

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

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 25<sup>th</sup> November 2019** at 7.30pm

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

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

**Members of the public:** Representatives in support of agenda items 6 & 7

A & S 094-19	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Asker, Coote A, and Frost</p>
A & S 095-19	<p><b>Declarations of Interest</b></p> <p>Cllrs De Vries, Freeman and Light declared generic non-pecuniary interests as members of Uttlesford District Council</p>
	<p>With the permission of the Committee, the Chair brought forward agenda items 6 and 7</p>
A & S 096-19	<p><b>Youth Partnership Project</b></p> <p>Committee considered the 2 applications as presented:</p> <p style="padding-left: 40px;">(a) Writers Room – request for £5,957.50</p> <p style="padding-left: 40px;">(b) The Garden Phase 2 – request for £4,834.00</p> <p>Representatives from both organisations were present and spoke further to the grant application</p> <p>It was <b>Resolved</b> to agree both grants for the sums as requested in accordance with details as per the grant application, using monies from the 2019/20 budget.</p>
A & S 097-19	<p><b>World War II Commemorations</b></p> <p>Mr Malcolm White was present and spoke further to his request towards funding for a book to record the names and details of those local to Saffron Walden who fought and died during the war. It was <b>Resolved:</b></p> <p>To award in principle a sum of £500 to Mr White towards this project, cost to be met from the Civic Ceremony budget. Grant to be awarded subject to other funds from 3<sup>rd</sup> parties which Mr White is to apply for. Mr White agreed to keep Committee informed regarding the project and the drawing down of any funds.</p>

A & S 098-19	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee</b></p> <p>The minutes of the Assets &amp; Services Committee meeting held on 28th October 2019 were accepted as a true and accurate record and signed by the Chair.</p>
A & S 099-19	<p><b>Public Speaking Time</b></p> <p>There were no questions arising</p>
A & S 100-19	<p><b>Tourist Information Centre (TIC) – Standing Item</b></p> <p>Committee received and noted the report and thanked the TIC staff.</p>
A & S 101-19	<p><b>Lime Avenue Open Space</b></p> <p>Committee received a verbal update from the Town Clerk and Operations Manager who noted that in spite of very best endeavours, the pitches were still not ready for transfer to the Town Council. The primary delay is with Persimmon’s legal team. It was <b>Resolved:</b></p> <p>That Officers would speak with UDC Officers regarding the feasibility and consequences of enforcement action against Persimmon Homes and to inform the Committee further on this at the December meeting.</p>
A & S 102-19	<p><b>Tudor Park</b></p> <p>Committee received a verbal update from the Town Clerk and Operations Manager who noted that in spite of very best endeavours, the public open space and play area were still not ready for transfer to the Town Council. The primary delay is with Persimmon’s legal team. It was <b>Resolved:</b></p> <p>That Officers would speak with UDC Officers regarding the feasibility and consequences of enforcement action against Persimmon Homes and to inform the Committee further on this at the December meeting.</p>
A & S 103-19	<p><b>Lime Avenue Community Centre Project</b></p> <p>Committee received a verbal update from Cllr Gadd regarding the work of the Working Group, noting that indicative plans had been received and reviewed by the Group. The next part of the project is to fully regard the financial feasibility and funding opportunities and that the proposed works would be included on Contract Finder to ascertain interest and indicative quotes.</p>
A & S 104-19	<p><b>Works to the Town Culvert</b></p> <p>Committee received a verbal update from the Town Clerk and Operations Manager , noting that negotiations are ongoing with Essex County Council and the Environment Agency regarding a Memorandum of Understanding to cover the replacement trash screen.</p>

A & S 105-19	<p><b>Signage Requested for Crabtrees Football Club</b></p> <p>The Committee approved the principle of installing signage on the fencing to encourage appropriate use of the pitches. It was <b>Resolved</b>:</p> <p>That staff would consult further with the Residents' Association and Ladies Football Club and present proposed signage to a future Committee meeting for consideration.</p>
A & S 106-19	<p><b>Environmentally Friendly Initiatives</b></p> <p>Committee noted the tree planting scheduled for 30<sup>th</sup> November 2019 and the joint working with St Mary's Church regarding environmental projects</p>
A & S 107-19	<p><b>Update from the Event Organisers on Christmas Activities 24.11.19</b></p> <p>Committee received a verbal update from the Town Clerk and Operations Manager on a very successful event. The inaugural lantern parade had been very well received with people of all ages participating, from babies and toddlers to people in their 90s. All events went according to schedule with no known incidences or problems.</p> <p>Specific thanks were given to all who helped and supported on the day with particular reference to the 3<sup>rd</sup> party funders of the lantern parade, Mrs Jacqui Portway, The Diamonds for their support with the workshops and on the day, The Lions / Lionesses, Police Cadets and supporters for their help with the lantern parade.</p>
A & S 108-19	<p><b>Urgent Information Items</b></p> <p>There was no urgent business.</p>
A & S 109-19	<p><b>Date and time of Next Meeting</b></p> <p>Thursday 19<sup>th</sup> December 2019, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>
A & S 110-19	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>It was <b>Resolved</b> 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 111-19	<p><b>Nat West Bank Building</b></p> <p>Committee received a verbal update from members of the Working Group and noted that a confidential report was likely to come forward to the next Full Council meeting for consideration.</p>

The Chairman closed the meeting at 8.50pm