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Agenda Assets & Services Committee

To Committee Members: Councillors Asker (Chair), Coote, Eastham, K Eden, Fairhurst, Freeman, Hibbs, Morris, Perry

You are summoned to attend a MEETING of the ASSETS & SERVICES COMMITTEE of SAFFRON WALDEN to be held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 27th November 2017** commencing at 7.30pm to transact the business as set out in the agenda below.

The Press and Public are cordially invited to attend. The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The Press and Public will be asked to leave the meeting before Part II items are discussed.

Lisa Courtney, Town Clerk

22nd November 2017

1	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.
3	Public Speaking Time For the public or press to ask questions of the Committee on matters relating to the agenda.

4	<p>Minutes of the last meeting of the Assets & Services Committee held on 23rd October 2017</p> <p>To verify the Minutes of the Committee meeting.</p>
5	<p>Charges for Town Hall, Golden Acre, the Common, BEG and other Public Open Spaces</p> <p>(a) To receive and consider the report as attached, being proposed revised hire charges for Town Council assets. It is recommended that these charges are adopted with immediate effect</p> <p>(b) To receive a verbal report from Officers following a meeting with local Amateur Dramatic hirers and users of the Town Hall regarding their use of the building</p>
6	<p>Christmas Lights from 2018 onwards</p> <p>To receive a verbal update following the Christmas Lights Working Group meeting held on 17th November 2017.</p>
7	<p>Tourist Information Centre</p> <p>To receive a written monthly update of the activities of the TIC – details as attached. This is the same information as also presented to the F & E Committee.</p>
8	<p>Play Equipment at The Common</p> <p>To receive a verbal update from the Play Working Group, including an update following the presentations received from preferred suppliers.</p>
9	<p>Exercise Equipment for Saffron Walden</p> <p>To receive a verbal update from Cllr Morris / Town Clerk on progress to date and funding opportunities.</p>
10	<p>Bridge End Gardens</p> <p>To receive a written quarterly report on activities at Bridge End Gardens</p>
11	<p>Saffron Walden Market</p> <p>To receive and consider adoption of the following documents / policies:</p> <p>(a) Business Plan for Saffron Walden Market</p> <p>(b) Tenant Mix Policy for Saffron Walden Market</p> <p>Details as attached. It is recommended that these documents are adopted with immediate effect.</p>

12	<p>Proposed Community Centre at Lime Avenue</p> <p>To note that the Town Council's outline planning application for a proposed community centre at Lime Avenue has been withdrawn by the Town Council. A copy of the correspondence from UDC noting that the application would be refused should it continue and the grounds for this refusal is as attached.</p> <p>It is suggested that a Working Group be set up draw up indicative plans and layout details for any future proposed Community Centre. The application can be re-submitted within 1 year with all of the documents / details as requested with no further charge</p>
13	<p>Community Project at the Cricket Club</p> <p>The Cricket Club requests permission from the Town Council to install lights in the car park at the Cricket Club. The car park is owned freehold by the Town Council and is not part of the Town Council's lease of the Cricket Club land to the Cricket Club, although the Club parks in this area. The Cricket Club has received grant funding for this proposed project and it would be delivered at zero cost to the Town Council.</p> <p>Committee is requested to consider the request for the installation of lighting columns at the Cricket Club car park. The Cricket Club would pay for the on-going electricity costs and the Town Council could also take advantage of the lighting installation which could be used to light up the War Memorial at AAPF.</p> <p>Committee is requested to consider the following:</p> <ul style="list-style-type: none"> (a) Whether to grant permission to the Cricket Club for the installation of lights in the car park; this would be done via an easement – map showing the proposed lighting as attached (b) Whether the Cricket Club should be requested to pay the Town Council's legal fees in drawing up the easement and right of access for the works to be carried out. (c) Whether the Town Council wishes to also provide lighting for the War Memorial at the AAPF (d) Whether the Town Council or the Cricket Club adopts responsibility for future maintenance of any installed lighting (e) To consider a provision within any authorisation which would provide the Town Council with the right to use the lighting for any appropriate purpose
14	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
15	<p>Date and time of Next Meeting</p> <p>Monday 18th December 2017, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>

ASSET & SERVICES COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on Monday 23rd October 2017 at 7.30pm

Present: Councillors Asker, K Eden, S Eden (substitute for Perry), Fairhurst, Freeman, Goddard (substitute for Grimshaw), Hibbs, Morris,

