

TheTown Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501



## **Agenda Assets & Services Committee**

To Committee Members: Councillors Abercrombie, Ahmed (Deputy Mayor), Asker, Curtis (Deputy Chair), Eke (Mayor), Freeman, Hawke-Smith (Chair), Jones, McLellan, Parker and Porch

You are summoned to attend a MEETING of the **ASSETS & SERVICES COMMITTEE** of **SAFFRON WALDEN** to be held in the **Town Hall**

Date: **Monday 24<sup>th</sup> March 2025** 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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### Fire/emergency evacuation procedure

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**

19 March 2025

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| 1 | <b>Apologies for absence</b><br>To receive apologies and consider requests for approved absence.  |
| 2 | <b>To receive any Declarations of Interest</b><br><br>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><br><br>To verify and approve the Minutes of the A & S Committee meeting of 24.02.2025   |
| 4 | <b>Public Speaking Time</b><br>For the public or press to ask questions of the Committee on matters relating to the agenda.   |
| 5 | <b>Youth Services: Neil Levy, Senior Youth and Community Worker – West Essex Youth Service, Essex County Council</b><br><br>Committee to receive a presentation by Neil Levy from the West Essex Youth Services at Essex County Council including: The services provided and how they can support local community youth groups, plus an introduction to the work the Young Carers team do. There will be opportunity for Q&A. |

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| 6  | <p><b>VE Day</b></p> <p>To note, officers have successfully sought some monies to host VE Day activities and are awaiting an additional grant outcome. Activities will take place in accordance with the monies received, further details are within the attached officer report.</p>   |
| 7  | <p><b>Conditioning Surveys: Market Square Fountain (7a) and War Memorial (7b)</b></p> <p>To receive the attached conditioning surveys, alongside a covering officer report detailing recommended future works.</p>  |
| 8  | <p><b>Rental Charges</b></p> <p>The following is an extract from Internal Auditor's report dated 17.12.24:</p> <p><i>“The annual review of council’s fees and charges for hall / room hire, and sport grounds hire fees has yet to be conducted and it is expected that the Assets and Services Committee will be tasked with undertaking such a review in terms of terms of fees, rents and terms and conditions to be applied prior to year-end.”</i></p> <p>Committee is asked to note the hire charges formed an integral part of the 2024/25 budget setting process and likewise for 2025/26 and this work is completed.</p> |
| 9  | <p><b>Catons Lane Car Park – Service Level Agreement</b></p> <p>It was agreed by Council to enter into a service level agreement with UDC regarding management and maintenance of the Catons Lane car park (FC 200-23). Committee is asked to note the SLA has now been finalised by UDC.</p>   |
| 10 | <p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>   |
| 11 | <p><b>Date and time of Next Meeting</b></p> <p>Monday 28<sup>th</sup> April 2025 at 7.30pm in the Town Hall, Saffron Walden</p>   |