

**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> March 2026 at 7.30pm

**Present:** Councillors Abercrombie, Asker, Curtis, Jones and Porch  
 Representative of Dame Bradbury's School (one pupil and one teacher)

**Officers:** Deputy Town Clerk and Operations Manager

A & S 026-26	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Ahmed and Reeve.          Absent Cllrs Freeman and Shotropa.</p>
A & S 027-26	<p><b>Declarations of Interest</b></p> <p>Cllr Asker declared non-pecuniary interests as District Councillors for Uttlesford District Council</p>
A & S 028-26	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee 23.02.2026</b></p> <p>The minutes of the 23.02.2026 Assets &amp; Services Committee meeting were accepted as a true and accurate record and signed by the Chair.</p>
A & S 029-26	<p><b>Public Speaking Time</b></p> <p>Representatives of Dame Bradbury's School thanked officers and councillors for their recent visit to the school, discussing climate change initiatives.</p> <p>The teacher noted some of the existing schools climate initiatives including: Appointing an Eco Committee of pupils; receiving the 'Green Flag' Award; class litter picks and understanding and reducing food waste within the school canteen.</p> <p>The pupil posed three questions to committee which were answered by members:</p> <ol style="list-style-type: none"> <li>1. How is plastic being reduced by Saffron Walden businesses?           <ul style="list-style-type: none"> <li>- SWTC is encouraging the Business Improvement District to work directly with schools, providing pupils the opportunity to meet with businesses to discuss plastic reduction measures.</li> <li>- SWTC sources plastic free alternatives with its supplies, for example, with paper cups and re-cycled/re-cyclable stationery.</li> </ul> </li> <li>2. Is SWTC promoting national litter picks?           <ul style="list-style-type: none"> <li>- SWTC promotes national campaigns online via its social media</li> <li>- SWTC empties all the SWTC bins daily and more recently larger dual recycling/waste bins have been installed at SWTC sites.</li> </ul> </li> </ol>

	<p>3. How does SWTC encourage wildlife growth?</p> <ul style="list-style-type: none"> <li>- By installing bird, bat and hedgehog boxes at SWTC sites.</li> <li>- Encouraging wildflower growth at the Cemetery, St Mary's Church, select verges, Bridge End Garden and Lime Avenue. Members of the Operations Team could meet with the school to show some of the sites.</li> </ul> <p>Committee thanked the representatives for their time and enthusiasm, representatives left the meeting at 7.50pm.</p>
A & S 030-26	<p><b>Climate Change &amp; Environment Working Group - Quarterly update</b></p> <p>Committee received and noted the update report for the period December 2025-February 2026 regarding Climate Change &amp; Environment Working Group.</p>
A & S 031-26	<p><b>Youth Provision: SWTC &amp; Youth Outreach Project Service Level Agreement</b></p> <p>Committee received and noted the 2026 Youth Survey results, further noting the SWYOP end of year report will be presented at the April meeting.</p> <p><b>Resolved:</b> To renew the SLA for 2026-27 with the SWYOP, using the survey results to inform the revised agreement.</p>
A & S 032-26	<p><b>A&amp;S Youth Grant Application – (Youth Grant Balance £1026)</b></p> <p>Committee received the £960 grant from Buffy Bus Play Bus toward their additional summer sessions in Saffron Walden.</p> <p><b>Resolved:</b> To award the grant request of £960.</p>
A & S 033-26	<p><b>Cemetery Rules and Regulations</b></p> <p>Committee considered the proposed and updated Cemetery Rules &amp; Regulations.</p> <p><b>Resolved:</b> To adopt the Rules and Regulations as presented.</p>
A & S 034-26	<p><b>Operations Work Update</b></p> <p>Committee received and noted the written report, detailing updates on works on: Golden Acre, Bridge End Garden, Town Hall, and Litter Bins, Grass Cutting and Allotments regimes.</p>
A & S 035-26	<p><b>Skate Park Update</b></p> <p>Committee noted the tender period for has now closed and the working group will reconvene to review the submissions.</p>

<p>A &amp; S 036-26</p>	<p><b>Asset Devolution</b></p> <p>Committee noted officers are due to meet with UDC this month to receive a progress update regarding the Town Council's request for the transfer of assets.</p>
<p>A &amp; S 037-26</p>	<p><b>Urgent Information Items</b></p> <p>There were no matters arising</p>
<p>A &amp; S 038-26</p>	<p><b>Date and time of Next Meeting</b></p> <p>Noted as being Monday 27<sup>th</sup> April 2026 at 7.30pm in the Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.30pm

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