

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, Saffron Walden.

Date: Monday 23rd October 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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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

18th October 2023

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 25.09.2023
4	Public Speaking Time For the public or press to ask questions of the Committee on matters relating to the agenda.
5	Catons Lane Football Club – 3G Pitch Proposal At the September Committee meeting it was resolved to support in principle installation of a 3g pitch at Caton's Lane football club. Since this decision, new information has come to light which (if known) may have affected the Committee's decision. Committee is requested to reconsider the decision made.

	<p>In accordance with Standing Order, section 25 (a), Committee is requested to rescind paragraph 7a of the Standing Orders to allow this matter to be rediscussed. Officers recommend Committee holds its previous decision in abeyance, whilst awaiting any further formal response or request from SW Town Football Club.</p>
6	<p>Salt bins</p> <p>Committee is asked to note the attached written report detailing the locations of SWTC and Essex Highways salt bins.</p>
7	<p>Upcoming Activities</p> <p>Committee is asked to note for information, attached are copies of the posters.</p> <ul style="list-style-type: none"> a) the first 'Pop Up Start Up Market' will take place this coming Thursday 26 October 2023 alongside half term family activities – this project is funded by the successfully awarded UK Shared Prosperity Funding. b) Christmas Activities begin on Saturday 4 November with the first of two free lantern making workshops in readiness for the lantern parade and light switch on taking place Friday 17 November. SWTC will also host two Christmas markets and a Father Christmas Grotto. A copy of the leaflet is attached for information and an advertising and social media promotion will be launched imminently.
8	<p>Policies</p> <p>Committee is recommended to re-adopt the following changes with no amendments proposed.</p> <p>Items 8a and 8b are suggested to have an annual review date.</p> <ul style="list-style-type: none"> a) Filming and photography b) Cemetery rules and regulations <p>Items 8c and 8d are suggested to have a three-year review date</p> <ul style="list-style-type: none"> c) Signage d) Volunteering
9	<p>Market Terms and Conditions</p> <p>At the September committee meeting it was resolved to launch a consultation with market traders to review the proposed changes to the market terms and conditions. The consultation with traders is now complete and Committee is asked to consider the attached report and appendices detailing traders' responses, along with recommended changes.</p>

10	<p>Saffron Walden Youth Partnership (SWYP)</p> <p>SWYP has considered the following two grant requests, the group recommends SWTC grants the funds, utilising the Youth Provision budget:</p> <ul style="list-style-type: none"> a) Writer's Room – has requested £3,500 to support the running costs of the established club. b) Jo Eden Singing (Garden Room) – has requested £1,560.00 to support the running costs to provide the sessions. <p>SWYP recommends that SWTC funds both of the above projects for a total of £1,000 each only (and not for the full sums as applied for)</p>
11	<p>St Mary's Church Clock</p> <p>To note the Churchwardens and Church Office have been emailed following the last A&S meeting with details of the resolution and to date no reply has been received. Officers will continue to chase this matter and these details are provided to Committee for information only. Should no response be received, SWTC is recommended to reconsider its position at the November A & S Committee meeting.</p>
12	<p>Rural England Prosperity Fund (REPF)</p> <p>To note that SWTC has successfully received funding under the REPF for a project at Bridge End Gardens (BEG).</p> <p>The project is to recommission and repair a derelict well, known as Jacob's Well located just off the main lawn area. An integral part of the project is to use the water from the well to water the Gardens.</p> <p>Under the T & C of the REPF, the project must be completed by 31.3.24 and officers have started the procedure of obtaining quotes for the work.</p>
13	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
14	<p>Date and time of Next Meeting</p> <p>27th November 2023 at 7.30pm in the Town Hall, Saffron Walden</p>