

**ASSET & SERVICES COMMITTEE**

**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 23<sup>rd</sup> July 2018** at 7.30pm

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

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

<p>A &amp; S 448-18</p>	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Councillor Coote No advice or apologies were received from Cllrs Goddard or Shah</p>
<p>A &amp; S 449-18</p>	<p><b>Declarations of Interest</b></p> <p>Cllrs Fairhurst and Morris declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p>
<p>A &amp; S 450-18</p>	<p><b>Public Speaking Time</b></p> <p>There were no questions or queries arising from members of the public</p>
<p>A &amp; S 451-18</p>	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee held on 25<sup>th</sup> June 2018</b></p> <p>The minutes of the Assets &amp; Services Committee meeting held on 25<sup>th</sup> June were accepted as a true and accurate record and signed by the Chair.</p>
<p>A &amp; S 452-18</p>	<p><b>Tourist Information Centre (TIC)</b></p> <p>Committee noted the report presented by the TIC and expressed its thanks.</p>
<p>A &amp; S 453-18</p>	<p><b>VAT on Markets</b></p> <p>Committee received noted the report being an update from NABMA. It was</p> <p><b>Resolved:</b></p> <p>That the Town Clerk and Operations Manager be authorised to progress further on behalf of the Town Council and that they will report back to Committee as and when appropriate.</p>
<p>A &amp; S 454-18</p>	<p><b>Water Dispensing Points</b></p> <p>Committee received and noted the report regarding the proposed installation of water dispensing points throughout the Town Council area, including the re-establishment of drinking water at the Fountain in Market Square. It was</p>

Signed as a true and accurate record .....

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	<p><b>Resolved:</b></p> <p>(a) To install all water points as noted within the report, including an additional proposed point at Golden Acre.</p> <p>(b) That the Clerk be authorised (under delegated powers and within the remit of the Financial Regulations) to vire monies from other budgets within the remit of the A &amp; S Committee to meet any shortfall in funds (est £1,200)</p>
A & S 455-18	<p><b>Common Path parallel to Common Hill</b></p> <p>Committee noted that a planning application has been made, a tree survey requested and that tender documents have been issued to those who responded through the Government Contract Finder site.</p>
A & S 456-18	<p><b>Landscaping at Common Hill West</b></p> <p>Committee noted that residents' parking permits have now been issued and that a meeting will be held with residents to discuss landscaping schemes. Cllr Perry placed on record his thanks to the Town Clerk and Operations Manager for progressing with these works which had been outstanding for almost 40 years. He noted that the late Cllr Walters would have been exceptionally pleased that these works were progressing.</p>
A & S 457-18	<p><b>Cycle Race Sunday 5<sup>th</sup> August 2018</b></p> <p>Committee noted that the cycle race has been postponed by the organisers to 2019.</p>
A & S 458-18	<p><b>Bridge End Garden Ha Ha Wall</b></p> <p>It was <b>Resolved:</b></p> <p>(a) To note that a listed building application has been submitted to UDC for repair works to the wall</p> <p>(b) To note that tenders are awaited, with a closing date of 10<sup>th</sup> August 2018</p> <p>(c) To delegate the awarding of the contract to the Chair of the Committee and the Town Clerk providing tender prices are within the allocated budget, further noting that it was appropriate to award the works sooner rather than later to allow for works to commence prior to winter. This was especially pertinent when considering the requirements and temperature conditions when using lime mortar</p> <p>(d) To note the letter of thanks from the organiser of the Italian Group of students who recently worked at BEG</p>
A & S 459-18	<p><b>St Mary's Churchyard – Repair and Maintenance to closed churchyard</b></p> <p>Committee noted that repair works have now been satisfactorily completed.</p>

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A & S 460-18	<p><b>Value of Turf Maze</b></p> <p>Committee noted that this matter is currently outstanding and that the RFO will advise further to a future meeting.</p>
A & S 461-18	<p><b>Lime Avenue</b></p> <p>Committee noted that UDC has served an enforcement notice on Persimmon Homes to cease works at Lime Avenue as they (Persimmon Homes) have failed to discharge all conditions attached to the planning permission.</p>
A & S 462-18	<p><b>Tudor Park Leap</b></p> <p>Committee noted with deep regret the continued failure by Persimmon Homes to provide the long awaited, overdue play area at Tudor Park. It was noted that some play pieces did not meet the ROSPA standards following a recent audit and concerns were expressed at Persimmon's lack of ability and the extraordinary amount of time taken to reconcile the problems with the play area</p> <p>It was <b>Resolved:</b></p> <ul style="list-style-type: none"> <li>(a) To formally write to the CEO at Persimmon Homes expressing grave concerns and disappointment at their failure to remedy outstanding problems and to provide a fully useable play area.</li> <li>(b) To note within this letter that the Town Council will afford them a maximum of 48 hours to take action and to remedy this situation</li> <li>(c) That should Persimmon fail to notify the Town Council of any action or take any visible action, that the Town Council will recommend the facility is closed with immediate effect. The Town Council will take action to close the play area (noting that the maintenance is the responsibility of Persimmon Homes)</li> <li>(d) That such correspondence would be sent via Courier with a copy to UDC</li> <li>(e) That residents would be kept informed of the Town Council's actions</li> </ul> <p>Concerns were expressed regarding any possible Town Council actions, importantly noting that should the Town Council close the play area it must be made very clear that the Council does this of its own accord and this does not itself infer any sense of responsibility or liability of the play area. This move would be taken by the Town Council to prevent any harm or danger to users of the play equipment and would seek to inform users that the play equipment is not satisfactorily installed and its use is not recommended. Councillors were keen to protect children and young people from any potential harm or danger arising from this unsatisfactory play equipment.</p>
A & S 463-18	<p><b>Golden Acre Roof</b></p> <p>Committee noted that all works are completed, on time and within budget</p>

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A & S 464-18	<p><b>Heritage Development Group</b></p> <p>Committee considered the request from the Heritage Group regarding the principle of the of the boards and submission of the planning application. It was <b>Resolved:</b></p> <p>(a) To approve the principle of the proposed boards subject to the specification and design coming before this Committee for approval prior to any planning application or purchase order being made</p> <p>(b) That subject to the Committee approving the design, the Council would submit a planning application on behalf of the Group – the cost of which could be reclaimed from the group should they be successful in their external funding applications</p> <p>(c) That the Town Council would adopt future responsibility for the upkeep and maintenance of the boards.</p>
A & S 465-18	<p><b>Urgent Information Items</b></p> <p>Cllr Perry noted that there had been travellers at the Lord Butler Leisure Centre but they had since left.</p> <p>Cllr Hibbs expressed concern regarding Hawkers / Street sellers in Saffron Walden. It was noted that UDC did not have a current street trading policy and this would restrict any enforcement by them on illegal trading. It was noted that as the Town Council held the Market Charter on a Tuesday and Saturday, it could remove illegal trading on those days in town.</p> <p>UDC Councillors at the meeting (Cllrs Fairhurst &amp; Morris) agreed to progress this further with UDC. The Town Clerk will also contact UDC to progress.</p>
A & S 466-18	<p><b>Date and time of Next Meeting</b></p> <p>Monday 24<sup>th</sup> September 2018, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 8.15pm