

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 Town Hall, Saffron Walden.

Date: **Monday 18<sup>th</sup> December 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

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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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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.

### Facilities for people with disabilities

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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](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – The Town Hall, Market Street, Saffron Walden, CB10 1HZ

Website: [www.saffronwalden.gov.uk](http://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**

13<sup>th</sup> December 2023

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence.
2	<b>To receive any Declarations of Interest</b> 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	<b>Minutes of the last meeting of the Assets &amp; Services Committee</b> To verify and approve the Minutes of the A & S Committee meeting of 27.11.2023.
4	<b>Public Speaking Time</b> For the public or press to ask questions of the Committee on matters relating to the agenda.
5	<b>Youth Quarterly Update</b> Committee is asked to note the attached written report detailing the youth work carried out for the quarter in line with SWTC's service level agreement with the Youth Outreach Project.

6	<p><b>SWTC Christmas Activities Update</b></p> <p>Committee is asked to note the written report detailing the SWTC Christmas activities carried out this year (reports to be published separate to the agenda).</p>
7	<p><b>Catons Lane Car Park</b></p> <p>In accordance with the decision of Full Council (December meeting, Min Ref FC200-23), Officers have progressed the inclusion of the Catons Lane car park in UDC’s car parking tariff consultation; draft proposals for this consultation will be considered at UDC’s Cabinet meeting on Monday 18<sup>th</sup> December, details here: <a href="#"><u>Agenda for Cabinet on Monday, 18th December, 2023, 7.00 pm - Modern Council (moderngov.co.uk)</u></a></p> <p>Assuming UDC Cabinet accept the Officer’s report and recommendation, a public consultation will follow to include proposed charging arrangements for the Catons Lane Car park.</p> <p>For context, an extract from the December FC minutes is given below, as recorded under Min Ref FC200-23:</p> <p><i>“UDC Parking Review</i></p> <p><i>It was Resolved:</i></p> <ul style="list-style-type: none"> <li><i>(a) To include Catons Lane car park in the imminent car parking tariff consultation being conducted by UDC;</i></li> <li><i>(b) To adopt a charging and enforcement regime for the Catons Lane car park, in accordance with that already established by UDC in management of their own car parks;</i></li> <li><i>(c) That the charging regime is based on UDC’s car park review and associated recommendations from the consultant and the consultation process (note these details are not currently in the public domain but anticipated will be comparable to the Swan Meadow charges);</i></li> <li><i>(d) To enter into a service level agreement with UDC regarding future management and maintenance of the car park.”</i> </li></ul>
8	<p><b>Catons Lane Football Club – 3G Pitch Proposal</b></p> <p>At the September A &amp; S Committee meeting, Committee received a presentation from a representative of the Saffron Walden Town Football Club (SWTFC) and agreed to support the principle of a 3G pitch at the site. This matter was reconsidered at the October Committee meeting, recorded under Min Ref A&amp;S 110-23:</p> <p><i>It was noted at the September committee meeting it was resolved to support in principle installation of a 3G pitch at Caton’s Lane football Club. The Town Clerk explained since this decision was made, new information has come to light regarding the Football Club’s internal uncertainty on the proposal.</i></p> <p><i>Committee resolved to rescind this decision in abeyance and reconsider the proposal until certainty is given by the Football Club.</i></p>

	<p>Subsequent to the October meeting, formal advice has been received from SWTFC that the proposals as presented were fully informed and in accordance with instructions from the Club. Documentary evidence of this is held in the Council offices.</p> <p>Given this confirmation, Committee is requested to further consider its 'in principle' support for the installation of a 3G pitch at the Catons Lane football club. A copy of the presentation paper as submitted to the September meeting is further attached for information.</p>
9	<p><b>Town Council Priorities</b></p> <p>At the December 2023 Full Council meeting, Council determined that the installation of a splash park in Saffron Walden would be one of the top priorities for delivery in approximately 2026/27.</p> <p>In order to progress this priority, Committee is requested to formally determine membership to a Working Group who would fact find and carry out consultations on behalf of the Council. It is proposed the first Working Group meeting will be held early 2024 and that Councillors should participate in site visits to existing nearby facilities to have a greater understanding and appreciation of the different types of splash parks available. A SWOT analysis of each opportunity/location will also be provided to a future Working Group, including indicative costings for each type/location.</p> <p>The WG meetings and any site visits will be co-ordinated by Officers upon establishment of the Working Group.</p>
10	<p><b>Urgent Information Items</b> - Any items to verbally report for information only</p>
11	<p><b>Date and time of Next Meeting</b></p> <p>Monday 29<sup>th</sup> January 2023 at 7.30pm in the Town Hall, Saffron Walden</p>
12	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>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. <b>The following items are confidential due to their commercially sensitivity.</b></p>
13	<p><b>SWTC Storage Depot</b></p> <p>To receive and consider the written report as attached regarding future storage requirements and needs for Town Council assets.</p>
14	<p><b>Nat West Bank</b></p> <p>To receive a verbal update on work and progress at Nos 3-5 Market Place, including an update on the rental procedure for the flats on 2<sup>nd</sup> and 3<sup>rd</sup> floors</p>