

ASSET & SERVICES COMMITTEE**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 22nd January 2018** at 7.30pm

Present: Councillors Asker (Chair), Coote, K Eden, Fairhurst, Freeman, Grimshaw, Hibbs and Morris

Also, Present: Lisa Courtney Town Clerk, Terry Frostick Operations Manager,

Cllr Lodge (UDC Member) and 3 members of the public.

A & S 364-18	<p>Apologies for absence</p> <p>Apologies were received and accepted from Councillor Perry</p>
A & S 365-18	<p>Declarations of Interest</p> <p>Cllrs Asker, Fairhurst, Freeman and Morris declared a generic non-pecuniary interest as District Councillors for Uttlesford District Council (UDC).</p> <p>Cllrs Fairhurst, Grimshaw and Hibbs declared a generic non-pecuniary interest as members of Saffron Walden Cricket Club minute reference A & S 369-18 and abstained from voting on this matter</p>
A & S 366-18 (a)	<p>Public Speaking Time</p> <p>Mr Lord addressed the Committee regarding Min Ref A & S 369-17, SW Cricket Club. He expressed concerns regarding the lighting which had the potential to increase social lettings; Mr Lord was referred to the correspondence between the Cricket Club and the Town Clerk which sought to address those concerns. Mr Lord noted that should the Cricket Club be in agreement with the terms and conditions within that correspondence, that he would be satisfied that there was adequate provision to properly manage the lettings and hiring at the Cricket Club. Mr Lord was thanked for his contribution to the meeting.</p> <p>(b) Mr Barrs from the Cricket Club was also present and assured the Committee and Mr Lord that there is no intention to overuse / let the Cricket Club. The purpose of lighting is to afford better security to the Cricket Club and especially to those locking up in the dark. Mr Barrs gave assurances that there is no desire to have lots of lettings at the club for social events and that he would revert back in due course regarding the Cricket's acceptance of the details within the letter from the Town Clerk.</p> <p>(c) Mr Johnson was present as a member of the public and spoke with reference Min Ref A & S 386-18. It was noted that this was a matter for consideration in Part 2 Confidential items and that whilst the Committee may therefore hear from Mr Johnson, there would not be any discussion. It was noted that the matter was for consideration under Part 2</p>

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	at Mr Johnson's previous request. Mr Johnson addressed Committee regarding access to the proposed facility, noting that it would need to be fenced so that the use of it was appropriately managed. He further noted that the facility would be available for use by community groups and could lend itself to other activities such as walking football, disabled use, schools hire rugby and cricket.
A & S 367-18	Minutes of the last meeting of the Assets & Services Committee held on 18th December 2017 The minutes of the Assets & Services Committee meeting held on 18 th December 2017 were accepted as a true and accurate record of the meeting and signed by the Chair.
A & S 368-18	Committee accepted and agreed the recommendation to carry forward agenda item 7 Cricket Club lighting.
A & S 369-18	Cricket Club Car Park Lights. Committee noted the comments made during the public speaking session (Min Ref A & S 366-18) and had due regard to the correspondence between the Cricket Club and the Town Clerk. Following consideration of all details, it was Resolved: To approve the Cricket Club's request for installation of lights as per details within the letter dated 17 th January 2018 to the Cricket Club, subject to the Cricket Club confirming acceptance of the terms and conditions within said letter. Cllrs Fairhurst, Grimshaw and Hibbs declared a generic non-pecuniary interest as members of Saffron Walden Cricket Club and abstained from voting on this matter
A & S 370-18	Fry Art Gallery Signage Committee considered the request for additional signage for the Fry Art Gallery. It was Resolved: To agree to the principle of a finger sign on the finger post at the junction of Castle Street and the High Street, subject to funding from the Saffron Walden Initiative or Town Team. Committee noted that the cost would be approx. £600-£700 and that the Town Council's street furniture budget was fully committed.
A & S 371-18	Tourist Information Centre Committee received and gave thanks for a written monthly update of the activities of the TIC – details were attached to the agenda. This is the same information as also presented to the F & E Committee.
A & S 372-18	Saffron Walden Market NABMA recently visited Saffron Walden, specifically to meet with market staff and traders and to provide a market health check. It was

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	<p>Resolved:</p> <p>To receive the Health Check and to note that staff will progress recommendations made within and report back to Committee at a future meeting.</p> <p>It was noted that requests could be made to the Town Team for assisted funding with any projects arising from this health check.</p>
A & S 373-18	<p>Lease Agreement at NatWest Bank</p> <p>The Town Clerk advised that she and the Operations Manager had met earlier that day with surveyors working on behalf of Nat West Bank. The Clerk requested that Committee receive a verbal report from this meeting under Part 2 Confidential Matters noting the commercial sensitivity of the Nat West meeting. It was</p> <p>Resolved:</p> <p>To defer discussion of this item, to be held under Part 2 Confidential recognising the commercial sensitivity of the discussions and that permission had not been granted from Nat West to divulge this information within a public forum.</p>
A & S 374-18	<p>Exercise Equipment</p> <p>The Clerk reported that funding applications had been submitted and that the outcome of these applications is still unknown.</p>
A & S 375-18	<p>SWTC advert in Venues Wedding Ideas The 2018 Guide.</p> <p>Committee noted the advert placed in the Guide and the successfully negotiated cost. The advert was very well placed within the magazine and very attractive.</p>
A & S 376-18	<p>Footpath Across the Common</p> <p>Committee noted the details and praise received for the newly created footpaths across The Common</p> <p>Resolved:</p> <p>To note the positive feedback received from members of the public regarding the footpath and the appreciation from many for this newly created access across The Common.</p>
A & S 377-18	<p>New Play Equipment on The Common</p> <p>Committee received an update regarding progress to date. It was noted that the Working Group has met with play providers and that a preferred scheme and supplier has been chosen and discussions and negotiations continue regarding final prices and design. It was</p>

