

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 27th October 2025** at 7.30pm

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

Also Present: Cllr McBirnie for Min Ref A&S 100-25 (attendance as the Skate Park Working Group Chair, not as an Assets & Services committee member)

Officers: Town Clerk and Operations Manager

A & S 096-25	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Ahmed and Shotropa. Absent Cllrs Abercrombie and Reeve.</p>
A & S 097-25	<p>Declarations of Interest</p> <p>Cllrs Asker and Freeman declared non-pecuniary interests as District Councillors for Uttlesford District Council</p>
A & S 098-25	<p>Minutes of the last meeting of the Assets & Services Committee 22.09.2025</p> <p>The minutes of the 22.09.2025 Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.</p>
A & S 099-25	<p>Public Speaking Time</p> <p>There were no questions or matters arising from the public.</p>
A & S 100-25	<p>Skate Park Working Group Recommendation</p> <p>Committee received the written report findings and recommendations as presented by the Chair of the Skate Park Working Group, Cllr McBirnie.</p> <p>Unanimously resolved to:</p> <ul style="list-style-type: none"> (a) Support the Working Group recommendations and to submit a business plan to UDC requesting the S106 money. (b) To support the proposed project (remedial works and integration of new features within the skate park) utilising the S106 budget to a maximum budget of £220k. <p>Cllr McBirnie left the meeting</p>

<p>A & S 101-25</p>	<p>Prevent Duty</p> <p>Committee received the written update regarding legislative requirements for SWTC to enact a Prevent Duty.</p> <p>Resolved to:</p> <ul style="list-style-type: none"> (a) Note the contents of the report. (b) Incorporate the recommended additional questions onto the SWTC Booking Forms. (c) Acknowledge this additional layer of compliance may incur additional resourcing and that Officers should provide an update to this Committee in six months regarding the impact of this new process.
<p>A & S 102-25</p>	<p>Cemetery Charges</p> <p>Resolved: To adopt the proposed increase in cemetery/burial fees effective from 1.1.26.</p>
<p>A & S 103-25</p>	<p>Letters of Thanks</p> <p>Committee received several letters of thanks from third parties, as detailed on the agenda.</p>
<p>A & S 104-25</p>	<p>Air Conditioning Units</p> <p>Committee received the Air Conditioning installation quotes and noted staff do not want air conditioning units fitted since purchasing additional satisfactory fans.</p> <p>Resolved: Not to progress with Air Conditioning installation.</p>
<p>A & S 105-25</p>	<p>Harris Yard</p> <p>Committee noted anti-social behaviour persists at land at Harris Yard and the actions conducted by the land owner Vistry:</p> <ul style="list-style-type: none"> (a) Requested residents to remove any property or belongings from their site at by 14th November 2025, after such time Vistry will dispose of any items left (b) Following the removal of the items, Vistry will fence the land so there is no public access, and it will remain as such until it has either been sold or someone comes forward to take on the future maintenance. <p>Committee further noted that SWTC has previously determined not to take over the future management or ownership of this site, as per Min Ref FC 025-25 dated 10.02.25</p>

<p>A & S 106-25</p>	<p>Legend on the Bench</p> <p>Resolved: To support installation of the bench on the Common and to adopt responsibility for future management and ownership.</p>
<p>A & S 107-25</p>	<p>Proposed Works at SW Cricket Club – creation of patio area</p> <p>Committee received and considered the written report, detailing the Cricket Club proposal to create a patio area with benches in front of the clubhouse.</p> <p>Resolved: To support the proposal.</p>
<p>A & S 108-25</p>	<p>Urgent Information Items</p> <p>There were no matters arising</p>
<p>A & S 109-25</p>	<p>Date and time of Next Meeting</p> <p>24 November 2025 at 7.30pm in the Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.30pm