

The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501



## **Agenda Assets & Services Committee**

To Committee Members: Councillors Ahmed, Asker, Curtis, Eke, Freeman, Frost, Hawke-Smith, Jones, McLellan and Porch

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: **TUESDAY** 30<sup>th</sup> May 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.

Please note that due to necessary Covid19 mitigation measures, admission to the meeting may be restricted as room capacity is currently limited. Members of the public will be admitted on a first come first served basis and the meeting room will be open to the public from approximately 7.20 pm. The capacity for each meeting will include the staff and Councillors present and members of the public will be permitted to the maximum capacity of the room. Members of the public are requested to wear a face mask at all times and sit in the seats designated for the public. If you would like more information about how the Town Council has made the meeting arrangements as Covid secure as possible please contact the Town Clerk.

**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**

24<sup>th</sup> May 2022

1	<p><b>Election of Committee Chair</b></p> <p>For Committee to elect the Committee Chair for 2023/24</p>
2	<p><b>Election of Deputy Committee Chair</b></p> <p>For Committee to elect the Deputy Committee Chair for 2023/24</p>
3	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence.</p>

4	<p><b>To receive any Declarations of Interest</b></p> <p>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.</p>
5	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee</b></p> <p>To verify and approve the Minutes of the A &amp; S Committee meeting of 24.04.23.</p>
6	<p><b>Public Speaking Time</b></p> <p>For the public or press to ask questions of the Committee on matters relating to the agenda.</p>
7	<p><b>Common Footpath</b></p> <p>For information: The bottom footpath of the Common (running parallel to the Slade, and alongside the play area) is a heavily used footpath. It is necessary to carry out remedial repair works, including scarifying of site, overlay of 25mm Breedon gravel to form a new camber to the path. It is anticipated these works will be carried out circa September 2023, acknowledging the lead time with materials and the contractor's availability.</p>
8	<p><b>Coronation Events</b></p> <p>To receive a written report being an update and summary of Town Council activity for the Coronation weekend events, including a profit/loss account.</p>
9	<p><b>Saffron Walden Town Council Upcoming Activities</b></p> <p>The attached report details the upcoming SWTC events, markets and third-party bookings due to take place in the coming months.</p>
10	<p><b>Assets of Community Value</b></p> <p>Committee previously approved ACV nominations to be submitted by officers on behalf of SWTC to UDC for the following assets.</p> <p>UTT/23/0478/ACV Allotment Gardens, Crocus Fields  UTT/23/0477/ACV Windmill Hill Allotments  UTT/23/0486/ACV Grove Lawn Tennis Club (Saffron Walden)  UTT/23/0483/ACV Saffron Walden Golf Course  UTT/23/0482/ACV Fairy Croft House</p> <p>Committee is asked to note these applications were successful and have been approved by UDC for a further five years.</p>

11	<p><b>Bad Wildungen Visit</b></p> <p>Committee is asked to note the attached schedule for the upcoming Bad Wildungen visit taking place this August for information only. Should members wish to attend any of the activities please inform the Tourist Information Duty Manager who will book you on and arrange an invoice to be raised. Councillors and staff are requested to pay for their own expenses for this visit.</p>
12	<p><b>Art Installation at Jubilee Gardens</b></p> <p>Committee is requested to note the following report, providing details of a new (temporary) art initiative in Saffron Walden.</p>
13	<p><b>Proposed Sensory Garden</b></p> <p>The attached report details the proposal from Saffron Walden Lions Club regarding introduction of a small sensory garden in Jubilee Garden. The Operations Manager has met the Lions Club on site and Committee is asked to consider the attached report and recommendation to introduce the sensory garden.</p>
14	<p><b>Public Open Space Transfer – at Radwinter Road, Saffron Walden (Linden Homes site)</b></p> <p>Committee is asked to note, for information only, the public open space transfer at the Linden Home site is progressing. SWTC officers are liaising with Uttlesford District Council and the developer to ensure the POS is satisfactory before transfer to SWTC. The transfer includes a commuted lump sum of circa £596,232.52 for 20 years maintenance of the sites POS and one play area, once received this money will be ear-marked for use at this site only.</p> <p>To note the POS excludes the two sustainable drainage systems which will remain with a separate management company for maintenance.</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>26<sup>th</sup> June 2023 at 7.30pm in the Town Hall, Saffron Walden</p>