

**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 22<sup>nd</sup> September 2025 at 7.30pm

**Present:** Councillors Abercrombie, Asker, Freeman and Porch (Chair) .

**Officers:** Town Clerk and Operations Manager

**Public:** Pupils and Teachers from St Thomas Moore Primary School (left at 8.10pm)

A & S 079-25	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Ahmed, Curtis, Jones, Reeve and Shotropa.</p>
A & S 080-25	<p><b>Declarations of Interest</b></p> <p>Cllrs Asker and Freeman declared non-pecuniary interests as District Councillors for Uttlesford District Council</p>
A&S 081-25	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee 28.07.2025</b></p> <p>The minutes of the 28.07.2025 Assets &amp; Services Committee meeting were accepted as a true and accurate record and signed by the Chair.</p>
A&S 082-25	<p><b>Public Speaking Time</b></p> <p>Year 6 pupils from St Thomas Moore Primary School gave a presentation around plastic reduction, Committee agreed for its inclusion within these minutes:</p> <p><i>"We are really pleased to be with you tonight to talk to you about plastic pollution. Over the last term, students at St Thomas More School have been studying plastic pollution and would really appreciate it if you could help us to reduce the use of all plastics in our community. Plastics often end up in the oceans far and wide and in the ocean, it breaks up into microplastics which are eaten by plankton. This is the start of the food chain which eventually leads to us and could make us all very ill. It is also harming many animals such as turtles, fish and whales. We are devastated about this harm to animals and are working extremely hard to end this terrible plastic pollution problem. We hope that you will listen to our planet's call and think about what we have to say carefully.</i></p> <p><i>We have surveyed our school and discovered that every year families in our school use 371,539 SINGLE USE plastics. This includes food wrappers, yogurt pots, plastic bottles, bags and drinking straws. If this is what we are using as families in a small school of 230 children, just imaging what that number might be for the whole of Saffron Walden!</i></p>

*This makes us feel absolutely terrible because we realise that we are part of the plastic pollution problem. We are desperate to reduce this absurd number. We have already made changes at our school but there is so much more we can do as a community. We know that we needed to take big action FAST. We are devastated, horrified and disgusted about how much plastic we use in our school community but are finding little ways through obstacles in our path to make a difference. Our world is in an awful state, yet we are doing our very best to try and help. At St, Thomas More School we are:*

- *Having litter picking club every Friday breacktime so plastics don't blow away and end up in the ocean.*
- *Adding plastic recycling bins to our playground so single use and film plastic can be collected and taken to the nearest recycling point.*
- *We all bring in refillable water bottles to drink from.*
- *We have banned individual plastic containers in our school lunch. For example, individual yogurt or mousse pots.*
- *Writing persuasive letters to important people (like the Town Council, Amazon, King Charles, the Prime Minster, David Attenborough and our all our grown-ups at school)*
- *We are educating ourselves about our planet for our Green Flag and Live Simply Award, so we know how to care for our planet and share our findings with our friends and families. We are learning to influence others.*

*We have spoken passionately about climate change and plastic pollution in the ocean at interschool debates and listened to other school thoughts and ideas.*

*But how can you help?*

*We need you, our Town, to improve things. Even small steps will make a big difference. Please stop selling things with plastic wrapping in Saffron Walden's shops. Tell your suppliers that Saffron Walden doesn't like plastic wrapping. They could use no wrapping or biodegradable wrapping instead. Maybe we could be the UKs first PLASTIC FREE town?*

*Make plastic film recycling easier by having film plastic recycling points at all the shops and public buildings, not just supermarkets.*

*Empty the bins more often. On our litter picks around the town, we have seen rubbish falling out of bins and blowing away in the wind. This plastic may end up in the ocean.*

*Change what can be put in the green recycling bins at home so film plastics can be recycled there.*

*Together we can make a HUGE difference. Always LIVE WISELY, THINK DEEPLY and LOVE GENEROUSLY. Thank you for listening to us this evening."*

It was **Resolved:**

- (a) To thank the pupils, parents and staff for all of their efforts in raising their concerns around climate change and for attending the meeting this evening;

	<p>(b) To contact ECC to ascertain their policies on single-use plastic and share details with St Thomas Moore School;</p> <p>(c) To follow up on the request from pupils that the Town Council resurrects the plastic charter and speaks further with the BID on this matter</p>
A&S 083-25	<p><b>Climate Change &amp; Environment (CC&amp;E) quarterly update</b></p> <p>Committee received and noted the following:</p> <p>(a) A written update on the Town Council's CC&amp;E work</p> <p>All members of the public left at 8.10pm.</p>
A&S 084-25	<p><b>Youth Provision update: Triannual 1, May- Aug 2025</b></p> <p>Committee received:</p> <p>(a) A written update on SWTC's own youth community events.</p> <p>Committee noted:</p> <p>(b) The Service Level Agreement between SWTC and Saffron Walden Youth Outreach Project (YOP) requires a tri-annual report which was due to be presented to this meeting but was not provided by SWYOP, details are awaited.</p>
A & S 085-25	<p><b>Monitoring Form from Writers' Room – Grant of £974 awarded in June</b></p> <p>Committee received the monitoring form from the Writers' Room, concluding this grant application and process.</p>
A&S 086-25	<p><b>Letter of Thanks – Ukrainian Day</b></p> <p><b>It was Resolved:</b></p> <p>To note the letter of thanks</p>
A&S 087-25	<p><b>Strategic Public Open Space S106 Monies Working Group (Linden Homes) Working Group Membership (Skate Park Working Group)</b></p> <p><b>It was resolved</b></p> <p>To note Cllr Shotropa's resignation from the group and not to appoint any additional members to the WG.</p>
A&S 088-25	<p><b>Rural England Prosperity Fund: Wayfinding and Signposting Project - EOI and next steps</b></p> <p><b>It was Resolved:</b></p> <p>To note the EOI project, offering support subject to funding to cover resourcing from ECC for the project.</p>

A&S 089-25	<b>Market Management</b>  <b>It was resolved:</b>  (a) To support fee proposal increase, option 2, with implementation from 01.04.2026 (as opposed to 1.1.26). (b) Not to incorporate an electricity charge, subject to a fair use policy. (c) To support officers when seeking alternative market layouts for Tuesdays
A&S 090-25	<b>Seasonal Concessional Licences</b>  <b>It was resolved:</b> To re-adopt the policy as presented, with no changes.
A & S 091-25	<b>Urgent Information Items</b>  No urgent information items were raised.
A & S 092-25	<b>Date and time of Next Meeting</b>  Noted as Monday 27 October 2025 at 7.30pm in the Town Hall, Saffron Walden
A & S 093-25	<b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b>  Resolved under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.  This item is confidential because it is commercially sensitive.
A & S 094-25	<b>Asbestos report</b>  Committee considered the attached report, detailing recommendations and indicative costing of works required to SWTC assets.  <b>It was resolved:</b> To support the recommendations and proceed with works.
A & S 095-25	<b>Fire Risk Assessment and Strategies</b>  Committee considered the attached reporting, detailing works required as part of the Council's obligations and duty in assessing fire risks.  <b>It was resolved:</b> To support the recommendations and proceed with works.

The Chairman closed the meeting at 9.25pm