



Committee	Full Council / Agenda Item 13
Month	September 2026
Report Title	Asset Devolution
Report Author	Lisa Courtney, Town Clerk
Appendices	Appendix A: Proposed report from SWTC to UDC in response to UDC's correspondence, advising it will not transfer assets Appendix B: Copy of SWTC's list of services or assets for potential transfer to SWTC

Summary

On 7th September, the Government announced that plans for a major shake-up of local government are on hold, after the government launched a review in light following new legal advice. The following is summarised:

- Proposals to merge smaller councils to form larger authorities in Essex, Hampshire, Norfolk and Suffolk have been withdrawn.
- Plans for 14 other areas will also be reviewed and paused.
- Reorganisation in Surrey, where councillors for two new unitary authorities were elected in May, will not be affected by the review.

At time of writing this report, information is limited and official notification from the Government, ECC or UDC is awaited. The above information is based on details from the BBC website: [Plans for major overhaul of councils halted - BBC News](#)

The cessation of LGR does not itself preclude further exploration and opportunities for asset devolution to SWTC. LGR and asset devolution are two very distinct and separate principles, and one does not necessarily affect the other. Indeed, the cessation of LGR creates the time and opportunity to better consider asset devolution, enabling options to be explored in a measured and strategic manner, free from the pressures associated with LGR deadlines.

Attached to this report is a request to Uttlesford District Council, setting out the principles of asset devolution and the potential actions that may be pursued by both Saffron Walden Town Council (SWTC) and Uttlesford District Council (UDC).

It is proposed that the request, Appendix A, along with Appendix B is forwarded to UDC to inform and support the ongoing consideration of asset devolution opportunities.

Key questions

The following key questions are intended to serve as a prompt and aide-mémoire for issues that SWTC may wish to consider as discussions progress. It is not proposed that these matters are determined at this time, as additional information and detail from UDC will be necessary to support a fully informed decision. Areas for consideration include:

1. What condition is the asset in?

Obtain surveys and maintenance records.

2. What are the annual running costs?

Utilities, staffing, insurance, repairs, grounds maintenance. Need to undertake a full financial feasibility study.

3. Are there capital liabilities?

Consider roof replacement, playground equipment renewal, building compliance works and establish a long-term maintenance plan (as per existing EMR budget).

4. Is funding attached?

Will UDC provide ongoing revenue support or a one-off dowry?

5. Is there income potential?

Car parking fees, room hire, leasing arrangements.

6. Does SWTC have the capacity and expertise?

Staff, councillor skills, governance arrangements.

Any additional staffing required and/or TUPE arrangements?

7. Do residents support the transfer?

Is consultation required? How is the service / building currently used and what would be the consequences of closure or cessation of services?

8. Is this a fully devolved asset transfer, including ownership of any capital assets or is this a leasehold agreement

There are benefits and disadvantages in either option

9. What legal powers are needed for any asset transfer?

SWTC holds the General Power of Competence, and this will be the primary legislation enabling SWTC to deliver any new service or manage any new asset.

The Localism Act 2011 actively supports community empowerment and local decision-making.

Recommendation

- (a) To receive and note this report, including Appendices A and B
- (b) To consider sending Appendices A and B directly to UDC in continuing SWTC's request for asset and service devolution

Request from Saffron Walden Town Council to Uttlesford District Council

The potential for Community Asset Transfer

September 2026



**Uttlesford
District Council**

Contents

Appendix A – Proposal to send to UDC	4
1. Introduction	6
2. What is Asset Devolution?	6
3. Strength of Devolution to Town and Parish Councils	7
3.1 Benefits of Town and Parish Councils	9
3.2 The Strategic Value of SWTC.....	10
4. Do nothing Option	11
5. What kinds of assets are commonly devolved?	12
6. Benefits of Asset Devolution	12
6.1 For Principal Authorities.....	12
6.2 For Town and Parish Councils.....	13
7. Risks of Asset Devolution	13
7.1 For Principal Authorities.....	13
7.2 For Town and Parish Councils.....	13
8. Requests made by SWTC.....	14
9. Current Situation	14
10. Options	16
11. Proposals to Move Forward.....	16
Appendix B – Asset Transfer List from SWTC	21

1. Introduction

This report sets out Saffron Walden Town Council's (SWTC) position and proposals for asset devolution. The report initially explains and establishes the principles of asset devolution, followed by specific requests from SWTC regarding assets and services currently held by UDC for potential transfer to SWTC. This report also offers a solution regarding queries concerning the legalities and powers which could be used by UDC in any transfer process.

