TheTown Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501

SAFFRON WALDEN
TOWN COUNCIL

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 the Town Hall

Date: **Monday 26th February 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

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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. 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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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 21st February 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 29.01.2024.
4	**Public Speaking Time** For the public or press to ask questions of the Committee on matters relating to the agenda.
5	**Cricket Club – Proposed Notice Board** A representative of Saffron Walden Cricket Club will be in attendance to discuss their proposal to install a noticeboard at the cricket pitch (see proposed image attached). Committee is asked to consider whether it supports the proposal in principle.

6	**Youth Outreach Project – Service Level Agreement** Committee is asked to consider the attached report and recommendations, detailing the service level agreement for 2024/25.
7	**Jubilee Hub Community Day – Save the Date** Committee is asked to note the attached written report, detailing an upcoming community day at Jubilee Hub on Monday 20th May 2024.
8	**Radwinter Road Storage update** The Operations Manager will provide a verbal update regarding the depot application UTT/24/0199/FUL. Committee is recommended to call in the planning application to the UDC planning committee for determination rather than assume the application may be determined under delegated powers to a Planning Officer. In calling the application in, this allows members to publicly consider the Conservation Officer comments, regarding the proximity to the grade II listed building and to respond accordingly. The Conservation Officer is of the opinion that the listed building view may be affected by the proposed development, however SWTC Officers are of the opinion that the listed building view is not affected by the depot proposal and should respond accordingly to the Conservation Officers' comments.
9	**Urgent Information Items** Any items to verbally report for information only
10	**Date and time of Next Meeting** Monday 25th March 2023 at 7.30pm in the Town Hall, Saffron Walden
11	**Confidential Item – Exclusion of Press and Public (Part II meeting)** 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.
12	**Little Walden Road Depot Update** Operations Manager to provide a verbal update regarding the LWR depot, this is confidential due to the commercial sensitivity of the information.