

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 27 July 2026 at 7.30pm

Present: Councillors Asker, Brett, Curtis, Freeman, Hawke-Smith and Reeve.

Officers: Town Clerk, Operations Manager and TIC Manager.

A&S 072-26	In the absence of the Chair Cllr Porch and Deputy Chair Cllr Abercrombie, it was resolved that Cllr Asker would chair this meeting.
A & S 073-26	Apologies for absence Apologies were received and accepted from Cllrs Abercrombie and Porch. Absent Cllr Shotropa.
A & S 074-26	Declarations of Interest Cllrs Asker, Freeman and Reeve declared non-pecuniary interests as District Councillors for Uttlesford District Council.
A & S 075-26	Minutes of the last meeting of the Assets & Services Committee 22.06.2026 The minutes of the 22.06.2026 Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.
A & S 076-26	Public Speaking Time There were no questions or matters arising from the public
A & S 077-26	Youth Grant Monitoring Form Committee received and noted the grant monitoring form concluding this Youth Grant application.
A & S 078-26	Hill Street Public Toilets Committee noted: (a) A new contractor has been appointed for the regular cleaning and maintenance of the Hill Street Public Toilets, having the following cost implications: Previous contract: Annual charge of £7,500 New contract from 1.8.26: Annual charge of £16,500 (exclusive of emergency call outs or cleaning in addition to that specified within the contract) (b) The budget for 2027/28 will reflect this revised contract IRO £18,000 (against a previous budget of £7,500).

	(c) In awarding the new contract, the Clerk has enacted paragraphs 5.13 and 5.16 of the financial regulations in determining this revised contract. (a) For 2026/27, the cleaning budget (4279 set at £7,500) will be exceeded and the anticipated overspend at £6,200 will be met from a virement (already enacted) as follows: EMR 9260 Street Services, £3,100 and EMR 9190 HST Refurb, £3,100. Resolved: To support and approve the appointment of the new cleaning contractor of Hill Street Toilets and its inclusion in the 2027/28 budget. Committee further noted there could be consideration in the 2027/28 budget setting process to begin charging for use of the toilets.
A & S 079-26	Tourism Strategy The TIC Manager presented the proposed tourism strategy, provided to support the future ethos and direction of the TIC service, noting it has been reviewed and appraised through the Tourism, Cultural and Heritage Network. Resolved: To adopt the strategy as presented.
A & S 080-26	Gym Equipment Proposals Officers presented and explained the following proposal: (a) Installation of new gym equipment at a variety of locations across Saffron Walden. (b) The following S106 monies could be used for the project: Bellway Thaxted Road, UTT/18/0824/OP at £90k. Balances from the skatepark project (c) Locations could include Golden Acre, Skate park, Linden Homes site (by play area) and/or Lime Avenue Unanimously Resolved: In principle to support the project as follows: (d) To utilise the Skate Park Refurbishment underspend monies to install gym equipment at/near the Skate Park. (e) To support installation of gym equipment at Lime Avenue and the Linden Homes site and that Officers will seek quotes for further consideration and review (f) Not to progress with gym equipment at Golden Acre as this is a well-used space for children, often playing football (g) To note the recommendation to proceed (for (e) and (f) above) must be sanctioned by Full Council (September 2026) as this project is not in the 2026/27 budget; whilst the use of external S106 monies are proposed, Officer time will be required to deliver any new project.
A & S 081-26	Radwinter Road, Linden Homes Site – S106 Public Open Space Monies Unanimously Resolved:

	(a) To note all details as contained within the agenda (b) To support Officers further in their actions to draw down the S106 money from UDC
A & S 082-26	Skate Park Refurbishment Committee noted the refurbishment is positively progressing and that officers are in regular liaison with the contractors for progress updates. It is anticipated works will be completed by the end of August.
A & S 083-26	Urgent Information Items There were no matters arising
A & S 084-26	Date and time of Next Meeting Noted agreed as being Monday 28 September at 7.30pm in the Town Hall Saffron Walden.
A & S 085-26	Confidential Item – Exclusion of Press and Public (Part II meeting) Resolved that 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. Publication in the public domain may prejudice any land tribunal case and legal advice currently being sought
A & S 086-26	Update on Land Registration – the Fish Market, SW Committee received and considered the confidential report, updating members on the progress of this project. Resolved: To progress with option 4 as proposed within the report.

The Chairman closed the meeting at 9.10pm