It is acknowledged that from 7th September 2026, LGR in Essex has been withdrawn by Government. The cessation of LGR does not, however, itself preclude further exploration and opportunities for asset devolution to SWTC. LGR and asset devolution are two very distinct and separate principles, and one does not necessarily affect the other. Indeed, the cessation of LGR creates the time and opportunity to give fuller consideration to asset devolution, enabling options to be explored in a measured and strategic manner, free from the pressures associated with LGR deadlines.

2. What is Asset Devolution?

Often referred to as asset transfer or service devolution, asset devolution is the process by which a principal authority, such as a district, borough, county, or unitary council, transfers responsibility for local assets and services to a town or parish council. This has become increasingly common across England as local authorities seek more localised management of community facilities and respond to financial pressures.

Sector bodies such as the National Association of Local Councils (NALC) have reported growing numbers of councils assuming responsibility for parks, libraries, markets, public conveniences, and open spaces.

Whilst the Local Government Reorganisation (LGR) presented a significant opportunity to reshape public services, improve efficiency, and support more

strategic decision-making, asset devolution is not dependant on LGR. It is fair to assume that the existing ECC and District Councils in Essex will remain relatively stable and unchanged for a considerable period of time, providing time and opportunity to review how local services are best delivered and by whom.

Uttlesford District Council (UDC) remains a relatively small district authority and, like many local councils, faces the ongoing challenge of balancing finite financial resources with increasing public expectations. Residents continue to seek enhanced service provision at a time of sustained inflationary pressures, rising operational costs, and a political imperative to minimise increases in council tax.

Whilst the cessation of Local Government Reorganisation (LGR) may provide longer-term organisational and financial benefits for UDC, it also creates the immediate requirement to reverse and unwind significant preparatory work already undertaken. This process is likely to be complex and resource-intensive, placing further pressure on already constrained budgets and limited staffing capacity.

In this context, town and parish councils have an important role to play. With their deep understanding of local needs, strong community connections, access to funding opportunities, and ability to mobilise volunteers, they are well placed to work in partnership with unitary authorities to deliver enhanced local services, support vibrant and attractive places, and strengthen community resilience and engagement.

There is an opportunity now, and always has been, to transfer assets and services to town and parish councils, taking advantage of the strengths of town and parish councils, enabling principal authorities to focus on those services it delivers well and has a statutory duty to provide.

3. Strength of Devolution to Town and Parish Councils

Parish and town councils are well positioned to make a meaningful difference within their communities. The Localism Act 2011 introduced new planning and community powers for parish and town councils, alongside the General Power of Competence (GPC) for eligible councils. While evidence suggests that these powers have not

always been fully utilised, local councils continue to play an increasingly important role in delivering local services and responding to community needs; SWTC makes full use of these new powers and holds the GPC. Although town and parish councils do not receive direct central government funding, they can raise resources through the local precept, fees and charges, external funding opportunities, and support secured through principal authorities. Their responsibilities can be extensive, ranging from the management of allotments, open spaces and community facilities to the provision and maintenance of local amenities such as footpaths, litter bins and cemeteries, enabling them to have a direct and visible impact on residents' quality of life.

SWTC is uniquely placed to assume additional responsibilities, having established a strong track record over many years in delivering a wide range of services and managing significant community assets. Through the collective expertise of its councillors and staff, the Council possesses the capacity, knowledge and operational experience required to successfully deliver a diverse and expanding range of local services.

