

**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 23<sup>rd</sup> June 2025 at 7.30pm

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

**Officers:** Town Clerk and Operations Manager

A & S 056-25	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Abercrombie, Asker, Ahmed, Reeve and Shotropa.</p>
A & S 057-25	<p><b>Declarations of Interest</b></p> <p>Cllr Freeman declared a non-pecuniary interest as District Councillor for Uttlesford District Council.</p> <p>Cllr Porch declared non-pecuniary interest regarding Min Ref A&amp;S 063-25 (Youth Grant), as a member of the Youth Initiatives Working Group.</p>
A & S 058-25	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee 27.05.2025</b></p> <p>The minutes of the last Assets &amp; Services Committee meeting were accepted as a true and accurate record and signed by the Chair.</p>
A & S 059-25	<p><b>Public Speaking Time</b></p> <p>There were no questions or matters arising from the public.</p>
A & S 060-25	<p><b>War Memorial, Saffron Walden</b></p> <p>It was <b>Resolved:</b></p> <ul style="list-style-type: none"> <li>(a) To receive and note the report</li> <li>(b) Not to appeal the decision, having due regard to the advice from the War Memorials Trust.</li> <li>(c) To appoint a Metal Conservator to assess the condition of the bronze plaques and conduct remedial works if required.</li> <li>(d) To consider reallocation of the EMR monies at the July Committee meeting</li> </ul>
A & S 061-25	<p><b>Roof Works</b></p> <p>It was unanimously <b>Resolved:</b></p> <ul style="list-style-type: none"> <li>(a) To note the contents of the report</li> </ul>

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

The Chairman closed the meeting at 8.20pm