

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, Hawke-Smith, 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 25th September 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

20th September 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 24.07.2023
4	Public Speaking Time For the public or press to ask questions of the Committee on matters relating to the agenda.
5	Saffron Walden Football Club / Catons Lane site SWFC is seeking permission from SWTC, as its landlord, for the installation of 3G turf at the Catons Lane site. Mr Matt Clare from the football club will be in attendance and Committee is requested to consider an in-principle approval for the conversion of a grass pitch to a 3G pitch. A supporting presentation paper is attached to the agenda provided by Mr Matt Clare.

6	<p>SW Market</p> <p>(a) To receive and consider the proposed revised market terms and conditions of licence to trade, with proposed amendments shown in yellow text. The amendments are proposed to align the market operating hours with the road closure orders and to align with other minor, administrative matters.</p> <p>(b) As part of the Council’s annual pricing evaluation, it is appropriate to review the market rental prices from January 2024 onwards. The review ordinarily includes a consultation with market traders and Officers recommend an average increase of circa 10% on existing prices. Committee is requested to confirm the consultation process with traders, noting the recommended average increase.</p> <p>(c) To review the attached Market Licensing Polic, no changes are proposed and it is recommended to re-adopt the policy with a three year review date.</p>
7	<p>Events and Activities Update</p> <p>Committee is asked to note the attached written report summarising the summer activities taken place and the events coming forward in the autumn for information.</p> <ul style="list-style-type: none"> • Beach • Summer Activities • Bandstand season • SWTC Bookings: Car boot, Eco-Market and Community Day • Upcoming Christmas save the date/ poster
8	<p>Youth quarterly update report</p> <p>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.</p>
9	<p>Jubilee Hub – update</p> <p>To review the attached written update detailing progress to date at Jubilee Hub.</p>
10	<p>D-Day 80th Anniversary – Thursday 6th June 2024</p> <p>Committee to consider participation in the national events and activities to commemorate the 80th Anniversary of D-Day.</p> <p>At time of writing, national guidance suggests a national proclamation and beacon lighting. Participation will require additional funds to be set aside in 2024/25 budget if Committee agrees.</p>

11	<p>Shared Prosperity Funding</p> <p>SWTC has been successfully awarded £47,000 via the shared prosperity funding to provide support for new start-up businesses, a verbal update will be provided by the Operations Manager.</p>
12	<p>Allotment Charges</p> <p>Committee is asked to consider the attached report detailing the current charges for allotments and the recommendations for future increases.</p>
13	<p>St Mary's Church Clock</p> <p>To consider the attached report and recommendations relating to the history of the church clock and future maintenance.</p>
14	<p>Telephone Box – Cromwell Road</p> <p>BT has proposed closure of the Cromwell Road telephone box due to the lack of usage.</p> <p>Committee is asked to consider the attached written report detailing options whether to adopt the telephone box for a community project.</p>
15	<p>CCTV System</p> <p>Committee is asked to consider the attached written report detailing an update and recommendations from the working group regarding the SWTC CCTV system.</p>
16	<p>Equipment purchase and disposal</p> <p>Committee is asked to consider and note the attached written report detailing the purchase of new operational equipment.</p>
17	<p>Urgent Information Items - Any items to verbally report for information only</p>
18	<p>Date and time of Next Meeting - 23rd October 2023 at 7.30pm, Town Hall, Saffron Walden</p>
19	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</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.</p>
20	<p>Public Open Space Transfer</p> <p>Committee is asked to consider the attached report regarding a potential transfer in public open space, this is a confidential item due to being commercially sensitive.</p>