A recent 2026 publication¹ notes the following:

“In the English Devolution White Paper (2024),¹⁴ the government said that it would ‘rewire the relationship between parish and town councils and principal Local Authorities, strengthening expectations on engagement and community voice’. Principal councils are required to establish effective structures for neighbourhood governance, such as neighbourhood boards. For the first wave of new unitary councils, successful bids submitted by principal councils show a recognition of the important role of parish and town councils. This includes a willingness to involve them and, in some cases, proposals to create new engagement structures with parish and town councils alongside other partners. With districts being abolished, ‘Parish and town councils have the potential to be representative bridges between “local” level of community and “meso” government layers, including the mayoral strategic authorities”.

¹ ‘The 21st Century Parish and Town Councillor and Clerk’ (2026) published by the University of Birmingham, NALC, Society of Local Council Clerks and the Association of Democratic Services Officers

In supporting the diversity of town and parish councils, the LGA² writes:

“The diversity of parish councils is their strength. Each can make a unique contribution to the needs of local communities with a sensitivity that may be more difficult for other councils to achieve. At their heart, they are genuinely ‘local councils.’”

The devolution of powers is consistent with the Government’s broader objectives to transfer decision-making and responsibility from Westminster to local levels of government, as reflected in the Prime Minister’s statement to Parliament on 1 September 2026, further details here: [Direction of Government - Hansard - UK Parliament](#). It is important to be reminded that asset devolution is distinct from LGR and whilst LGR for Essex has ceased, devolution is still very possible and indeed, probably more attractive.

3.1 Benefits of Town and Parish Councils

NALC summarises the benefits of Town and Parish Councils as follows³:

- (a) **Community representation:** A stronger voice in local affairs, ensuring their needs and preferences are directly addressed.

- (b) **Enhanced local services:** Parish and town councils can provide and maintain local amenities like parks, playgrounds, and community centres. They can also improve services like street cleaning, lighting, and provide local, cultural events.

- (c) **Focused development:** They can drive community projects and initiatives tailored to local needs, such as environmental conservation or youth programs.

- (d) **Economic advantages:** They can attract funding and grants unavailable to larger councils. They can also promote local businesses through initiatives and events, boosting the local economy.

² A councillor’s workbook on working with town and parish councils, available online at: https://www.local.gov.uk/publications/councillors-workbook-working-town-and-parish-councils?utm_source=the-clerk_beehiiv.com&utm_medium=newsletter&utm_campaign=precept-transparency-free-lga-workbook-and-four-funding-opps&_bhlid=76095d3e1abfac1223ed2d33416fc2c03bc54c60#working-with-town-and-parish-councils

³ Benefits of creating a parish or town council, available online at: <https://www.nalc.gov.uk/campaigns/creating-your-own-council/benefits-of-creating-a-parish-or-town-council.html>

(e) **Improved quality of life:** They can work on projects that enhance the quality of life, such as creating green spaces, supporting local sports teams, and organising cultural events.

(f) **Greater accountability:** They are closer to their residents, leading to more accountability and transparency in decision-making.

Taken together, the above factors strengthen the capacity of town and parish councils to own, manage, and maintain assets and services for the benefit of their communities.

3.2 The Strategic Value of SWTC

SWTC has a legitimacy, rooted in place – it is

- Democratic
- Has excellent governance
- Enshrined in the civic fabric
- Acts reactively and proactively as required

SWTC has practical capabilities and excellence governance

- Our experience in managing assets and services speaks for itself
- Strategic thinking
- Deliverer of services
- Accountable and transparent
- Competent
- Excellent risk management
- Capable of growth

SWTC has place intelligence

- We know our community at a granular level
- Know tensions
- Recognise expectations and opportunities
- Strategic intelligence
- We understand driving forces and the local economy

SWTC convenes power

- It is physically located in the heart of town
- Close to residents and easily contactable
- Excellent communication with partners and stakeholders
- Shapes local decisions
- Understands pressures of other local authorities
- Acts as a conduit between other authorities/partners and residents

SWTC has relational reach

- Part of a constitution of local authorities
- We have trust, respect and confidence in others and from others
- We have connections and an established pattern of relationships

