

**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 November 2025 at 7.30pm

**Present:** Councillors Asker, Ahmed, Curtis, Freeman and Porch (Chair)

**Officers:** Town Clerk and Operations Manager

A & S 110-25	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Jones and Reeve. Absent Cllrs Abercrombie and Shotropa.</p>
A & S 111-25	<p><b>Declarations of Interest</b></p> <p>Cllrs Asker, Ahmed, Freeman declared non-pecuniary interests as District Councillors for Uttlesford District Council.</p> <p>Cllr Porch declared a non-pecuniary interest as a trustee of the Youth Outreach Project.</p>
A & S 112-25	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee 27.10.2025</b></p> <p>The minutes of the 27.10.2025 Assets &amp; Services Committee meeting were accepted as a true and accurate record and signed by the Chair.</p>
A & S 113-25	<p><b>Public Speaking Time</b></p> <p>There were no questions or matters arising from the public</p>
A & S 114-25	<p><b>Chase New Homes – Former Friends School Playing Fields - Sports Provision</b></p> <p>Committee received and discussed the written report and recommendations regarding the potential adoption of the sports provision at the Former Friends School Playing Field site.</p> <p><b>Resolved:</b></p> <ul style="list-style-type: none"> <li>(a) To note the public open space (school site) is not offered to SWTC and will be offered to a future Management Company</li> <li>(b) To hold in abeyance any determination regarding the offering of the former swimming pool, subject to a site visit and a structural engineer’s report</li> <li>(c) To note the public open space (playing fields site) is not offered to SWTC and will be offered to a future Management Company</li> <li>(d) To recommend to Full Council, not to adopt the sports pitches, clubhouse, and woodland.</li> </ul>

A & S 115-25	<p><b>Youth Report</b></p> <p>Committee received and noted the quarterly update report (May-August 2025) from the SW Youth Outreach Project for information.</p>
A & S 116-25	<p><b>Gold Street Footpath</b></p> <p>Committee noted:</p> <ul style="list-style-type: none"> <li>(a) SWTC has received several reports of the uneven footpath between Waitrose Car Park and Gold Street Surgery (due to the tree roots lifting the path).</li> <li>(b) The land is unregistered with Land Registry.</li> <li>(c) SWTC Officers have met with representatives of Gold Street and the neighbouring housing estate – jointly acknowledging the need to conduct works to the path and to establish future ownership of the footpath</li> <li>(d) SWTC has submitted a tree removal applications to UDC</li> </ul> <p>It was <b>Resolved</b>: to note and support actions taken to date and that a further report will be presented regarding ownership once additional information is received</p>
A & S 117-25	<p><b>Market T&amp;Cs</b></p> <p><b>Resolved</b>: To adopt the Market Terms and Conditions with amendments proposed.</p>
A & S 118-25	<p><b>CCTV Policy</b></p> <p><b>Resolved</b>: To adopt the CCTV Policy as proposed.</p>
A & S 119-25	<p><b>Urgent Information Items</b></p> <p>There were no matters arising</p>
A & S 120-25	<p><b>Date and time of Next Meeting</b></p> <p>Monday 15<sup>th</sup> December at 7.30pm in the Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.20pm