

ASSET & SERVICES COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING in the Town Hall, Saffron Walden.

Date of meeting: 23.01.2023 at 7.30pm

Present: Councillors McLellan (Chair), Porch, Roberts and Toy.

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

A & S 001-23	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Coote, de Vries, Freeman, Frost and Light.</p>
A & S 002-23	<p>Declarations of Interest</p> <p>No interests were declared.</p>
A & S 003-23	<p>Minutes of the last meeting of the Assets & Services Committee 19.12.2022</p> <p>The minutes of the last Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.</p>
A & S 004-23	<p>Public Speaking Time</p> <p>There were no questions or matters arising from the public</p>
A & S 005-23	<p>Crabtrees Lease</p> <p>Committee considered the report attached to the agenda detailing the future uses of the MUGA at Crabtrees. The following principles were agreed:</p> <ul style="list-style-type: none"> • Allow residents to use the MUGA during prescribed allocations, the discretion of these allocations to be mutually determined between the Club and the Residents' Association • A break clause should be included (as per Catons Lane lease). If SWTC initiates the break clause then SWTC must compensate the club for any grants/mortgages taken on the land. • In the 21-year lease period, the lease must provide for improvements to the site, or in accordance with the lease, ensure the site is returned to at least the same condition as per start of the lease agreement. • MUGA contract to last until 2050. • SWTC to utilise £20,000 set aside under ear-marked reserves towards the refurbishment costs of the MUGA • Set up any meetings required with the Residents' Association, councillors and/or football club in order to progress the lease transactions

A & S 006-23	<p>Thank you – Feedback</p> <p>Committee noted the kind feedback received regarding the recent wake held in the Town Hall.</p>
A & S 007-23	<p>Assets of Community Value</p> <p>Committee agreed with the recommendations listed within the report attached to the agenda, detailing the ACVs due for renewal in Saffron Walden and applications should be re-submitted. There was a brief discussion on the inclusion of The Friends School, but it was noted the site has planning permission for redevelopment and any inclusion as an ACV would merely seek to delay any development; it could not prevent development given planning permission granted by the Planning Inspectorate.</p>
A & S 008-23	<p>Youth Outreach Project</p> <p>Committee noted the service level agreement is due to be finalised in January.</p>
A & S 009-23	<p>Christmas Lights Contract for 2023</p> <p>The Operations Manager provided an update to the contract process, requesting the establishment of a Working Group to consider the quotes received and (where appropriate) to meet with contractors to discuss their quotations.</p> <p>Membership of the Working Group was agreed Officers and Cllrs McLellan (Chair of A & S), Cllr Freeman (given his experience and involvement in previous Christmas lights contracts) and Cllr de Vries (Mayor). The Working Group is to meet to review quotes, verify and internally audit the contract process and to bring forward a report with recommendations to the February A & S Committee meeting.</p>
A & S 010-23	<p>Events & Activities</p> <p>Committee noted the report attached to the agenda detailing the upcoming SWTC events in Saffron Walden. Cllr Toy noted use of the bandstand and offered to provide details of local musicians/bands that may be interested in performing (to liaise with the Events Officer).</p>
A & S 011-23	<p>Urgent Information Items</p> <p>There were no matters arising</p>
A & S 012-23	<p>Date and time of Next Meeting</p> <p>Noted and agreed as being 27th February 2023 at 7.30pm in the Town Hall, Saffron Walden.</p>

The Chairman closed the meeting at 8.35pm