In summary, SWTC

- Acts as a community leader and leader in/of place - in times of crisis and everyday
- Commissions and provides efficient and effective services – in the background and foreground of people's lives
- Shapes our places - securing investment to support our local economy
- Has the power, assurance and capacity to deliver existing and additional services

4. Do nothing Option

Maintaining the status quo remains a valid option and would provide additional time to explore and evaluate the full range of opportunities and implications arising from the cessation of Local Government Reorganisation (LGR). However, it is recognised that the cessation of LGR may be challenging, with an understandable focus on reversing decisions made, mending budgets which looked towards LGR and retaining/maintaining resourcing levels.

There is a risk that community services and local assets could receive less attention during this period of change, despite their importance to residents' quality of life and community wellbeing. In such circumstances, local communities may be

disadvantaged by uncertainty over the future management and investment of these services and assets.

Progressing asset devolution at this stage offers an opportunity to safeguard, protect, and enhance valued local assets. By placing them within local stewardship now, greater certainty can be provided for their future management, ensuring they continue to deliver benefits for residents and remain responsive to local needs. This report focuses on the opportunities afforded to the local community in acting now and not waiting for any future changes, or reinvention of LGR.

5. What kinds of assets are commonly devolved?

Common examples include:

- Parks, open spaces and recreation grounds, inc play areas
- Public toilets
- Community centres and village halls
- Libraries
- Allotments
- Car parks
- Markets
- Street lighting and street furniture
- Cemeteries and closed churchyards
- Heritage and tourism assets

These transfers may involve ownership of the asset, a long lease, or simply responsibility for managing and maintaining it.

6. Benefits of Asset Devolution

6.1 For Principal Authorities

- Reduces maintenance and operating costs.
- Enables councils to focus resources on statutory services such as social care and education.
- Keeps local facilities open that might otherwise face closure.

- Demonstration of a collaborative and evidence-based approach to service delivery, working in partnership with local communities to determine the most suitable body for service delivery in line with local needs and priorities

6.2 For Town and Parish Councils

- Gives greater local control over facilities and services.
- Allows decisions to be made closer to residents.
- Can improve responsiveness and service quality.
- Creates opportunities to shape places according to community priorities.

7. Risks of Asset Devolution

7.1 For Principal Authorities

- Loss of income
- Needs to check if there are any legal obligations or covenants which may prevent asset transfer
- Legal costs in transferring asset, including land registry fees

7.2 For Town and Parish Councils

- Ongoing maintenance costs, resulting in increased budget/precept
- Health and safety responsibilities.
- Staffing and operational costs.
- Potential for major capital repair obligations.
- Insurance and legal liabilities.
- Potential pension obligations if staff transfer under TUPE

An asset that appears attractive can become a substantial financial burden if proper due diligence is not carried out. It is important for the receiving body (SWTC) to understand the full-life cost of ownership before agreeing a transfer; this information can only be provided by UDC and may require the disclosure of confidential information to enable SWTC to reach a fully informed determination.

8. Requests made by SWTC

Since January 2025, SWTC has requested that UDC gives consideration of transferring services and/or assets to the Town Council. From January 2025, there have been numerous meetings and email exchanges between both parties. SWTC has also hosted meetings with Milton Keynes Council and UDC, as MK Council has a defined and proven asset devolution process and policies.

By adopting an approach based on the model from MK Council, SWTC has pursued a place-based devolution programme that is grounded in local priorities and responsive to the needs of the community. Through this partnership-led approach, SWTC recognises the opportunity to deliver an ambitious programme of improvement, enhancing a range of assets and services while supporting local investment and wider community objectives.

In August 2025, SWTC submitted a comprehensive 'wish list' of those assets for considered transfer – copy attached in Appendix B with meetings and email exchanges since then seeking to progress any potential asset devolution.