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

<p>A & S 319-17</p>	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Coote, Grimshaw and Perry</p>
<p>A & S 320-17</p>	<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>A & S 321-17</p>	<p>Public Speaking Time</p> <p>There were no matters or questions arising</p>
	<p>With the Committee's approval, the Chair brought forward item agenda 7, Saffron Walden Grand Prix</p>
<p>A & S 322-17</p>	<p>Saffron Walden Grand Prix</p> <p>Mr Owen Lake was present and addressed Committee, providing further details of his proposed Grand Prix Cycle Race around Saffron Walden for August 2018. Written details had already been provided to Committee in advance of the meeting.</p> <p>There followed extensive discussion and debate about the practicalities of the event and the perceived impact (both positive and negative) that such an event would have on the town. Some members were broadly in favour of the event whilst others were strongly opposed, noting the adverse impact on trade and residents over a Bank Holiday period.</p> <p>Mr Lake advised that he had received £40k funding from British Cycling Authority towards the event which would be operated on a commercial basis. Mr Lake provided further details of proposed road closures which would be "rolling road" closures to allow movement of traffic during the event.</p> <p>Mr Lake further noted that he was seeking the support of the Town Council to the principle of the event and that he would be responsible for the management and operation of the event; he did not anticipate that any responsibility would fall to the Town Council requiring use of Town Council resources.</p>

	<p>Cllr Fairhurst proposed that the Town Council supports the project in its current conceptual form, this was seconded by Cllr Morris.</p> <p>Cllr S Eden requested a recorded vote.</p> <p>Those in favour of the Motion: Asker Fairhurst Freeman Goddard Hibbs Morris</p> <p>Those against the Motion: K Eden S Eden</p> <p>The motion was carried</p>
<p>A & S 323-17</p>	<p>Minutes of the last meeting of the Assets & Services Committee held on 25th September 2017</p> <p>The minutes of the previous Assets & Services Committee were accepted as a true and accurate record of the meeting and signed by the Chair.</p>
<p>A & S 324-17</p>	<p>Tourist Information Centre</p> <p>Resolved:</p> <p>Committee received and noted the reports as presented with thanks. Congratulations were given to the TIC for winning the award for the Leisure & Tourism category.</p>
<p>A & S 325-17</p>	<p>Christmas 2017</p> <p>The Committee received a verbal update from the Town Clerk on plans and preparations for Christmas lights switch on and associated events, including the Wintasia ice skating.</p>
<p>A & S 326-17</p>	<p>Green Spaces in Saffron Walden</p> <p>Committee considered the following as detailed on the agenda:</p> <p>(a) To formally approach UDC, noting the lack of green spaces within Saffron Walden and that this is addressed within the emerging Local Plan and considered as part of the next stage review / consultation (Reg 19). This is in accordance with an anticipated response from the Neighbourhood Plan Team.</p> <p>(b) To submit "the Avenue" and "Forest School" area as a formal designation to UDC as a "Green Space" – this is as supported by the Neighbourhood Plan Team.</p> <p>It was unanimously Resolved:</p> <p>To write formally in the positive to UDC regarding items (a) and (b) above, especially</p>

Signed as a true and accurate record

Minutes of Assets & Services Committee 23rd October 2017

	noting the lack of green space within Saffron Walden; further noting that this is a matter being raised and addressed via the Neighbourhood Plan
A & S 327-17	<p>Play Equipment at The Common</p> <p>The Committee received a verbal update from the Operations Manager. The Working Group has recognised 2 preferred schemes and 2 companies will present further details of their scheme to the Working Group at a meeting on 17th November 2017.</p> <p>Some members of the Committee were uncomfortable with spending considerable sums of money on replacing The Common play area when they considered it was more prudent and / or appropriate to replace individual items as necessary. It was noted that the Committee was not being requested to determine any project or expenditure at this time and that it was appropriate for the Working Group to meet further with the companies and bring forward details of proposals and quotes to a future Committee meeting for full and proper consideration. This matter will therefore be carried forward to a future Committee meeting once all final proposals and prices are known.</p>
A & S 328-17	<p>Essex Playing Fields Award</p> <p>Committee noted that the Town Council had won the following awards:</p> <ul style="list-style-type: none"> • Golden Acre Community Centre Play area, - Winner of a plaque for Best Kept playing Fields Competition 2017 Class 3 Certificate of Merit • Crabtrees Playing Fields - Class 1 Certificate of Merit • The Common - Gold Award Class 3 Certificate of Merit <p>Thanks were given to the Operations Team who maintains these play areas</p>
A & S 329-17	<p>Bridge End Gardens – Park Management Plan</p> <p>The Operations Manager gave an update following the Working Group meeting held on 18th October 2017 with those who had submitted tenders for the Park Management Plan. The Operations Manager reported that the contract has been awarded to Liz Lake Associates and the project is funded via successful grant funding from Historic England. Thanks were given to all involved in the Working Group.</p>
A & S 330-17	<p>Charges for Town Hall, Golden Acre, the Common, BEG and other Public Open Spaces</p> <p>The Committee noted that details will be presented to the November Committee meeting being proposed pricing structures for the above, including proposed wedding package prices for Committee's consideration</p>
A & S 331-17	<p>Assets of Community Value</p> <p>In 2013, the Town Council nominated a number of assets to UDC for consideration as Assets of Community Value; these were subsequently listed by the District Council. The listing is for 5 years and those assets as listed are now due for renewal /</p>