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	<p>Resolved:</p> <p>To note the verbal update as given and to note that further details will come forward to a future Committee meeting for review. It was further noted that further public consultation will likely take place spring of this year at the existing play area. It was further noted that additional funds are still required to fund the project, applications therefore need to be made to 3rd parties for funding (Stansted Airport Community Trust was suggested).</p>
A & S 378-18	<p>Saffron Walden Grand Prix Update</p> <p>Committee noted advice from the organisers that the event has been changed from 26th August 2018 to Sunday 5th August 2018, at the request of British Cycling. It was</p> <p>Resolved:</p> <p>To note the change of date and to send a letter of support to British Cycling, noting the in-principle support of this event (recognising that specific details are unknown).</p>
A & S 379-18	<p>Golden Acre Community Centre Roof</p> <p>The Operations Manager reported on emergency repair works required at Golden Acre Community Centre, noting that the ingress of water was now adversely affecting the internal plaster and décor. It was</p> <p>Resolved:</p> <p>To approve the works as noted at a cost of £14,640 (noting that there may be variation on this subject to the availability of roofing tiles). The Operations Manager was requested to consider the installation of pigeon spikes on the guttering which would prevent further bird damage and vandalism on the roof.</p>
A & S 380-18	<p>Repair works to War Memorial, corner of High Street / Audley Road</p> <p>Resolved:</p> <p>To note the update regarding the repairs to the War Memorial and that a planning application has been submitted for the cleaning and repair works under App No: UTT/18/0048/LB</p>
A & S 381-18	<p>Christmas Lights 2018</p> <p>Committee noted that the Working Group is to meet on Wednesday 24th January 2018 to review and consider the schemes as presented by tenderers. It was</p> <p>Resolved:</p> <p>That the Working Group be delegated with authority to award the contract subject to the contract being within budget of £32,000</p>

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A & S 382-18	<p>Hilly Bumps</p> <p>Committee received and noted the correspondence from UDC and the closure of the BMX Track as the management company is winding up. Committee noted that the land is owned by Audley End Estates and is leased to UDC on a 50-year lease (with no break clause). Cllr Morris noted the interest from local schools for a Forest School and Cllr Coote further expressed support for this concept. It was</p> <p>Resolved:</p> <p>To write to UDC noting the Town Council's support for the principle of a Forest School for use by local school and nurseries. Cllr Morris advised that she will progress this matter further as a UDC District Councillor.</p>
A & S 383-18	<p>Urgent Information Items</p> <p>There were no urgent matters</p>
A & S 384-18	<p>Date and time of Next Meeting</p> <p>Monday 22nd February 2018, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>
A & S 385-18	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>It was 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</p>
A & S 386-18	<p>SW Community Football Club</p> <p>Committee received and noted the written report submitted by the Football Club along with the representation made earlier by Mr Martin Johnson. It was</p> <p>Resolved:</p> <p>To request the Club to submit a full and comprehensive business plan detailing their request which must include (but not limited to) the following information:</p> <ul style="list-style-type: none"> a) Future responsibility and liability of the provision should the Club cease b) What will the provision physically look like? c) Who will be responsible for insuring the provision? d) Who will accept future maintenance responsibilities? e) How will the Club deal with the anticipated increase in attendance at the site with particular regards to parking provision? f) How will the Club ensure inclusive use by the Community? g) Is lighting proposed and if yes, to what specification? h) How will the site be secured and how will this lend itself to community use? i) How will the Club address the anticipated increase in noise?

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	<p>j) What public consultation has the Club carried out to date and what is further proposed? This should include not only current Club members or users but also residents.</p> <p>It was further resolved that this business plan should be submitted to the Town Council as a public document and that the matter would be heard within the public forum, with an invite to the Club to further present details (as noted in (a) to (j) above at a future Committee meeting, to be held during public session).</p>
<p>A & S 387-18</p>	<p>NatWest Bank</p> <p>Committee received an update from the Town Clerk regarding discussions held with Nat West regarding the early termination of their lease at 3 Market Place. It was agreed to authorise surveyors on behalf of the Town Council to carry out a review and assessment of the building. Post meeting note: Town Clerk to verify retrospectively the budget from which this cost is to be met.</p>

The Chairman closed the meeting at 9.55 pm