9. Current Situation

On the 29th June 2026, an email was received from Mr Peter Holt, CEO at UDC which is repeated in full below:

Subsequent to our various group/individual conversations, I have had the opportunity to discuss this internally, with other Essex Councils (to see if a consistent approach can emerge), with other partners such as the NHS, and this morning with our Cabinet.

To cut straight to the bottom line: we are not able to consider any asset transfers to parishes at this time.

There are unresolved complexities around accounting requirements, legal powers to transfer at less than market rate absent of individual consent from the Secretary of

State, broader considerations about future needs for sites in the context of the new West Essex unitary council, join up across broader public sector partners landholdings; and capacity issues generally to be able to add extra work on top of carrying out business as usual to the levels our residents deserve whilst also simultaneously building a new council.

It is possible that this position may move forwards before the new council starts, due on 1st April 2028, but I cannot guarantee that.

By coincidence, I am personally sponsoring the land and assets workstream across Essex as part of the whole-county approach to LGR, so I will have some influence on being able to advance this debate, so you can rest assured that this issue will not be forgotten.

I appreciate that this will be a disappointment for those of you with particular appetites to see individual sites transferred so as to enable you to make longer-term investment decisions – e.g. the Garden Rooms in Saffron Walden.

Whilst UDC's position is understandable, it reflects a 'do nothing' approach that does not explore the potential opportunities and benefits that asset devolution could offer to local communities.

It is not clear if UDC's position has been formalised through any Cabinet or Council process and appears to be an informal agreement. Clarification on this matter would be beneficial. It is possible UDC Ward Councillors are not specifically aware of ongoing conversations with UDC and the email of 29th June 2026, advising there will not be any asset transfers. It is known that UDC Ward Councillors for Saffron Walden support the principle of devolution and specifically the transfer of assets from UDC to SWTC.

10. Options

- (a) As noted, the 'do nothing' approach, currently adopted by UDC does not lend itself to protecting those assets and services most vulnerable or most valued by the local community. There may be missed opportunities to protect those assets and services at grassroots level which may be of the greatest use and benefit to residents.
- (b) Explore opportunities to devolve some assets and services to Saffron Walden Town Council which has the ability, competency and appetite to take on devolved services and assets. This strongly driven desire is founded in the need to offer the very best services for its residents. This is an option available now which must be further explored and utilised to ensure the very best outcomes for our residents.

11. Proposals to Move Forward

- (a) The proposal is for both Councils to recommence discussions on asset devolution and work collaboratively towards the advancement of Option 10(b), as set out above.

This is not just about preserving what exists now but also shaping what comes next (and this is not referring to LGR). SWTC must be considered community custodians for assets and services in Saffron Walden.

- (b) In specifically addressing UDC's concerns on the accounting requirements and legal powers to transfer at less than market rate absent of individual consent from the Secretary of State, the following legal notes are provided which address those concerns, offering solutions to the legal complexities.

This information has been kindly provided by Milton Keynes Council and is used and referenced within their own transfer process:

- (i) *“The Council has general powers of competence under Section 1 of the Localism Act 2011 to do anything that an individual can do subject to statutory limitations. The Council’s strategy is that CAT transfers are for a nominal price of £1 or nil. Under Section 123 of the Local Government Act 1972 the Council is required to obtain the best price reasonably obtainable where transferring ownership of property. Under the General Disposal Consent 2003, the Council may dispose of property for less where (in general terms) to do so benefits the residents of the Borough, and the undervalue is less than £2 million without the need to seek specific consent of the Secretary of State. In each case where property is transferred for less than market value it is necessary for the Council to be satisfied that this does not amount to State Aid. There are statutory requirements on the disposal of public open space. The Council will need to advertise its intention to transfer the play area in a local newspaper for two consecutive weeks and to consider any objections received (sections 123(2A) and 127(3), Local Government Act 1972; section 233(4), Town and Country Planning Act 1990) It is recommended that this is done before the final decision to transfer is taken so that the Council can demonstrate due consideration of any representations received. 26 March 2019 The Council should note the above in deciding whether to include the play areas into the CAT programme with a view to transferring them in the future. These matters must also be considered and addressed before the decision to transfer is made. Impact on the Council’s play Areas and Maintenance Contract will also need to be taken into account.*
- (ii) *CAT transfers are for a nominal price of £1 or nil. Under the Local Government Act 1972 the Council is required to obtain the best price reasonably obtainable where transferring ownership of property but may dispose of property for less where (in general terms) to do so benefits the residents of the Borough, and the undervalue is less than £2 million. In each case where property is*