	<p>reconsideration.</p> <p>Resolved: It was unanimously agreed to relist all the assets currently on the assets of community value list. Cllr Hibbs will carry this forward to the Neighbourhood Plan meeting for their further consideration.</p>
A & S 332-17	<p>Urgent Information Items</p> <p>It was noted that Travellers are at the car park of the Lord Butler Leisure Centre (the land is owned by Uttlesford District Council)</p>
A & S 333-17	<p>Date and time of Next Meeting</p> <p>Monday 22nd November 2017, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>
A & S 334-17	<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 335-17	<p>Boot Camps</p> <p>The Town Clerk gave an update on the current situation with Boot Camps using the Common and the damage that this inflicts upon the land. A confidential report was considered by the Committee.</p> <p>There was considerable discussion with Committee members noting the need to preserve the Common as a public open space for enjoyment by all. It was</p> <p>Resolved:</p> <p>To adopt all of the recommendations as contained within the report being:</p> <ul style="list-style-type: none"> (a) That the Common be retained for its intended purpose of informal activities (b) That those wishing to participate in commercial, group sessions are diverted to the use of AAPF and Lime Avenue. The Committee further added in the grass area at Lord Butler Leisure Centre (c) That should the Town Council allow the letting of The Common for commercial activity, these will only be considered upon completion of a booking form and provision of appropriate documentation – an example of this type of activity being the Christmas Wintasia (d) That the Common continues to be used and promoted as a public open space for the enjoyment of local inhabitants

(e) That requests for Boot Camps on the Common are denied and that the commercial companies are offered use of AAPF, Lime Avenue or Lord Butler Leisure Centre where the principle of football / sporting activities is already established.

Clr Fairhurst requested a recorded vote:

Councillors in Favour

Asker
K Eden
Freeman
Goddard
Hibbs
Morris

Councillors Against

Fairhurst

Abstentions

S Eden

The Chairman closed the meeting at 9.45pm

Assets & Services Nov 2017
Agenda Item 5

Report on Town Hall Prices

The prices for the Town Hall were last reviewed in 2015. Nothing came of this as Council reverted to the previous prices.

This was compounded when the Town Hall prices were made VAT inclusive. This was a necessity in order to reclaim the VAT on the roof works. However, it did mean that the Town Hall incurred a 20% drop in income.

Historically the prices have differentiated between hiring on Monday to Thursday and increased charges for Friday and Saturday. This does not reflect the reality of the costs to the Council of hiring out the building. To supervise a hire in the evening means paying someone at time and a half rather than at standard rate during the day time between Monday and Friday.

The rationale in the new pricing structure is to reflect this increased evening and Saturday costs in the prices charged.

Another consideration is to recognise the advantages to the Council of having regular hirers. To this end 10 or more bookings would attract a 10% discount. The effect of this would therefore result in just 60p increase in the unit hiring cost for such hirers. When it is remembered that some of these prices have not changed for 10 years this is a very modest increase.

The charges for hiring the Town Hall for weddings and Bridge End Gardens for wedding receptions is far lower than similar establishments in the town and its vicinity.

By charging increased, but still competitive, prices for wedding packages and offering flexible scenarios catering for a variety of weddings the Council could afford to keep the prices for local groups at a modest rate. Should the prices for weddings not be accepted there would have to be a substantial revision of other everyday prices.

The Town Hall has been made a much more attractive venue with its new roof, its more efficient and cost-effective heating system and its ongoing internal refurbishment. The prices should reflect this. Further internal decorations and refurbishment is anticipated for the next year (as per the budget).

It is unlikely the Town Hall would ever operate at a significant profit; it is accepted that it is primarily an asset of community use and available for hire to all, especially local residents.

With better advertising, wedding fairs and word of mouth by attracting more commercial activities the deficit in running the Hall could be diminished.

