

**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 25<sup>th</sup> September 2023 at 7.30pm

**Present:** Councillors Ahmed, Curtis, Eke, Freeman, Hawke-Smith (Chair), Jones and McLellan

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

**Public:** Matt Clare regarding Min Ref A&S 089-23, Saffron Walden Football Club, Catons Lane

A & S 085-23	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Asker, Frost and Porch.</p>
A & S 086-23	<p><b>Declarations of Interest</b></p> <p>Cllrs Freeman and Ahmed declared non-pecuniary interests as District Councillors for Uttlesford District Council</p>
A & S 087-23	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee 24.07.2023</b></p> <p>The minutes of the last Assets &amp; Services Committee meeting, 27.07.2023 were accepted as a true and accurate record and signed by the Chair.</p>
A & S 088-23	<p><b>Public Speaking Time</b></p> <p>There were no questions or matters arising from the public.</p>
A & S 089-23	<p><b>Saffron Walden Football Club (SWFC) / Catons Lane site</b></p> <p>Matt Clare from SWFC was present and spoke further to the presentation slides attached to the agenda, noting the proposal to install a 3G turf pitch instead of grass.</p> <p>Following his presentation, there were a series of questions and a discussion about how the new pitch would be managed, summarised below:</p> <ul style="list-style-type: none"> <li>(a) The Club may look to enhance the existing parking facility and to introduce a parking management system to prevent fly-parking;</li> <li>(b) Primary funding would be sought from the Football Foundation with additional local fund raising (similar to the model used for the 3-G pitch at SWCHS);</li> </ul>

	<p>(c) Should the Football Foundation provide significant funding, they would put a charge of the facility for 20-years meaning the site must remain as a football pitch for that duration;</p> <p>(d) In the event of the Club ceasing to exist, the responsibility for maintaining the pitch and its community use, would fall to SWTC during this 20-year period; this clause will only apply IF the condition is imposed by the Football Foundation as a result of any funding they may provide for the 3G pitch.</p> <p>(e) Councillors discussed the drainage of the 3-G pitch and it was agreed Matt would provide details of the drainage specification.</p> <p><b>It was unanimously resolved:</b> To support the project, noting changes may be required to the existing lease between SWFC and SWTC. Matt confirmed the club would pay the appropriate legal fees in any lease amendment. Matt Clare would also provide the specification on the drainage.</p>
A & S 090-23	<p><b>SW Market</b></p> <p><b>It was unanimously resolved to adopt the following as proposed:</b></p> <p>a) Revised market terms and conditions which would now be taken for consultation to traders. Following this consultation, the market T &amp; C will be brought back to Committee for final determination.</p> <p>b) To launch the market pitch fee consultation with traders, including only one political party pitch per month.</p> <p>c) Market Licensing Policy with a review date of three years.</p>
A & S 091-23	<p><b>Events and Activities Update</b></p> <p>Committee noted the written update detailing the summer events and activities taken place and passed on their thanks to the Events Officer and the wider support team.</p>
A & S 092-23	<p><b>Youth quarterly update report</b></p> <p>Committee noted the written update detailing the youth work carried out this quarter.</p>
A & S 093-23	<p><b>Jubilee Hub – update</b></p> <p>Committee noted the written update detailing the progress to date at Jubilee Hub. It was formally agreed to proceed with the Jubilee Hub partnership bid to the National Lottery Fund.</p>
A & S 094-23	<p><b>D-Day 80th Anniversary – Thursday 6th June 2024</b></p> <p>Committee considered SWTC’s role and participation in the national events and activities to commemorate the 80th Anniversary of D-Day.</p>

	It was agreed to progress with national guidance with a proclamation and beacon lighting, setting of the budget should be confirmed by the budget working group.
A & S 095-23	<p><b>Shared Prosperity Funding</b></p> <p>The Operations Manager provided a verbal update noting SWTC has been successfully awarded £47,000 to provide support for start up businesses and the first pop-up market will take place on 26 October 2023; promotional details will be circulated in due course.</p>
A & S 096-23	<p><b>Allotment Charges</b></p> <p>It was unanimously resolved to increase the allotment rents from 1 April 2024 to the below (option one within the written report):</p> <ul style="list-style-type: none"> <li>• Half plot £50 per annum</li> <li>• Full plot the increase is staged over 2 years in year 24/25 £85 in year 25/26 increase a full plot to £100</li> <li>• with a 5% increase in 26/27 and 5% thereafter each year</li> </ul>
A & S 097-23	<p><b>St Mary's Church Clock</b></p> <p>It was agreed to progress with the proposed recommendations (a-f) detailed within the report.</p>
A & S 098-23	<p><b>Telephone Box – Cromwell Road</b></p> <p>It was unanimously resolved: to not adopt the telephone box at Cromwell Road, acknowledging the future maintenance costs involved.</p>
A & S 099-23	<p><b>CCTV System</b></p> <p>It was unanimously resolved: to support the recommendations (a-c) within the written report, to carry out the required capital works for CCTV at Bridge End Garden.</p>
A & S 100-23	<p><b>Equipment purchase and disposal</b></p> <p>It was unanimously resolved: to support the recommendations (1-2) within the written report.</p>
A & S 101-23	<p><b>Urgent Information Items</b></p> <p>There were no matters arising</p>
A & S 102-23	<p><b>Date and time of Next Meeting</b></p> <p>Noted and agreed as being 23<sup>rd</sup> October 2023 at 7.30pm in the Town Hall Saffron Walden.</p>

A & S 103-23	<b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b>  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.
A&S 104-23	<b>Public Open Space Transfer</b>  Committee considered the written report regarding a potential transfer in public open space and unanimously agreed with the recommendation.  This is a confidential item due to being commercially sensitive.

The Chairman closed the meeting at 21.56 pm

DRAFT