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 23rd June 2025 at 7.30pm

Present: Councillors Curtis, Freeman, Jones and Porch (Chair).

Officers: Town Clerk and Operations Manager

A & S 056-25	**Apologies for absence** Apologies were received and accepted from Cllrs Abercrombie, Asker, Ahmed, Reeve and Shotropa.
A & S 057-25	**Declarations of Interest** Cllr Freeman declared a non-pecuniary interest as District Councillor for Uttlesford District Council. Cllr Porch declared non-pecuniary interest regarding Min Ref A&S 063-25 (Youth Grant), as a member of the Youth Initiatives Working Group.
A & S 058-25	**Minutes of the last meeting of the Assets & Services Committee 27.05.2025** The minutes of the last Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.
A & S 059-25	**Public Speaking Time** There were no questions or matters arising from the public.
A & S 060-25	**War Memorial, Saffron Walden** It was **Resolved:** (a) To receive and note the report (b) Not to appeal the decision, having due regard to the advice from the War Memorials Trust. (c) To appoint a Metal Conservator to assess the condition of the bronze plaques and conduct remedial works if required. (d) To consider reallocation of the EMR monies at the July Committee meeting
A & S 061-25	**Roof Works** It was unanimously **Resolved**: (a) To note the contents of the report

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	(b) To carry out roof and wall works as required, subject to works being with the EMR budget of £49k. (c) To thank the Operations Manager for his oversight of this project
A & S 062-25	**Fountain Works, Market Square** It was **Resolved**: To note the contents of the report, including the additional costs in discharging conditions
A & S 063-25	**A&S Youth Grant Application from Creative Walden for £974** It was **Resolved:** To award the grant of £974, as per details within the grant application
A & S 064-25	**Jubilee House and Hub update** It was **Resolved:** To note the update report as presented
A & S 065-25	**Saffron Walden Town Council Allotments** It was **Resolved:** (a) To note the update report as presented; (b) To support the work of the Operations Manager in serving notice to unkempt allotments, and to thank him for his progression of allotment administration
A & S 066-25	**Uttlesford DC allotments** It was **Resolved** to: (a) Note the contents of the report; (b) Consider any transfer of allotments to SWTC from UDC as a whole and integral part of any asset transfer and as part of any devolution programme and; (c) To request immediate transfer of the site at Radwinter Road given the proximity to the cemetery – where this is feasible.
A & S 067-25	**Urgent Information Items** There were no matters arising
A & S 068-25	**Date and time of Next Meeting** Noted as Monday 28 July at 7.30pm in the Town Hall, Saffron Walden

The Chairman closed the meeting at 8.20pm

Signed as a true and accurate record …….

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