at 3 and 5 Market Place.</p>
14	<p><b>Youth Budget Update and Youth Consultation Results</b></p> <p>The events officer has prepared the attached reports detailing the youth service provision available in Saffron Walden alongside the youth survey results which took place earlier in the year. Recommendations are included within the report for consideration.</p> <p><i>This written report will be published separate to the agenda.</i></p>
15	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
16	<p><b>Date and time of Next Meeting</b></p> <p>Monday 23<sup>rd</sup> January 2023 in the Town Hall, Saffron Walden at 7.30pm</p>
17	<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>
18	<p><b>Update Herbert’s Farm Data Centre</b></p> <p>A verbal update will be provided regarding the Herbert’s Farm Data Centre project. This is following the October Assets &amp; Services Meeting.</p>