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 28 September 2026 at 7.30pm

Present: Councillors Asker, Curtis, Freeman, Hawke-Smith and Porch (Chair)

Officers: Deputy Town Clerk and Operations Manager

Public: John Starr - Saffron Walden Youth Outreach Project

A & S 087-26	**Apologies for absence** Apologies were received and accepted from Cllrs
A & S 088-26	**Declarations of Interest** Cllrs Asker and Freeman declared non-pecuniary interests as District Councillors for Uttlesford District Council
A & S 089-26	**Minutes of the last meeting of the Assets & Services Committee 27.07.2026** The minutes of the 27.07.26 Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.
A & S 090-26	**Public Speaking Time** There were no questions or matters arising from the public
A & S 091-26	**Committee agreed to bring forward agenda item 7, Youth Provision Update – Service Level Agreement with SW Youth Outreach Project**
A & S 092-26	**Youth Provision Update – Service Level Agreement with SW Youth Outreach Project** John Starr presented the SWYOP report as attached to the agenda and noted: a. He and Cllr Porch (as a member of SWYOP) will be visiting Haverhill Town Council regarding their Youth Provision on 17 October. b. SWYOP is working with the Business Improvement District to host Youth focussed martial art sessions. Committee noted the reports and thanked John Starr for his time. John Starr left the meeting at 8pm.
A & S 093-26	**Climate Change & Environment Working Group - Quarterly update** Committee received and noted the positive update report for the period June-August 2026 for information as presented to the working group at its September meeting.

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A & S 094-26	**Policies for review** Unanimously agreed to adopt the following policies: (a) Filming and photography – with changes in red text (b) Signage – no changes (c) Volunteers – no changes (d) Market licensing – no changes
A & S 095-26	**Jubilee Hub Survey** Committee noted officers have re-launched a user survey, seeking the views and opinions from users of the Jubilee Hub services and a promotional event will take place on Wednesday 7 October.
A & S 096-26	**Radwinter Road Linden Homes site** Committee noted the S106 monies for the Linden Homes Radwinter Road site have now been paid and that: a. Officers are reviewing the resourcing, and equipment needs to best manage the site, ensuring current and future needs are well-equipped. b. Adverts for a new Operative are anticipated in October 2026, with a start date in January 2027
A & S 097-26	**Gold Street Path Works** Committee noted and supported the following works a. Felling of the Elm tree behind Waitrose car par, allowing for the remodelling of the path to the Gold Street Surgery. These works were undertaken following requests from members of the public and on the grounds of public health and safety, given the number of falls and trips on this footpath. Works were further carried out with the full knowledge and support of neighbouring properties and Uttlesford District Council. b. The path remodelling works are now completed c. The land is unregistered and officers will liaise with neighbouring partners to ascertain the feasibility of SWTC seeking future ownership of the land. d. A press release confirming completion of the works will be issued.
A & S 098-26	**Culvert Works** Committee noted: a. It is anticipated quotes regarding works to the culvert will be received in October. b. On receipt, a full update will be provided to Committee, aligning with Full Council's resolution at its September 2026 meeting.
A & S 099-26	**SWTC Registration of Title for The Fish Market** Committee noted the legal registration for the above has been successfully completed.

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A & S 100-26	**Urgent Information Items** There were no matters arising
A & S 102-26	**Date and time of Next Meeting** Noted as Monday 26 October 2026 at 7.30pm in the Town Hall, Saffron Walden

The Chairman closed the meeting at 8.35pm

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Signed as a true and accurate record …….