

TheTown Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501



Agenda Assets & Services Committee

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

You are summoned to attend a MEETING of the **ASSETS & SERVICES COMMITTEE** of SAFFRON WALDEN to be held in Town Hall

Date: **Monday 29th January 2024** 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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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.

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<http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

24 January 2024

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 18.12.2023
4	Public Speaking Time For the public or press to ask questions of the Committee on matters relating to the agenda.
5	Assets of Community Value Committee agreed at the July 2023 meeting to apply for ACV status the following buildings, Uttlesford District Council has now issued the decision notices (attached) for information: a) Cross Keys – successful, ACV status acquired.

	b) Saffron Hotel – unsuccessful, ACV status denied due to primary use being hotel rather than public house.
6	Jubilee Hub Partnership / Services Update Committee is asked to note the written report attached (to follow), as a way of update regarding the Jubilee Hub works and programme.
7	Jubilee Hub Lease For information, the variation of the Jubilee Hub lease between SWTC and UDC has been varied to expire in 16 years and allows commercial letting of the house (which will require refurbishment works, which is allocated within the 2024/25 budget and works are progressing by SWTC officers). The lease has been signed by SWTC and is awaiting signature by UDC officers.
8	Jubilee Gardens West Bank Council is asked to consider and note the attached report regarding works to the west bank at Jubilee Gardens.
9	SWTC 2024 Events & Activities Save the date For information, the attached report (to follow); SWTC events 2024 ‘save the date’ details events and activities planned for 2024. The document lists community events including D-Day 80th Anniversary, 30th Anniversary for Saffron Walden Youth Outreach Project, Jubilee Hub Community Day, Freedom of Uttlesford Parade, Beach on The Common, Christmas events and holiday activities. Mayor’s events, Pop up markets and car boot sales are also highlighted, along with Saffron Walden Food Tours and the Bandstand Season. Once details are finalised promotional materials will be circulated.
10	Tuesday Market Committee is asked to consider the recommendations detailed within the attached written report regarding promotion of the regular Tuesday market.
11	Urgent Information Items Any items to verbally report for information only
12	Date and time of Next Meeting 26 February 2024 at 7.30pm in the Town Hall Saffron Walden

13	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</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. The following items are confidential due to their commercially sensitivity.</p>
14	<p>SWTC Storage Depot</p> <p>To receive and consider the written report as attached, including recommendations and updates regarding future storage requirements and needs for Town Council assets.</p>