

**ASSET & SERVICES COMMITTEE**  
**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING in the Town Hall, Saffron Walden.

**Date of meeting:** Monday 27<sup>th</sup> November 2023 at 7.30pm

**Present:** Councillors Asker, Curtis, Eke, Freeman, Hawke-Smith, Jones, McLellan and Porch.

**Officers:** Lisa Courtney, Town Clerk and Terry Frostick, Operations Manager

A&S 120-23	<b>In the absence of the Chair Cllr Forst, Deputy Chair Cllr Hawke-Smith chaired this meeting.</b>
A & S 121-23	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Ahmed and Frost.
A & S 122-23	<b>Declarations of Interest</b>  Cllrs Asker and Freeman declared non-pecuniary interests as District Councillors for Uttlesford District Council
A & S 123-23	<b>Minutes of the last meeting of the Assets &amp; Services Committee 23.10.2023</b>  The minutes of the last Assets & Services Committee meeting 23.10.2023 were accepted as a true and accurate record and signed by the Chair.
A & S 124-23	<b>Public Speaking Time</b>  There were no questions or matters arising from the public.
A & S 125-23	<b>Lease Arrangement at Jubilee Hub, Jubilee Gardens</b>  Committee noted; UDC has approved the Town Council's request to amend the lease at Jubilee Hub. The changes being: <ol style="list-style-type: none"> <li>1. Extension of lease from 10-years to at least 16-years.</li> <li>2. Change of lease terms to allow commercial activity from the venue.</li> </ol>
A & S 126-23	<b>Community Initiatives Fund</b>  Committee noted SWTC was unsuccessful in receiving funding from the Essex Association Local Councils toward Jubilee Hub.  It was noted that UDC has funds specifically set aside to support the Ukrainian community in Uttlesford and the Town Council should request monies for these funds to support the proposed community activity at Jubilee Hub.

A & S 127-23	<p><b>Catons Lane Football Club</b></p> <p>Committee noted officers have not received further clarity from the football club regarding the potential 3g pitch proposals. It was noted that once information is received, the matter will be returned to committee for further determination.</p>
A & S 128-23	<p><b>Urgent Information Items</b></p> <p>Officers noted UDC has issued their car parking review documents on their website and SWTC officers are liaising with UDC to discuss the Catons Lane car park.</p>
A & S 129-23	<p><b>Date and time of Next Meeting</b></p> <p>Noted and agreed as being 18 December 2023 at 7.30pm in the Town Hall Saffron Walden.</p>
A&S 130-23	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>It was resolved 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.</p>
A&S 131-23	<p><b>Public Open Space Transfer</b></p> <p>Committee considered the written confidential paper and acknowledged the financial contribution payable by the developer is not certain at this stage. It was noted committee is requested to resolve a recommendation to Council and that this Committee was not itself authorised to determine the matter but should make a firm recommendation to Council.</p> <p><b>It was Resolved:</b></p> <p>To recommend progression of Option D within the attached report, for no less than the proposed contribution and to seek more where additional aspects might be transferred.</p>

The Chairman closed the meeting at 8.20 pm