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 26 October 2026 at 7.30pm

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

Officers: Town Clerk and Operations Manager

A & S 103-26	**Apologies for absence** Apologies were received and accepted from Cllrs Abercrombie, Asker and Shotropa.
A & S 104-26	**Declarations of Interest** Cllrs Freeman and Reeve declared non-pecuniary interests as District Councillors for Uttlesford District Council
A & S 105-26	**Minutes of the last meeting of the Assets & Services Committee 28.09.2026** The minutes of the 28.09.2026 Assets & Services Committee meeting were accepted as a true and accurate record and signed by the Chair.
A & S 107-26	**Public Speaking Time** There were no questions or matters arising from the public
A & S 108-26	**Community Venue Weddings** Committee noted: (a) SWTC has been granted a Community Venue Wedding License for midweek ceremonies from January 2027 in the Town Hall Council Chamber. (b) These weekday Community Venue weddings are in addition to the existing licenses, including the approved premises wedding and civil ceremony bookings Monday – Saturday and the existing Community Venue Wedding licence, for a Saturday.
A & S 109-26	**Cemetery – Grave Digger Policy** Committee received the proposed Grave Digger Policy. **Unanimously resolved:** To adopt the Grave Digger Policy as proposed.
A & S 110-26	**Market Update** Committee noted:

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	(a) Officers have met with the National Association of British Markets and Mr David Catterall, CEO of NABMA will visit Saffron Walden in November, schedule as follows: (b) Tuesday 24 November: To review the SW Market offering and meet with staff involved in management of the market, and traders. (c) Wednesday 25 November: Mr Catterall will attend the SW Network meeting with a variety of partners to emphasize the importance of the market as part of the overall cultural and economic offering of Saffron Walden.
A & S 111-26	**Third party charges 2027/28** Committee received and noted the written report, detailing the third-party charges for 2027/28 as included in the budget presented to Council at the October meeting. **Unanimously resolved:** To adopt the third-party charges and fees (for the Allotments, Cemetery, Venue Hirings and Market) as proposed.
A & S 112-26	**Assets Analysis** Committee acknowledged the following was raised at the May Committee meeting (A&S 055-26) *That whilst assets may be 'sweated' to recognise maximum income, this influences their longevity and upkeep. Officers were requested to provide a report for a future meeting to include details of the assets, their purpose, depreciation and revenue or benefit derived from the asset. This information should inform future contributions to EMR budget.* Committee noted: (a) The 27/28 EMR contributions have been reviewed as part of the budget setting process (b) The quinquennial reports are being scheduled for all SWTC properties. On receipt of the final reports, the findings will be presented to committee with reference to the monetary implications. (c) Quotes for the required culvert works have been received, and the Operations Manager provided a verbal update on the required works. It was unanimously resolved: To support continuance and completion of the works, within budgetary limitations (d) Committee commended SWTC staff and in particular, the Operations Team, for their oversight and management of assets.
A & S 113-26	**Adopt a Tree Scheme** Committee noted the Cambridge City Adopt a Tree Scheme has been raised by members to officers for consideration https://www.cambridge.gov.uk/sponsoring-new-trees It was resolved to defer this matter to the November Committee meeting

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A & S 114-26	**Safer Streets Scheme Update** Committee noted: (a) SWTC continues to work with Uttlesford District Council in reviewing services to reduce crime and disorder in Saffron Walden and SWTC continues to promote Essex Policing community schemes. (b) Uttlesford District Council will apply for Safer Streets Funding (in partnership with SWTC) and updates will be provided as the project progresses.
A & S 115-26	**Urgent Information Items** The Chair provided the following update regarding a commemorative plaque to mark the Rose and Crown Fire: (a) A design has been drafted (b) The installation location is to be confirmed. SWTC staff were requested to contact the owners of the building to request permission to place a plaque at the front of the building, i.e., facing onto Market Square.
A & S 116-26	**Date and time of Next Meeting** Noted as Monday 23rd November at 7.30pm in the Town Hall, Saffron Walden

The Chairman closed the meeting at 8.30pm

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Signed as a true and accurate record ……