

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

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 28th January 2019** at 7.30pm

Present: Councillors Gadd (Chair), Coote, K Eden, Fairhurst, Goddard, Hibbs, Morris, Perry and Shah

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

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| A & S 536-19 | <p>Apologies for absence</p> <p>All Members present</p> |
| A & S 537-19 | <p>Declarations of Interest</p> <p>Cllrs Fairhurst, Freeman and Morris declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p> <p>Cllr Fairhurst declared a non-pecuniary interest in Min Ref 541-19 (b) as a resident living in close proximity to the land in question; Cllr Fairhurst left the Council Chamber during discussions on this matter.</p> <p>Cllr Gadd declared a non-pecuniary interest in Min Ref 541-19 (a) as a member of the Friends of Bridge End Gardens</p> |
| A & S 538-19 | <p>Public Speaking Time</p> <p>There were no questions or queries arising from members of the public</p> |
| A & S 539-19 | <p>Minutes of the last meeting of the Assets & Services Committee held on 20th December 2019</p> <p>The minutes of the Assets & Services Committee meeting held on 20th December 2018 were accepted as a true and accurate record and signed by the Chair.</p> |
| A & S 540-19 | <p>Tourist Information Centre (TIC)</p> <p>Committee noted the report presented by the TIC and expressed its thanks.</p> |
| A & S 541-19 | <p>Bridge End Garden</p> <p>(a) Management Plan</p> <p>Committee received an update from the Town Clerk and Operations Manager regarding the plan as funded by Historic England; it was noted that some works were within the capability of existing resources but others were not. The next stage in the</p> |

Signed as a true and accurate record

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| | <p>process was to evaluate the management plan, to extract from it the various projects and to assess each project in its own right, noting priorities, approximate costs (where possible) and putting a project plan together for each project arising from the plan.</p> <p>It was Resolved:</p> <p>To set up a Working Group with membership composing of Cllrs Fairhurst, Gadd and Hibbs whose remit is to review the Plan, to prioritise projects and to assess the financial and resourcing implications of each project. It was agreed that the Committee may vire £2,000 from any underspend in existing budgets (within the Committee's responsibility) to commission professional help and support as necessary.</p> <p>(b) Management of Land adjacent to Bridge End Garden</p> <p>Cllr Fairhurst left the Council Chamber during discussion on this matter and did not therefore participate or vote in any matters. He returned to the Council Chamber on conclusion of the agenda item.</p> <p>Committee received and noted the report, the Clerk further updated on information received subsequent to issuing the report; reporting that there is a known query on access rights across the land with some residents advising that they have a right of access across the lane; the details of this are unverified and subject to legal advice. It was further noted that the Town Council needed to retain a right of access to the rear of Bridge End Gardens.</p> <p>It was Resolved:</p> <p>To defer any decision on this matter, pending advice from the Fry Family Trust (or their representatives) regarding rights of access and perceived rights to park. Committee was mindful to only progress further (subject to resolution) once all known queries and potential obstacles had been resolved directly between the Fry Family Trust and local residents.</p> |
| <p>A & S 542-19</p> | <p>Town Centre Culvert</p> <p>Committee noted the advice received from the Environment Agency and expressed grave concern at the delay in the project, or indeed that the project may not continue at all. It was noted that Uttlesford District Council (UDC) were due to establish a riparian committee. It was</p> <p>Resolved:</p> <p>To write to UDC requesting if the riparian committee had been established, what were its terms of reference, has a "sinking fund" been established to cover any emergency works and to generally receive an update from UDC on their undertaking and obligations.</p> |

Signed as a true and accurate record

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| A & S 543-19 | <p>Market Square Traffic Regulation Order (TRO)</p> <p>Committee noted the details as per the agenda. The Clerk further reported that she believed the excessive cost was due to a number of TROs and projects being “wrapped up” into one project which disproportionately showed the cost for the Town Council’s TRO as being in excess of £14,000. It was</p> <p>Resolved:</p> <p>To request ECC to reconsider the TRO application and to specifically note that the cost as contained within the ECC highways report was the culmination of a number of projects which incorporated the request from the Town Council and that to reject the request (on the grounds of cost) was unfair given that the Town Council’s portion of the whole was likely a small percentage of the whole.</p> |
| A & S 544-19 | <p>Saffron Walden Town Football Club</p> <p>Committee noted that further details and dates were awaited from the Football Club and these would be communicated to all once any meeting dates were confirmed.</p> |
| A & S 554-19 | <p>Armed Forces Day 2019</p> <p>The Clerk updated on progress to date and confirmed that the Barracks will be parading and marching up from the Common (not from Market Square). A whole range of events are proposed and further details will be advised to Committee as plans and preparations progress.</p> |
| A & S 546-19 | <p>Travel Plans</p> <p>The Clerk advised that in accordance with Min Ref FC 552-18 (December 2018), the Town Council was submitting a proposal to developers for the future management of travel plans and associated obligations arising from new developments.</p> |
| A & S 547-19 | <p>Transfer of Land at Tudor Park</p> <p>Committee noted that the transfer of land to the Town Council was imminent, subject to the issuance of a Certificate of Satisfactory completion by UDC</p> |
| A & S 548-19 | <p>Transfer of Land at Lime Avenue</p> <p>Committee noted the outstanding queries (as detailed on the agenda) regarding the transfer of land to the Town Council and that this matter continues to be progressed.</p> |
| A & S 549-19 | <p>Urgent Information Items</p> <p>The following matters were raised as urgent information items:</p> <p>(a) The Operations Manager reported that lead had recently been stolen from the roof of the public toilets in Hill Street and this was now the subject of a criminal investigation and an insurance claim.</p> |

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| | <p>(b) Cllr Perry reported that numerous cars were now parking on the kerb and pavement at Shire Hill making it impossible for pedestrians and larger vehicles to manoeuvre around the site. It was agreed that this was a matter for progression by the P & RT Committee.</p> <p>(c) Cllr Hibbs noted the closure of George Street due to water mains works and requested that Officers provide an update (where possible) so that Councillors were informed of the situation</p> |
| <p>A & S 550-19</p> | <p>Date and time of Next Meeting</p> <p>Monday 25th February 2019, 7.30pm Council Chamber, Town Hall, Saffron Walden</p> |

The Chairman closed the meeting at 8.50pm