

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 (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 Town Hall, Saffron Walden

Date: Monday 27th March 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

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. For background papers in relation to this meeting please contact 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.

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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

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

Website: 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

22nd March 2023

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| 1 | Apologies for absence To receive apologies and consider requests for approved absence. |
| 2 | To receive any Declarations of Interest 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 | Minutes of the last meeting of the Assets & Services Committee To verify and approve the Minutes of the A & S Committee meeting of 27.02.2023 |
| 4 | Public Speaking Time For the public or press to ask questions of the Committee on matters relating to the agenda. |
| 5 | Affinity Water – water softening update Affinity Water representatives attended the February Committee meeting regarding the decision to no longer provide water softening treatment in Saffron Walden. The Town Clerk will provide a verbal update at this meeting regarding updates from Affinity Water. |

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| 6 | <p>Garden Room, Jubilee Garden – lease update</p> <p>To receive a verbal update from the Town Clerk regarding the recently signed lease, for use of the Garden Room, Jubilee Garden, including:</p> <ul style="list-style-type: none"> a) Expressions of interest from interested hirers. b) Lottery Funding application c) Signed lease and refurbishment works |
| 7 | <p>SWTC Events</p> <p>Committee is asked to note the following updates regarding SWTC events:</p> <ul style="list-style-type: none"> a) SWTC celebrated <i>International Day of Happiness</i> on Monday 20th March in collaboration with Mind in West Essex. This was a free event in the Garden Room, which provided mood boosting activities and wellbeing workshops which were well attended. b) The next SWTC Event is taking place on Thursday 6th April with Easter Crafts for families. c) The Coronation weekend takes place 6th and 7th May with events including: <ul style="list-style-type: none"> - Saturday 6th - Coronation Service (live open-air screening of the service at Saffron Walden Castle) with family activities - Sunday 7th – Afternoon activities and music at Jubilee Garden and evening Concert at The Castle (live open-air screening of the concert at Saffron Walden Castle) |
| 8 | <p>Anglo-American Play Area Refurbishment - Update</p> <p>For information, the play area refurbishment at Anglo-American Playing Fields and snagging works are due for completion w/c 10/04/2023, once works are complete a formal opening event will take place and the date will be confirmed in due course.</p> |
| 9 | <p>Saffron Walden Market – Promotional Campaign Update</p> <p>Committee is asked to note, the Market Co-Ordinator is arranging a branding and marketing campaign for Saffron Walden Market, aiming to promote the award-winning Market and traders. As part of this project some pitches have been re-arranged in the Market Square and should any Councillors receive queries, they should be re-directed to the Market Co-Ordinator.</p> |
| 10 | <p>Community Woodland Project at Lime Avenue</p> <p>For information, due to the extreme heat and drought last summer, the vast majority of trees planted the previous winter at Lime Avenue unfortunately failed, despite best efforts to keep them going.</p> <p>Following consultation with Essex wildlife trust the dead trees have been removed and the area will be managed as a wild flower meadow which is considered a more appropriate use of the land.</p> |

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| 11 | Urgent Information Items Any items to verbally report for information only |
| 12 | Date and time of Next Meeting Monday 24 th April at 7.30pm in the Town Hall, Saffron Walden |