transferred for less than market value it is necessary for the Council to be satisfied that this does not amount to State Aid. The Council and its legal advisers will need to be mindful of both requirements in all cases. If a bid for this property via the CAT process is successful, the Council will need to authorise the transfer by a further decision in accordance with the Council's constitution, including the Executive Scheme of Delegation and the Acquisition and Disposal of Land and Buildings Rules. There are statutory requirements on the disposal of Public Open Space. The Council will need to advertise its intention to transfer in a local newspaper for two consecutive weeks and to consider any objections received (sections 123(2A) and 127(3), Local Government Act 1972; section 233(4), Town and Country Planning Act 1990) It is recommended that this is done before the final decision to transfer is taken so that the Council can demonstrate due consideration of any representations received. It should also be noted that the Council has two contracts which are relevant to the play areas proposed to be included under the CAT programme as above i.e. the play area contract which is for maintenance and inspection of the play areas and the landscaping contract both of which are with the same contractor. Any transfer under the CAT process as above will therefore need to ensure that it is within the permits of the contractual provisions. Other implications such as potential application of TUPE will also need to be factored in.

- (iii) Local Authorities are given powers under Local Government Act 1972 to dispose of land in any manner they wish. The only constraint is that a disposal must be for the best consideration reasonably obtainable, unless the Secretary of State consents to the disposal or unless the disposal is by way of a short tenancy (i.e. having a lease term not exceeding seven years). Where disposal is at an undervalue (i.e. not best consideration), a general disposal consent has been granted under Circulate 06/03: Local Government Act 1972 General Disposal Consent (England) 2003 by*

the Secretary of State for an undervalue of up to £2m provided the authority considers that the disposal will help it to secure the promotion or improvement of the economic, social or environmental well-being of its area.”

- (c) UDC should consider the adoption of a formal asset transfer policy or programme, providing a clear strategic framework through which appropriate assets and services can be devolved to town and parish councils. Such an approach would align with the principles of localism, community empowerment and place-based service delivery, recognising that decisions are often most effective when taken at the level closest to the communities they affect.

Examples of authorities that have adopted proactive asset transfer programmes are set out below, although many others could also be referenced. Significantly, these initiatives have not been driven solely by LGR or a desire to safeguard assets in anticipation of structural change. Rather, they reflect a strategic recognition that town and parish councils can play an increasingly important role in the stewardship of community assets, the delivery of local services, and the enhancement of civic pride and community wellbeing.

By embracing asset devolution as a strategic opportunity rather than a reactive measure, UDC could support greater local accountability, unlock community-led innovation, improve the long-term sustainability of services and assets, and enable resources to be deployed more effectively across all tiers of local government. This approach would position UDC as a partner in empowering local communities, helping to build resilience and ensuring that assets are managed by organisations with a direct and enduring connection to the places they serve.

Council Name	Web page
Milton Keynes Council	An approach to devolution Milton Keynes City Council
St Albans City and District Council	Appendix 2 - Community Asset Transfer Process Document.pdf
North Somerset Council	Local devolution programme framework.pdf
Buckinghamshire Council	Types of Transfer Arrangement Buckinghamshire Council
Rother District Council	Approved Framework – Asset Devolution
Calderdale Council	Community Management of Assets Policy Calderdale Council

(d) The cessation of LGR removes the pressures associated with a prescribed implementation timetable, creating the opportunity to undertake a comprehensive assessment of asset devolution and to fully explore the potential role of town and parish councils in the delivery and management of local services and assets.

(e) SWTC welcomes the opportunity to work collaboratively with UDC and other Town and Parish Councils in progressing a community asset transfer programme at UDC (similar to that in the examples above).

