

TheTown Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501



## **Agenda Assets & Services Committee**

To Committee Members: Councillors Abercrombie, Asker, Ahmed (Mayor), Curtis, Freeman (Leader), Reeve, Jones, Shotropa 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 27<sup>th</sup> April 2026** 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

Scan the QR code to be taken to the website calendar:



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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**

The Council Offices has facilities for wheelchair users, including lifts and toilets.

### **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**

22 April 2026

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 23.03.26
4	<b>Public Speaking Time</b> For the public or press to ask questions of the Committee on matters relating to the agenda.

5	<p><b>Prevent Duty Update</b>  At the October 2025 Assets and Services meeting, it was agreed to incorporate the Prevent Duty of Care questions to our bookings procedure. Committee asked for an update in six months regarding the impact of this new process, to which an update is attached.</p>
6	<p><b>Testimonials / Feedback</b>  Committee is asked to receive and note the feedback as follows  From a couple who recently had their wedding at the Town Hall:  <i>“I just wanted to take a moment to thank you, Sarah, and all the staff at Saffron Walden Town Hall for your care and support throughout the process of arranging our wedding, and especially on the day itself.  From the very beginning, you were always so helpful and reassuring, which made everything feel smooth and stress-free. The venue itself was absolutely charming, and we couldn’t have asked for a more perfect setting. On the day, we particularly appreciated the calm atmosphere—there was no sense of being rushed, which allowed us to truly enjoy every moment. The ceremony felt very special, and that is something we will always remember. Please do pass on our sincere thanks to everyone involved.”</i></p> <p>From Uttlesford Foodbank, who recently hosted their “Project Prom” event and received SWTC FOC Hire  <i>“Just wanted to say a massive thank you to Carl and the onsite team at the town hall, they were so helpful over the couple of days we were around, nothing was a problem and they made the getting in and out of hundreds of dresses so much easier- please pass on our thanks!”</i></p> <p>From Essex Police, thanking SWTC in obtaining CCTV footage of recent burglaries.  <i>“It is with thanks to all the town centre businesses, Saffron Walden Town Council and British Transport Police who all either assisted with providing CCTV or helped irrefutably tie Clarke to the offences.”</i> Full article can be read online at -  <a href="https://www.essex.police.uk/news/essex/news/news/2026/april/saffron-walden-thief-jailed/?utm_medium=social&amp;utm_campaign=SocialSignIn&amp;utm_source=Facebook">https://www.essex.police.uk/news/essex/news/news/2026/april/saffron-walden-thief-jailed/?utm_medium=social&amp;utm_campaign=SocialSignIn&amp;utm_source=Facebook</a></p>
7	<p><b>Gym Training – Common Gym Equipment</b>  To receive and note the contents of the attached written report regarding a trail partnership for delivery of gym sessions at the Common gym equipment.</p>
8	<p><b>Lime Avenue Changing Room Facilities</b>  To consider the attached written report, detailing potential purchase of the above units.</p>
9	<p><b>Urgent Information Items</b>  Any items to verbally report for information only</p>
10	<p><b>Date and time of Next Meeting</b>  <b><u>Tuesday</u></b> 26 May at 7.30pm in the Town Hall, Saffron Walden</p>