

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 the Town Hall

Date: Monday 29th April 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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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 April 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 25.03.2024
4	Public Speaking Time For the public or press to ask questions of the Committee on matters relating to the agenda.
5	Shared Prosperity Fund (SPF) Markets To receive a written update on the success of the SPF markets hosted throughout 2023/24 and fully funded via the SPF grant. Committee is reminded the SPF was awarded for an 18-month period, commencing October 2023 and expiring March 2025. To note that a further report will be presented to a future meeting regarding potential continuance of this project (post SPF funding). This second report (anticipated July 2024), will set out the financial cost of continuing with the project post March 2025

6	<p>Weddings Update</p> <p>To receive a written update on the success of weddings in the Town Hall and Bridge End Gardens throughout 2023 and to note those booked to date for 2024.</p>
7	<p>Proposed New Lighting at St Mary's Saffron Walden - Public Consultation - Request for Input from Users of the Church</p> <p>St Mary's Saffron Walden is holding a public consultation seeking feedback and comments on the proposal to replace and re-design the lighting in the church.</p> <p>Full details of the scheme can be found at www.stmaryssaffronwalden.org/lighting.</p> <p>Councillors are reminded to send their feedback direct to the church by 5pm on Friday 3rd May by email to parishofficesaffronwalden@gmail.com.</p>
8	<p>Ear-Marked Reserve (EMR) Projections</p> <p>As part of the year end reconciliation, Officers are reviewing the EMR projections and further considering new contributions arising from the 2024/25 precept tranche.</p> <p>Committee is requested to note the following draft timetable:</p> <ul style="list-style-type: none"> (a) EMR proposals, including draft schedule of works to be presented to F & E May 2024 (b) Taking on board any comments/observations from the F & E Committee, A & S to consider the prioritisation of EMR works – May 2024 (c) Any recommendations to be considered by Full Council – June 22024
9	<p>Bridge End Gardens</p> <p>To receive a copy of the annual report as presented to the Friends of Bridge End Gardens as part of their AGM process. This document is shared with Committee for information, summarising activities over 2023/24.</p>
10	<p>Events and Activities 2023/24</p> <p>To receive a copy of the presentation as presented to the business breakfast club as part of their monthly meetings. This document is shared with Committee for information, summarising activities over 2023/24.</p>
11	<p>Youth Work – Partnership Activities</p> <p>To receive a copy of a report as presented to UDC as part of the Town Council's bid for £10,000 funding from the UDC youth work grant funding. This document is shared with Committee for information, summarising youth work both from 2023/24 and planned for 2024/25.</p>
12	<p>Depot Planning Application</p> <p>To receive a verbal update on the current status of the Town Council's planning application for a Storage building.</p>

13	<p>Crabtrees MUGA Lease</p> <p>In January 2023, SWTC committed to provide the MUGA at Crabtrees to a 3rd party. Whilst early conversations and negotiations with the 3rd party were productive, no correspondence or advice has been received from this 3rd party for several months. The lease for transfer of the MUGA was first drafted in December 2023 and since this date, the Town Council's solicitor has chased the 3rd party for comments / signing of the lease with little (if any) response. SWTC has paid for all legal fees in relation to this transaction.</p> <p>In order to progress this further, Committee is requested to:</p> <ul style="list-style-type: none"> (a) Consider the cessation of the lease discussion with the 3rd party given their apparent lack of interest in taking on the lease for the MUGA; (b) Should (a) above be approved, to note that Officers will bring forward a report to a future A & S meeting noting details of works required, financial implications and letting opportunities. This report will be predicated on the basis that SWTC retains the freehold arrangement for this asset, and actively manages and runs the MUGA, deriving financial benefit from income. (c) Should (a) above not be approved, to consider any appropriate action to remedy the apparent stalemate in this process.
15	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
16	<p>Date and time of Next Meeting</p> <p><u>Tuesday</u> 28th May 2024 at 7.30pm in the Town Hall Saffron Walden</p>