Appendix B – Asset Transfer List from SWTC

Ref	Column 1: Asset	Column 2: Current Status / Query	Column 3: Required from UDC
1	Jubilee Hub and House	(a) Currently leased to SWTC, 16-year lease agreement with 6-month break clause. (b) SWTC wants to invest in the property (both community centre and house) but seek longer-term certainty before investing capital monies on repair and refurbishment (c) SWTC recently spent monies in refurbishing internal décor, replacing windows. UDC requested to replace boiler and carry out other works as current landlord (d) Update 11.08.25 – roof felt needs replacing (tiles ok), estimated at IRO of £40k – must be provisioned for.	(a) Cellar space is currently propped with acrow-jacks. UDC to resolve query with cellar roof/office floor prior to any transfer (b) Note SWTC not requesting monies for roof repairs (c) Freehold transfer of asset to SWTC – no monies on transfer requested
2	Public Open Space in SW, including but not limited to: Elizabeth Way, Limefields Little Walden, Ransom strip Harris Yard, Land at Greenways, Blacklands Close, Beeches Close, Gallows Hill, Saxon Way and any other as may be identified	(a) Unlikely TUPE would apply as areas would collectively form a small percentage of the areas currently maintained by UDC (b) AW noted an overage clause may be imposed for land at Greenways, suggested 25%	(a) Confirmation TUPE would not apply (b) Subject to (a) above, freehold transfer of assets to SWTC (c) Details on potential overage clause
3	Allotment Land and Garage Sites in SW, sites include but not limited to: - Peasland Road (allots and garage) - Radwinter Road (garage) - Birdbush Ave x 2 sites (allots and garage) - Laws Close (allots) - Rowntree Way (allots and garage(?)) - Petlands, Little Walden (allots) - Petlands, Little Walden (garage and access to playing fields at rear of Petlands)	(a) Formally registered as housing revenue land (b) AW noted an overage clause may be imposed for land at Peasland Road, suggested 25%	(a) Freehold transfer of assets to SWTC – no monies on transfer requested (b) Sites to be cleared by UDC where feasible, prior to any transfer (c) Details on potential overage clause
4	Duck Pond by Swan Meadow and Maze	(a) UDC recently repaired bridge at pond (b) Noted some considerable works required to bring to good standard; believed to be sound but messy site. UDC would need to bring to an improved standard prior to any transfer (c) Maze area owned by UDC and leased to SWI – note subject to frequent vandalism	(a) UDC to undertake remedial works to duck pond to bring to acceptable transfer state (b) Freehold transfer of assets to SWTC – no monies on transfer requested (c) Details of any lease or licence to occupy between UDC and SWI for maze area (d) Details of any stock/asset conditioning report
5	Street Sweeping	(a) At our meeting with AW on 21.07.25, SWTC had indicated an interest in taking on street services (clearance, sweeping and the like) from UDC – this is no longer required	(a) No action – not for transfer

