

**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 24 February 2025 at 7.30pm

**Present:** Councillors Abercrombie, Asker, Curtis, Freeman, Hawke-Smith (Chair) and McLellan.

**Officers:** Deputy Town Clerk and Operations Manager

A & S 014-25	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Ahmed, Eke, Jones and Porch.</p>
A & S 015-25	<p><b>Declarations of Interest</b></p> <p>Cllrs Asker and Freeman declared non-pecuniary interests as District Councillors for Uttlesford District Council</p>
A & S 016-25	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee 27.01.2025</b></p> <p>The minutes of the last Assets &amp; Services Committee meeting were accepted as a true and accurate record with additions to apologies received (A&amp;S 001-25).</p>
A & S 017-25	<p><b>Public Speaking Time</b></p> <p>There were no questions or matters arising from the public</p>
A & S 018-25	<p><b>Little Walden Play Area Refurbishment</b></p> <p>Committee noted the following update regarding the Little Walden play area refurbishment.</p> <ol style="list-style-type: none"> <li>a. The working group reviewed the quotes received and has successfully appointed a contractor to conduct the works.</li> <li>b. The Operations Manager has met the contractor on site, with works beginning this week.</li> <li>c. Once the project is completed, Full Council will be asked to consider disbanding the working group.</li> <li>d. Committee thanked the working group and officers for progression of this project.</li> </ol>
A & S 019-25	<p><b>Youth Provision update: Quarter 3 (2024-25) and 2025-26 recommendations for Youth Outreach Project Service Level Agreement</b></p> <p>Committee is received the written report, further detailing:</p> <ol style="list-style-type: none"> <li>a) SWTC has been successfully awarded £10k pa, from UDC for a three year period, allowing SWTC to continue delivery of youth services and activities.</li> <li>b) The 2025 youth consultation is live and the SWTC Events Officer recently presented to Saffron Walden County High School.</li> <li>c) The Essex County Council Youth Worker is due to present at the March committee meeting.</li> </ol>

	<p>d) The third quarter update from the Youth Outreach Project was received noting increased attendance.</p> <p>e) Committee received the recommendations as detailed within the report and thanked officers for progression of the youth survey and successfully grant application.</p> <p>f) <b>It was resolved:</b> To re-adopt the Service Level Agreement with the Youth Outreach Project for 2025-26.</p>
<p>A &amp; S 020-25</p>	<p><b>Successful Grants</b></p> <p>Committee noted the following grant applications have been successfully awarded from the Uttlesford District Council's Zero Carbon fund, it was further noted officers will progress with the works.</p> <p>a. £8316 - Bridge End Garden, green housing heating upgrades</p> <p>b. £11500 - Crabtrees Clubhouse solar panels and battery pack (joint application with Plantation Football Club)</p>
<p>A &amp; S 021-25</p>	<p><b>Urgent Information Items</b></p> <p>There were no urgent matters arising.</p>
<p>A &amp; S 022-25</p>	<p><b>Date and time of Next Meeting</b></p> <p>Monday 24<sup>th</sup> March 2025 at 7.30pm in the Town Hall, Saffron Walden. Cllr McLellan gave his apologies for this meeting.</p>

The Chairman closed the meeting at 8.10pm