

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 October 2019** at 7.30pm

Present: Councillors Frost, Gadd (Chair), Light, Roberts

Officers: Terry Frostick Operations Manager

Members of the public: None present

A & S 075-19	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs, Asker, Coote A, De Vries, Freeman and McLellan</p>
A & S 076-19	<p>Declarations of Interest</p> <p>None declared</p>
A & S 077-19	<p>Minutes of the last meeting of the Assets & Services Committee</p> <p>The minutes of the Assets & Services Committee meeting held on 23rd September 2019 were accepted as a true and accurate record and signed by the Chair.</p>
A & S 078-19	<p>Public Speaking Time</p> <p>There were no questions arising</p>
A & S 079-19	<p>Tourist Information Centre (TIC) – Standing Item</p> <p>Committee received and noted the report and thanked the TIC staff.</p>
A & S 080-19	<p>Market alcohol licence</p> <p>Committee noted the licence as granted by UDC, it was</p> <p>Resolved: unanimously to utilise the licence with the following condition:</p> <p>1) As the Designated Premises Supervisor, the Operations Manager be given the full responsibility:</p> <ul style="list-style-type: none"> • to manage and control the premises licence, in accordance with the approved premises licence as granted by Uttlesford District Council on the 18th September 2019 being licence number PL 426; and • to decide who may sell alcohol on the market in accordance with all the following terms: <p>(a) Only bona-fide pre-booked traders who have all relevant insurances and who meet the current market traders' conditions may sell alcohol;</p>

	<p>(b) No more than two stalls at any one market may sell alcohol;</p> <p>(c) An employee of any stall selling alcohol must have a personal licence for the sale of alcohol and adhere to the conditions of the premises licence PL426 as granted by Uttlesford District Council;</p> <p>(d) Permission to sell alcohol may be terminated by the Council at any time at its discretion by notifying the stallholder, verbally or in writing; and</p> <p>(e) Any further conditions may be attached to the personal licence holder such as but not limited to: Times of sale or type of products sold.</p> <p>2) The Committee approved the addendum to the Council’s market terms and conditions at point H 21.</p> <p><u>Notes</u></p> <p>1) The Town Council does not become liable under this process as it delegates the authority of the licence (PL 426) conditions to the individual personal licence holder. This process is currently used in the Town Hall and it works exceptionally well. Now the Town Council holds the licence itself, it can better monitor, manage and control the consumption and sale of alcohol on the market but it does not take on the ultimate responsibility of the sale of alcohol; this is always the responsibility of the personal licence holder.</p> <p>2) The management of the market is protected as the ultimate licence holder is the Town Council.</p>
<p>A & S 081-19</p>	<p>Bridge End Garden Management Plan</p> <p>Committee noted the SWTC working group for Bridge End Garden has met twice to discuss the response from the Landscape Officer and Conservation Officer at UDC to proposals that had been put forward in the recent Management Plan. They had identified four areas outlined below which are regarded as the most pressing.</p> <p>An additional activity, which is to cut back the box hedging, as far as is horticulturally sensible, in order to widen the path south of the Rose Garden does not (it is believed) require specific approval. These works will create a circular route for wheelchairs and mobility scooters.</p> <p>The priority areas for consideration are:</p> <p>The disabled people’s access in the south corner of The Dutch Garden: this is not very inviting and we think this needs better quality surfacing and edging as it turns the corner into the garden. The key action here is to lower the grass and stone flag as it drops down onto the hoggin path. This would allow wheelchairs access to the main vista down the Dutch Garden and Wilderness even if they could go no further.</p>

	<p>Pavilion path: the access to the Rose Garden. A timber edge has been put at right angles to the narrow stone path to the Rose Garden. This is a trip hazard for all visitors and prevents wheelchairs and mobility scooters from accessing the Rose Garden from this side. The timber edge could be lowered for a width of 1m tapering back up for 300mm on each side.</p> <p>The west glass house: It is possible to enter the east glasshouse on a level surface and travel through both glasshouses but at the west end there is a step down and no room for a wheelchair to turn around. Wheelchair users have to reverse back through the glasshouse. The addition of a short ramp back to the main path would solve this. We did not think this was detrimental to the integrity of the garden.</p> <p>The Byron gate into the Maze: there is a ramp here but it is dangerous. Wheelchair occupants have to be dragged up the ramp back into the Walled Garden backwards; It has been witnessed that one poor lady who nearly fell out of her chair. This is a complex design problem because the levels are tricky but we think the level of the Maze path could be lifted to help ease the gradient and allow safer access to the Maze.</p> <p>Other works planned:</p> <p>Bridge Street and Castle Street paths: these will be cleaned and repaired then spray tar and chipped, this work has been ordered and is within budget.</p> <p>Several new plants have been planted and the soil improved.</p> <p>The red brick edging in the Dutch Garden has been renewed and looks splendid.</p> <p>The Ponds are being repaired and will be completed by end of the week; this will help with the water consumption.</p> <p>The Pavilion floor collapsed as it was rotten and is being looked at.</p> <p>Committee thanked the working group and officers for all the work.</p>
A & S 082-19	<p>Anglo American Playing Fields works</p> <p>Committee noted the works to repair holes and edgings to the roadway and car park area from the white gate to the cricket club have been ordered and preliminary works will begin before Christmas with the finishing off being done as weather allows in the new year. Officers are liaising with the Cricket Club.</p> <p>All agree this will be a very worthwhile project when it is completed and asked that this be reported in the Walden spotlight article in the local press.</p>
A & S 083-19	<p>Traffic Regulation Order Market Square</p> <p>The Operations Manager reported this is a long-standing project and is being progressed with ECC Highways and our Essex County Councillor.</p> <p>The Operations Manager attended the recent Highways panel and was informed that this project would be considered as an overall package of works at the LHP budget</p>