Ref	Column 1: Asset	Column 2: Current Status / Query	Column 3: Required from UDC
6	SW Pig Market Charity	(a) UDC currently sole trustee of charity and this could be transferred to SWTC. (b) The charity owns part of Fairycroft car park (Waitrose) and thus receives approx £38k-£40pa in car park revenue (19.86% of net annual income); these monies currently used to support funding to Citizens' Advice (although note that in recent years, money has decreased, uncertain why this is)	(a) Transfer of sole trustee status from UDC to SWTC (b) Details of existing charitable status / constitution / terms of reference etc (c) Details of any contracts or agreements in place with other owners of the car park (d) P/L accounts for SW Pig Market Charity since 2020/21 and YTD
7	Skate Park, Thaxted Road	(a) Currently leased to SWTC, to 2100 with a 1-year break clause (b) SWTC wants to invest in the skate park with a significant refurbishment programme, installation of toilets and/or concession unit/community space. SWTC needs longer-term certainty before investing capital monies (c) SWTC acknowledges the difficulty in transferring freehold of this lease to SWTC, given the potential redevelopment of site once PFI agreement for LBC expires. (d) SWTC needs to protect its investment in the skate park therefore calls for amendments to current lease	(a) Current lease to be amended to: Break clause increased to 5-years notice No notice to be served until 2050
8	Green Mile (excluding Skate park area)	(a) UDC needs to protect the wider area and ensure space is provided for any future new leisure centre, recognising current leisure centre needs considerable refurbishment. (b) Anticipated that on conclusion of existing PFI agreement (2035), the leisure centre would be rebuilt and thus UDC needs to protect all land in this area as it could be used for future leisure development. PFI agreement £950k pa	(a) SWTC acknowledges need to protect site for potential redevelopment, and requests amendment to existing lease to provide 1-year break clause
9a	The Common Car Park	(a) Data from UDC's 'Parking Briefing' May 2025, identifies income from The Common Car Park as: 2019/20: £97,760.50 2020/21: £47,746.00 2021/22: £115,040.10 2023/24: £177,791.50 2024/25: £296,743.90 (b) Land was historically held by SWTC and 'gifted' to UDC circa 1974 for creation of car park. SWTC owns the freehold for The Common	(a) Freehold transfer of The Common car park – essential should SWTC take over future management and ownership of the museum
9b	Catons Lane Car Park	(a) Owned freehold by SWTC, operated under an agreement with UDC. Agreement effective 22.10.24 for 25 year period, with 6-month break clause	(a) Likely SWTC will enact clause 11.5 of existing car park management agreement, with the car park management transferring back to SWTC on LGR.

Ref	Column 1: Asset	Column 2: Current Status / Query	Column 3: Required from UDC
		(b) Agreement further notes it is not transferable unless by statute, under such circumstances SWTC must serve 1-months' notice on UDC	
10	SW Museum	(a) UDC's operating budget IRO £300k pa (b) All employees (save 1) on short-term contracts and believed TUPE would not apply to these, but would apply to Museum Curator (c) Building and collection owned by Museum Society, no rates as charity (d) UDC run the service (and building?) under a 50-year lease from Museum Society	(a) P/L accounts for Museum, including details of all operating costs from 2020/21 and YTD (b) Details of the agreement and obligations between UDC and Museum Society (c) Details of building ownership (d) Details of staff, including confirmation re TUPE (e) Clarification on ownership of museum stock – who owns it? (f) Clarification on ownership of museum artefacts and display items – who owns these? (g) Details of any stock/asset conditioning report, including details of any repairs/refurbishment carried out since 2020/21 (h) Asbestos register and details of any asbestos at site (ie museum, storage area, classroom) (i) Details of any contracts which SWTC may be obliged to adopt from UDC (j) SWTC seeking minimum 5-years' of running costs from UDC on transfer (IRO £300k pa), ie £1.5m
11	SW Castle	(a) Owned freehold by UDC (b) Scheduled, ancient monument (c) 2022 repairs undertaken by UDC, largely unsuccessful restoration works although they were overseen and advised by Historic England (d) Currently sealed off with heras fencing to prevent any use or access (e) Historic England permission will be required for any works/changes to site, including maintenance of POS (f) UDC has permission to install fence around castle to prevent public access (removing the heras fencing), and would carry out these works prior to any transfer (g) No annual inspection programme, condition unknown	(a) Cost of asset since 2015 on annual basis (b) Any asset conditioning report (c) Specific details of work carried out in 2022 and reasons for failure (d) Any monies held by UDC's in either 2025/26 budget and/or set aside for long-term asset management

Ref	Column 1: Asset	Column 2: Current Status / Query	Column 3: Required from UDC
		(h) Possible capping on top of castle would prevent further deterioration (i) No PROW through castle grounds	
12	Service: Community Weddings currently held at UDC Offices, London Road	(a) UDC holds the permission to host community weddings in the Uttlesford District area Monday – Friday (b) SWTC holds permission to host community weddings in the Uttlesford District area for Saturdays.	(a) Transfer of community weddings for Monday-Friday at earliest opportunity