

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 (Chair), Porch, Roberts and Toy.

You are summoned to attend a MEETING of the ASSETS & SERVICES COMMITTEE of SAFFRON WALDEN to be held in the Garden Rooms, Jubilee Gardens, Saffron Walden, CB10 1EH

Date: 27<sup>th</sup> February 2023 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

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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**

22<sup>nd</sup> February 2023

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 23.01.2023
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>Garden Rooms, Jubilee Gardens Lease</b> Committee is asked to note that the lease documentation for the Garden Rooms, Jubilee Gardens has now been signed by SWTC.

6	<p><b>Town Council Events and Activities</b></p> <p>To receive the attached written update on events and activities for 2023 from the events and activities officer, for information only.</p>
7	<p><b>Affinity Water</b></p> <p>Representatives of Affinity Water will be in attendance to provide a verbal update on partial softening treatment in Saffron Walden.</p>
8	<p><b>Anglo-American Play Area Refurbishments</b></p> <p>A verbal update will be provided by officers regarding the refurbishment works at the Anglo-American Play Area.</p>
9	<p><b>Youth Outreach</b></p> <p>Committee is asked to consider the report with recommendations, regarding working with the Youth Outreach Partnership for 2023/24. This report will be published separate to the agenda.</p>
10	<p><b>Christmas Lights Contract</b></p> <p>Committee is asked to consider the attached report and recommendations detailing the Christmas Light Contract, this recommendation is made by the Working Group.</p>
11	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
12	<p><b>Date and time of Next Meeting</b></p> <p>22<sup>nd</sup> March 2023 at 7.30pm in the Town Hall, Saffron Walden</p>