

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 18th December 2023 at 7.30pm

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

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

Public: Mr John Power, Representative of Saffron Walden Town Football Club in respect of Min Ref A & S 139-23

	In the absence of the Chair Cllr Frost, Deputy Chair Cllr Hawke-Smith chaired this meeting.
A & S 132-23	Apologies for absence Apologies were received and accepted from Cllrs Ahmed, Asker, Frost and Jones.
A & S 133-23	Declarations of Interest Cllrs Freeman declared a non-pecuniary interest as District Councillor for Uttlesford District Council Cllr Porch declared a non-pecuniary interest in Min Ref A&S 136-23 as Chair of the Youth Outreach Project.
A & S 134-23	Minutes of the last meeting of the Assets & Services Committee 27.11.2023 The minutes of the last Assets & Services Committee meeting 27.11.2023 were accepted as a true and accurate record and signed by the Chair.
A & S 135-23	Public Speaking Time - There were no questions or matters arising from the public
A & S 136-23	Youth Quarterly Update Committed noted the written update attached to the agenda, detailing the works carried out this quarter by Youth Outreach Project (YOP). It was noted that officers continue to progress KPIs with the youth group and that whilst attendance levels at the youth club have not increased back to their pre-covid levels, the club is looking at how it communicates and encourages new participants. It was further noted that SWTC will be conducting a youth survey in 2024 with YOP to engage with users. It was further noted the support from Essex County Council has been inconsistent due to staff changes there and that perhaps the ECC County Councillor could be asked to address this matter directly with ECC.

A & S 137-23	<p>SWTC Christmas Activities Update</p> <p>Committee noted the written updated attached to the agenda, detailing the SWTC Christmas activities and funding support.</p> <p>Committee passed on their thanks to everyone involved, noting the Christmas events were something to be very proud of; these events encourage community engagement and participation and increased footfall into town. The Events Officer was thanked for her hard work in seeking monetary sponsorship support.</p>
A & S 138-23	<p>Catons Lane Car Park</p> <p>Committee noted UDC is due to launch a public consultation on car parking tariffs which includes Caton's Lane.</p>
A & S 139-23	<p>Catons Lane Football Club – 3G Pitch Proposal</p> <p>Mr Power, a representative of Saffron Walden Town Football Club (Board Director and Club Secretariat) spoke further to this item explaining the proposal to install a 3G pitch.</p> <p>Committee discussed the proposal, raising the following concerns:</p> <ul style="list-style-type: none"> • Future and ongoing maintenance costs of the 3G pitch; • What would happen to the 3G pitch should the lease be returned to SWTC?; • That the Club should seek prior approval from SWTC (as landlord) for any future grant applications to ensure that the grants to place any mortgage responsibility or liability on the Club or the land. <p>It was unanimously resolved to support the proposals for the installation of the 3G pitch and the east side development in principle subject to the following:</p> <p>(a) That SWTC does not permit the raising of any mortgage or charge against the football club property for any land or building leased to Saffron Walden Town Football Club and where the Town Council is the landlord;</p> <p>(b) That the Club should seek specific approval from SWTC (as landlord) for any future grants, external contributions from 3rd parties or S106 monies connected to either the 3G pitch or the east side development to ensure:</p> <ol style="list-style-type: none"> (i) that no future liability or responsibility is placed on either party in respect of the leased land. Where any such responsibility is inferred or incurred, the Town Council must specifically approve this prior to any grants or funding being secured (in other words, agreement must be reached before any agreements are concluded and not retrospectively), and (ii) that SWTC approves of the principle of the grant application and/or and the grant funder and/or S106 contributor; <p>(c) That the Club ascertains the decommissioning process of the 3G pitch should the site return to the Town Council in the future. Any decommissioning process must be confirmed to SWTC prior to any contract for the 3G pitch being confirmed.</p>

A & S 140-23	<p>Town Council Priorities</p> <p>At the December 2023 Full Council meeting it was resolved the splash park project is a top priority for delivery in approximately 2026/27.</p> <p>It was unanimously resolved to appoint Cllrs Frost, Reeve, Shotropa, Freeman and Porch with officers as working group members of the Splash Park project.</p>
A & S 141-23	<p>Urgent Information Items</p> <p>The Operations Manager noted several whips have been delivered and are due to be planted at Mortimers Gate and any volunteers are welcome to assist in the planting.</p>
A & S 142-23	<p>Date and time of Next Meeting</p> <p>Monday 29th January 2023 at 7.30pm in the Town Hall, Saffron Walden</p>
A & S 143-23	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</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. The following items are confidential due to their commercial sensitivity.</p>
A & S 144-23	<p>SWTC Storage Depot</p> <p>Committee received and considered the written report as attached regarding future storage requirements and needs for Town Council assets.</p> <p>It was unanimously resolved:</p> <ul style="list-style-type: none"> (a) To progress with the recommendations as detailed within the report noting that the matter would require further approval by Full Council; (b) That planning permission be sought for a new depot in accordance with the details as presented. It was noted that Committee is authorised to proceed with planning permission (within financial limitations of Committee) and that the planning determination will inform future progress; (c) For Officers to submit a report to a future Full Council meeting for Council to consider virement of monies (within ear-marked reserves) to allow the purchase and construction of a new storage depot. This report should further detail costs for water charges, rates and other utility costs where known and should be presented to Council once the planning application has been determined. (d) That Officers are authorised to make arrangements with the current landlord to temporarily extend use of the current facilities, including negotiation of any increased rent.

<p>A & S 145-23</p>	<p>Nat West Bank</p> <p>Committee received a verbal update on work and progress at Nos 3-5 Market Place, including an update on the rental procedure for the flats on 2nd and 3rd floors form officers.</p> <p>Committee approved the use of the local letting agent (un-named for the purposes of the minutes), who would let the flats on a managed basis. Committee noted the ground-floor tenant may be operational by late spring 2024. Officers agreed to organise a site visit during the Christmas period for Cllrs and further details would be communicated to all.</p>
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The Chairman closed the meeting at 9pm

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