

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 July 2019** at 7.30pm

Present: Councillors De Vries, Frost, Gadd (Chair), Light, McLellan, Roberts

Officers: Lisa Courtney, Town Clerk, Terry Frostick Operations Manager

Members of the public: None present

A & S 040-19	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Asker, A Coote, Freeman</p>
A & S 041-19	<p>Declarations of Interest</p> <p>Cllrs De Vries and Light declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p>
A & S 042-19	<p>Minutes of the last meeting of the Assets & Services Committee</p> <p>The minutes of the Assets & Services Committee meeting held on 24th June 2019 were accepted as a true and accurate record and signed by the Chair.</p>
A & S 043-19	<p>Public Speaking Time</p> <p>There were no questions arising from the public</p>
A & S 044-19	<p>Tourist Information Centre (TIC)</p> <p>Committee noted the report presented by the TIC and expressed its thanks. Committee requested that future reports include historic details for comparison of monthly footfall.</p>
A & S 045-19	<p>2020/21 Budget</p> <p>Committee noted that the budget process would commence imminently.</p>
A & S 046-19	<p>8-Day Weekend Carnival</p> <p>Committee noted the details as presented, it was Resolved:</p>

	<p>(a) Town Council Float for entering into the procession – that this should be a Full Council decision and the matter should be carried forward to the next Full Council meeting for consideration;</p> <p>(b) Free of charge use of The Common – It was agreed to allow continued free of charge use of The Common to the Round Table for this event subject to the following conditions:</p> <ul style="list-style-type: none"> (i) That the Town Council’s contribution is acknowledged by the Round Table and included in their press releases and promotion of the event; (ii) That the Round Table is mindful of the environmental impact of this event and that it endeavours to reduce the use of single-use plastic, to reduce its consumption of electricity (in previous years, the lights have been left on until late in the evening) and that it recycles as much waste as possible.
<p>A & S 047-19</p>	<p>Lime Avenue</p> <p>Committee received a verbal update from the Town Clerk and Operations Manager on progression of the transfer of the land from Persimmon Homes (freehold) and Audley End (leasehold) to the Town Council.</p> <p>Officers noted the considerable help and support from the S106 Officer at UDC in progression of this matter but in spite of this, progress with Persimmon was exceptionally slow and whilst all were working towards a transfer of land by September, this was unlikely. Simultaneous to the freehold / leasehold transfer of the land, Officers were progressing with Persimmon an option for the Town Council to manage the land immediately under a licence agreement. Responses on all matters are awaited from Persimmon Homes.</p> <p>Resolved:</p> <ul style="list-style-type: none"> (a) To note the update as provided by Officers; (b) To note that the S106 monies (£100k index linked) would be transferred on the transfer of the freehold land from Persimmon and that the Council should not determine or make any commitment for the use of this money until all options had been considered. It was noted that this S106 money could, for example, be used for the provision of a community facility at Lime Avenue.
<p>A & S 048-19</p>	<p>Linden Homes</p> <p>Committee received a verbal update from the Town Clerk and Operations Manager on progression of the quotation submitted to Linden Homes for the management of the public open space under contract. Further responses from Linden Homes and their land management company are awaited.</p> <p>Resolved:</p> <p>To note the update as provided by Officers</p>

Signed as a true and accurate record

A & S 049-19	<p>Saffron Walden Football Club – Extension to Lease</p> <p>Committee noted that the extension to the lease is now fully concluded, with the lease extended to 2114 and that a press release with the Football Club should now be issued.</p>
A & S 050-19	<p>Telephone Kiosk Removals</p> <p>Committee received and noted details of the proposed removals by BT, noting that none were appropriate sites or kiosks for the installation of defibrillators with the exception of the kiosk in Little Walden. It was</p> <p>Resolved:</p> <p>That Cllr De Vries (as UDC Ward Councillor) would speak further with Little Walden community regarding any future use of the kiosk in Little Walden which could be used for a further defib unit or as a community library / book exchange.</p>
A & S 051-19	<p>Gym on the Common</p> <p>Committee noted that the gym equipment was now fully installed and operational. It was</p> <p>Resolved:</p> <p>That an official opening ceremony be arranged for September 2019.</p>
A & S 052-19	<p>Jubilee Gardens</p> <p>Committee considered the request for the licensing of a small area of the gardens for the placement of tables and chairs by the Chocolate Company based in Jubilee House. It was</p> <p>Resolved:</p> <p>To approve the request and that the matter be delegated to the Town Clerk for progression.</p>
A & S 053-19	<p>VE Day Celebrations, weekend commencing Friday 8th May 2020</p> <p>Committee requested that this matter be referred to Full Council for further consideration</p>
A & S 054-19	<p>Letter of Complaint</p> <p>Committee noted the complaint as received from St Mary's pre-school regarding the dog waste left in the long grass. It was</p> <p>Resolved:</p> <p>That the Town Council should take a proactive stance in educating dog owners to deal appropriately with dog waste and the following measures were considered:</p>

Signed as a true and accurate record

Minutes of Assets & Services Committee July 2019

	<p>(a) To run an awareness campaign on social media to raise awareness of the need for dog owners to deal with dog waste in a responsible manner</p> <p>(b) To speak with the UDC Animal/dog Warden (if the post continues to exist) and to work collaboratively with this Officer in any campaign to improve the situation</p> <p>(c) For the Tourist Information Centre to consider the retail of bio-degradable dog waste bags</p> <p>(d) For Councillors to host a further “Listening Post” session on SW Market with a feature on the environment and dog waste</p> <p>(e) To work with local schools and pre-schools in the design of a poster to encourage responsible dog ownership</p> <p>(f) That a poster competition be run with the school children and the winning design be used as a template for the installation of signs on Town Council outside property (where appropriate to do so).</p>
<p>A & S 055-19</p>	<p>Compliments Received</p> <p>Committee noted the compliments as noted on the agenda</p>
<p>A & S 056-19</p>	<p>Urgent Information Items</p> <p>There was no business</p>
<p>A & S 057-19</p>	<p>Date and time of Next Meeting</p> <p>Monday 23rd September 2019, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.25pm