Recommendation: to accept the proposed prices

Saffron Walden Town Council ye 31.03.17

Detailed Income & Expenditure by Budget Heading 31/03/2017

<u>Town Hall</u>	2015-16	2016-17	2017-18 to date	
Room Hires	20,519	26,494	8,061	Current year has yet to invoice pantos and other theatrical Christmas events
Other Income	84	0	225	
Town Hall :- Income	37,616	53,043	26,286	
Gross Salaries	37,664	36,492	27,830	Salary includes attribution painting and refurbishment costs for the Town Hall
Employer's National Insurance	2,556	3,675	2,586	
Employer's Pension	6,860	7,151	5,526	
Training	26	1,100	218	
Clothing/Safety Equipment	293	15	298	
Stationery	0	386	0	
Telephone	1,053	951	315	
Office Equipment Consumables	93	139	76	
Subscriptions	0	0	124	
Advertising	197	148	276	
Insurance	0	3,365	2,000	
Legal & Professional	4,390	4,422	0	
Rates	21,446	21,620	7,129	
Cleaning	1,714	1,765	842	
Electricity	3,383	4,484	1,758	
Gas	2,915	2,278	576	
Water/Sewerage	920	630	847	
Refuse Collection	902	0	949	
PPL/PRS/PEL Licences	562	478	158	
Maintenance -Planned	4,471	12,371	8,445	
Maintenance -Reactive	5,322	3,161	0	
External Works - Town Hall	21,918	0	0	
Contract Work 3rd Party	0	1,630	553	
Fire Ext./Alarm USE 4270	1,309	0	0	
Lift Service Contracts	1,969	0	0	
Signwriting USE 4555	80	0	0	
IT Support Contracts	754	737	430	
Equipment - New	1,545	1,181	0	
Equipment - Repairs	25	1	0	
Equipment - Consumables	307	7	0	
Civic Events	0	80	85	
Miscellaneous Consumables	231	0	1,737	
Town Hall :- Expenditure	122,905	108,262	62,755	
Net Expenditure over Income	-85,289	-55,219	-36,469	

Rooms	Amateur Dramatic Rate per Day	Normal 8 hour Hire Rates 8am – 4pm	Normal 8 hour Hire Rates 4pm – 12am	Potential daily loss of income to Town Council for each room
Assembly Hall	£130.01	Mon – Thurs £328 Fri – Sun £504	Mon – Thurs £328 Fri – Sun £504	Mon – Thurs - £525.99 Fri – Sun - £878
Court Room	£81	Mon – Thurs £168 Fri – Sun £264	Mon – Thurs £168 Fri – Sun £264	Mon – Thurs -£225 Fri – Sun -£447
Scrivner Room	£30	Mon – Thurs £97 Fri – Sun £104	Mon – Thurs £97 Fri – Sun £104	Mon – Thurs - £164 Fri – Sun - £178
Committee Room	£30	Mon – Thurs £96 Fri – Sun £104	Mon – Thurs £96 Fri – Sun £104	Mon – Thurs - £164 Fri – Sun - £178
Council Chamber	£81	Mon – Thurs £168 Fri – Sun £264	Mon – Thurs £168 Fri – Sun £264	Mon – Thurs - £225 Fri – Sun - £447
Using these rooms 7 days a week would cost :	Amateur Dramatic Weekly hire rate	Normal 8 hour weekly Hire Rates 8am – 4pm	Normal 8 hour weekly Hire Rates 4pm – 12am	Potential weekly loss of income to Town Council for each room
Assembly Hall	£910.07	£2,824	£2,824	- £4,737.93
Court Room	£567	£1,464	£1,464	- £2,361
Scrivner Room	£210	£700	£700	- £1,190
Committee Room	£210	£696	£696	- £1,182
Council Chamber	£567	£1,464	£1,464	- £2,361

Amateur Dramatic rates are based on 5 or more consecutive days hire of a room.

Comparative rates

Uttlesford DC Audley Rooms

Per hour

Gibson Room (100 guests) £150 to £300

Cutler Room (47 guests) £100 to £275

Fritch Room (14 guests) £160 to £284

Gibson & Cutler £200 to £550

The Garden Rooms Chilford Hall

Marquee

Packages range from £7,813 to £11,204 depending on configuration

Newmarket Town Hall

Including setting up the venue, hire of tables, chairs, covers, prior and wedding day hire £2,400

Parklands, Quendon Hall

If you can get everything arranged in 8 weeks and have 50 guests £4,000

Stapleford Abbots Golf Club

All inclusive wedding package from £2,495

Three Rivers Wedding Venue

up to 350 guests, £4,500

The Essex Barn Great Yeldham

Wedding packages from £3,594

Parley Manor

Marquee

Mid week wedding 60 guests £5,599

Lynton Wedding Venue

Exclusive use of the Town Hall £2,600

This is from 1pm to 6pm the day before the wedding for preparation and all day wedding day 9am to 1pm the day after

