

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

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 27th November 2017** at 7.30pm

Present: Councillors Asker (Chair), Coote, K Eden, Fairhurst, Freeman, Grimshaw, Hibbs, Morris and Perry

Also Present: Lisa Courtney Town Clerk, Terry Frostick Operations Manager and 3 members of the public.

A & S 334-17	<p>Apologies for absence</p> <p>There were no apologies to receive, all members present</p>
A & S 335-17	<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>Councillors Fairhurst & Grimshaw declared an interest at Minute Reference A & S 338-17 as Vice Presidents of the Cricket Club and left the Council Chamber during discussion of this item</p> <p>Councillor Hibbs declared an interest in Minute Ref A & S 339-17 as a current hirer of the Town Hall.</p>
A & S 336-17	<p>Public Speaking Time</p> <p>There were no matters or questions arising</p>
A & S 337-17	<p>Minutes of the last meeting of the Assets & Services Committee held on 23rd October 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>Cllr Morris advised that the date of the cycle race as noted under Min Ref A & S 322-17 has been changed to 5th August 2018.</p>
	<p>With the Committee's approval the Chairman brought forward agenda item 13</p>
A & S 338-17	<p>Community Project at the Cricket Club</p> <p>Councillors Grimshaw & Fairhurst left the meeting during discussion of this item</p> <p>Committee considered the request from the Cricket Club to install lights in the car park</p>

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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.

Committee was requested to consider the following:

- (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
- (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

Members of the Cricket Club were present and addressed Committee regarding the plans and the need for lighting in the car park for the safety of their staff locking up and people using the Cricket Club going back to their cars in the dark.

A member of the public was also present and expressed concerns about the urbanisation of the area with lighting and that this may pave the way for the Cricket Club to privately let the Club / pitch more frequently resulting in additional noise and disruption to local residents.

Committee noted the need for any lighting to be proportionate to provide sufficient security for Cricket Club users but also recognising concerns of residents and the need to protect the integrity of the area. Committee further noted that it would therefore be appropriate to apply some rules or restrictions to the use of the lights and any authorisations granted could be terminated if the Town Council was of the opinion that the right was being misused or causing undue disruption to others.

After considerable discussion, it was

Resolved:

- (a) To grant permission to the Cricket Club for the installation of lighting at the car park, subject to the following;
- (b) That the Clerk be requested to speak further with the Cricket Club regarding mutually agreeable restrictions / terms and conditions of use and a proposal from the Cricket Club is considered addressing the concerns as raised at the Committee meeting;
- (c) That the matter be carried forward to the next Committee meeting (18th December) with proposed restrictions / terms and conditions for consideration by the Committee and that subject to Committee agreement of these, the Cricket Club be granted permission to apply for lighting (planning permission is required as the Cricket Club wishes to install lighting in excess of 4m)

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	<p>(d) That the Cricket Club should pay the Town Council's legal fees for drawing up the easement and right of access for the works to be carried out, subject to SWTC having permission to use the lights as and when required;</p> <p>(e) That the War Memorial could be lit, subject to details to come forward to the next committee meeting. The columns could be under 4m allowing the Town Council to do this under permitted development rights and to reduce the visual impact of street columns</p> <p>(f) That the Cricket Club should adopt responsibility for the maintenance involved in looking after the lights</p>
A & S 339-17	<p>Charges for Town Hall, Golden Acre, the Common, BEG and other Public Open Spaces</p> <p>Committee received and reviewed a list of charges for consideration. It was</p> <p>Resolved:</p> <p>To accept the list of charges as proposed following an amendment being the removal of the additional evening charge for the Town Hall (Mon-Thurs), this to be reverted back to the same charge as a day time hire. All charges accepted for implementation with immediate effect.</p> <p>Committee received a verbal report from the Operations Manager, noting the positive meeting held with local Amateur Dramatic hirers and users of the Town Hall.</p>
A & S 340-17	<p>Christmas Lights from 2018 onwards</p> <p>The Committee received an update on the progress of tenders for the Christmas lights from 2018</p>
A & S 341-17	<p>Tourist Information Centre</p> <p>Resolved:</p> <p>To receive and note the reports as presented</p>
A & S 342-17	<p>Play Equipment at The Common</p> <p>The Committee received a verbal update from Councillor Morris of the Play Working Group; this included an update following the presentations received from preferred suppliers of the play equipment.</p>
A & S 343-17	<p>Exercise Equipment for Saffron Walden</p> <p>The Committee received a verbal update from Cllr Morris on progress to date so far and funding opportunities for the equipment.</p>
A & S 344-17	<p>Bridge End Gardens</p> <p>The Committee received and noted a written quarterly report on activities</p>

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<p>A & S 345-17</p>	<p>Saffron Walden Market</p> <p>Committee received and considered the adoption of the following documents / policies:</p> <ul style="list-style-type: none"> (a) Business Plan for Saffron Walden Market (b) Tenant Mix Policy for Saffron Walden Market <p>Resolved:</p> <ul style="list-style-type: none"> a) To adopt the Saffron Walden Market Business Plan as presented with immediate effect b) To defer adoption of the proposed Tenant Mix Policy for Saffron Walden Market to the next Assets & Services meeting (18th December). Cllr Fairhurst expressed some concerns and agreed to provide further written details of these to the Town Clerk for incorporation into any further report to Committee
<p>A & S 346-17</p>	<p>Proposed Community Centre at Lime Avenue</p> <p>Committee noted that the planning application had been withdrawn</p>
<p>A & S 347-17</p>	<p>Urgent Information Items</p> <p>There were no urgent matters</p>
<p>A & S 348-17</p>	<p>Date and time of Next Meeting</p> <p>Monday 18th December 2017, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 9.50pm