

TheTown Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501



Agenda Assets & Services Committee

To Committee Members: Councillors Abercrombie, Asker (Deputy Committee Chair), Ahmed (Mayor), Curtis, Freeman (Leader), Reeve, Jones, Shotropa and Porch (Committee Chair).

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 28th July 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

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. For background papers in relation to this meeting please contact 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.

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For information about this meeting please contact the Town Council:

Telephone: 01799 516501

Email: enquiries@saffronwalden.gov.uk

General Enquiries – The Town Hall, Market Street, Saffron Walden, CB10 1HZ

Website: www.saffronwalden.gov.uk

Recording of meetings

Meetings will be recorded where practicable and possible to do so.

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<http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

23 July 2025

1	Apologies for absence To receive apologies and consider requests for approved absence.
2	To receive any Declarations of Interest 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	Minutes of the last meeting of the Assets & Services Committee To verify and approve the Minutes of the A & S Committee meeting of 23.06.2025
4	Public Speaking Time For the public or press to ask questions of the Committee on matters relating to the agenda.
5	Youth provision - interim report To receive the attached report regarding youth provision, detailing future reporting schedules for information.

6	<p>Jubilee Gardens</p> <p>Committee to consider the principle of installing steps at the slope from the bandstand to the rear door of Jubilee Hub. With the increased use of the back door and patio area, footfall from the bandstand area down to the back of Jubilee Hub has seen a significant increase. The current desire line is from the bandstand, down the slope and to the back door. Consideration could be given to installing steps in the slope, leading towards the back door.</p> <p>No costings, engineering works or planning permissions have been sought at this juncture and neither has it been factored into the current staffing capacity or schedule of works. Committee is simply requested to consider an in-principle support for the suggestion. It is noted that planning permission / listed building consent may be required. There are no budgets to meet any works and monies must be set aside in the 2026/27 budget should Committee/Council wish to progress further.</p>
7	<p>Strategic Public Open Space S106 Monies Working Group (Linden Homes) - Update</p> <p>The Strategic Public Open Space S106 Monies Working Group (Linden Homes), otherwise known as the 'Skate Park Working Group Project' will host its initial meeting this week.</p> <p>An update will be presented to a future Assets and Services Committee, which is anticipated to be in September or October 2025.</p>
8	<p>Jubilee Hub Kitchen</p> <p>As way of update for information:</p> <ul style="list-style-type: none"> a. The kitchen is ready for use, having been cleaned and with the new equipment sourced by Enterprise East. b. UCAN has been approached by a retired chef who is interested in managing the service and UCAN is also running an active volunteer drive seeking operational support. c. Planned days and sessions would be Monday and Wednesday from 12pm to 2pm providing an affordable food offering.
9	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
10	<p>Date and time of Next Meeting</p> <p>Monday 22 September 2025 at 7.30pm in the Town Hall, Saffron Walden – note no August meeting.</p>