Signed as a true and accurate record

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	<p>setting meeting in January and he confirmed that SWTC would contribute up to £2000 towards the market TRO part of the scheme.</p> <p>The Bid had been asked as requested to do so by the ECC councillor to see if they could help but it is outside of the Bid remit and they could not help with this request and we have replied to the Essex County Councillor.</p> <p>The Committee supported the work of Officers this far and agreed to continue to work with others to progress as appropriate.</p>
A & S 084-19	<p>Lime Avenue Open Space</p> <p>The Operations Manager gave a verbal update on matters and reported these are slowly progressing and meetings had been held with all interested parties including Audley End Estates, Uttlesford District Council S106 Officer, Tees Solicitors and The Operations Manager.</p>
A & S 085-19	<p>Lime Avenue Community Centre Project</p> <p>It was Resolved unanimously to Approve the following recommendations:</p> <ul style="list-style-type: none"> (a) To approve the continuance of scoping work on the project; (b) To approve the virement of necessary funds (to a maximum of £15,000) in accordance with the Town Council's Standing Orders and Financial Regulations enabling the project to progress (which may include contracting of reports from 3rd parties); and (c) To authorise the Assets & Services Committee to establish a Working Group to progress this matter further and that this Working Group has authority to progress the project, reporting back to the Assts & Service Committee as appropriate. (Any expenditure will be managed in accordance with the Town Council's Committee Terms of Reference and Financial Regulations). (d) Committee to establish a working group to progress this matter further consisting of Cllr Gadd, Porch, McLellan and Eke with Cllr Porch appointed the Chairman of this group.
A & S 086-19	<p>Hedging planting</p> <p>Committee noted that hedging will be planted at Anglo American Playing Fields, Herbert's Farm and Crabtree's. The bare root plants have been ordered and should be delivered on the 28th November, subject to the weather conditions at the supplier nursery being appropriate for the lifting of the plants. It is hoped that community volunteers will come forward to assist with the planting on the 30th November.</p>
A & S 087-19	<p>Essex Playing Fields AGM</p> <p>The Operations Manager was pleased to report that he had attended the EPF AGM and that Saffron Walden Town Council had been awarded a Gold and Winner Award for the Common Play Area 2019 and also a Gold award for the Golden Acre Playground 2019.</p>

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	The committee wished to congratulate all for the hard work and input from staff and Councillors in the provision of award-winning playgrounds.
A & S 088-19	<p>Anglo American Playing Fields</p> <p>The Committee noted and agreed with the action of the Town Clerk in that the Town Council has given FOC permission to the Fry Art Gallery to place a container at AAPF following the granting of their planning permission, subject to reinstatement of any damaged areas and with continued liaison with the Operations Manager.</p>
A & S 089-19	<p>Hill Street Toilets</p> <p>Committee considered the removal of the gender signs from the toilet cubicles and making them all gender neutral.</p> <p>After much discussion it was Resolved to proceed on a 12 month trial to remove Male only signs from two cubicles and one from the Ladies cubicles to leave one cubicle ladies only.</p>
A & S 090-19	<p>Council Chamber Table</p> <p>Committee considered the changing and or removal of the large table and chairs in the Council Chamber so as to make the room more useful for a wider range of meetings.</p> <p>After much discussion it was Resolved that:</p> <p>Committee authorise the Town Clerk/Operations Manager to further investigate the options which are available and to report back to a future A&S Committee meeting with a recommendation the Full Council will agree final proposals.</p>
A & S 091-19	<p>Venue Hire Charging</p> <p>Committee received and considered the report as attached covering the hire charge for:</p> <p>Golden Acre Community Centre / Town Hall / Cemetery / The Common Other open spaces / Bandstand / Jubilee Gardens</p> <p>It was Resolved Unanimously to accept all the recommendations within the report.</p>
A & S 092-19	<p>Urgent Information Items</p> <p>There was no urgent business.</p>
A & S 093-19	<p>Date and time of Next Meeting</p> <p>Monday 25th November 2019, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.25pm