

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

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 25th June 2018** at 7.30pm

Present: Councillors Coote, K Eden, Freeman (substitute on behalf of Fairhurst), Gadd (Chair), Goddard, Hibbs, Morris, Perry and Shah

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

A & S 453-18	<p>Apologies for absence</p> <p>Apologies were received and accepted from Councillor Fairhurst (Cllr Freeman as substitute).</p>
A & S 434-18	<p>Declarations of Interest</p> <p>Cllrs Freeman and Morris declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p> <p>Cllr Freeman declared a non-pecuniary interest in Agenda Item 11 - Min Ref A & S 443-18 as a member of St Mary's Property Committee.</p>
A & S 435-18	<p>Public Speaking Time</p> <p>There were no questions or queries arising from members of the public</p>
A & S 436-18	<p>Minutes of the last meeting of the Assets & Services Committee held on 29th May 2018</p> <p>The minutes of the Assets & Services Committee meeting held on 29th May 2018 were rejected for a spelling mistake on a name and because Cllr Freeman had not been present. It was</p> <p>Resolved that the minutes would be amended and that Cllr Gadd would sign them at the Town Council offices.</p>
A & S 437-18	<p>Tourist Information Centre (TIC)</p> <p>Committee noted the report presented by the TIC and expressed its thanks.</p>
A & S 438-18	<p>Bridge End Gardens (BEG)</p> <p>Committee noted the following items:</p> <p>(a) The successful Rotary Club tour of BEG, with thanks to Friends of Bridge End Gardens for their support</p>

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	<p>(b) The rescheduled visit from the Heritage Lottery Fund (date tbc)</p> <p>(c) That quotes are being sought for repair of the Ha Ha Wall</p> <p>(d) That the Park Management Plan is progressing</p> <p>(e) That the Gardener in charge has settled exceptionally well into this post and continues to receive much appreciated support from Liz Lake.</p>
A & S 439-18	<p>Common Path West</p> <p>Committee noted that Wilby & Burnett have been commissioned to write up specification and tender documents for new path. Details will be included on Contract Finder in due course and in accordance with the Town Council's financial regulations. It was</p> <p>Resolved that officers would provide updates.</p>
A & S 440-18	<p>Chaters Hill Works</p> <p>Committee noted that works to the embankment have been satisfactorily completed and that works further along the embankment are anticipated for future years and will need to be included in future budget provision.</p>
A & S 441-18	<p>Vehicle Replacement</p> <p>Committee considered virement of £4,000 from the Town Hall to allow for the continued purchase of Town Council vehicles and machinery and it was:</p> <p>Resolved: To approve the virement of £4,000 (<i>post meeting note: the virement is within the authority of the Town Clerk in accordance with the Council's Financial Orders and this virement does not therefore require authorisation by Council</i>).</p>
A & S 442-18	<p>Persimmon Homes</p> <p>Committee received an update regarding progress / obligations of Persimmon Homes regarding:</p> <ul style="list-style-type: none"> (a) Transfer of LEAP to SWTC (following ROSPA inspection), noting that some equipment did not pass ROSPA inspection and that Persimmon Homes have been contacted to resolve the outstanding issues as a matter of urgency (b) Outstanding queries regarding LAPs at Tudor Park, noting that the Management Company was due to take over the LAP and these would not be transferred to the Town Council (c) Outstanding obligations at Lime Avenue, noting that the Town Council is in dispute with Persimmon Homes regarding outstanding items and has requested that UDC take legal action to resolve this; a response from UDC is awaited.
A & S 443-18	<p>St Mary's Churchyard – Repair and Maintenance to closed churchyard</p> <p>Committee noted that the Operations Manager is arranging with the church for the access from Museum Street to be repaired.</p>

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A & S 444-18	<p>Market Update</p> <p>Committee received a verbal update and report from the Operations Manager on current market activities. The market continues to thrive and income exceeds anticipated budget. The Operations Manager continues to review the Market Business Plan as approved by Committee in November 2017 and details of plans and proposals will be brought forward to a future meeting for information and consideration. It was:</p> <p>Resolved: that outstanding TROS for the market opening hours and taxi rank would be progressed and that ECC would be contacted regarding signage to clarify that it is a one-way system around the market.</p>
A & S 445-18	<p>Play Ground on the Common</p> <p>Committee noted the report on the playground on the Common and the positive results of the public consultation and considered recommendations. Cllr Hibbs proposed actions (a) –(d) inclusive of the report and this was seconded by Cllr Morris. It was:</p> <p>Resolved that</p> <ul style="list-style-type: none"> (a) Committee approved the Working Group’s design and recommendation (b) To fund the playground as suggested, should no grants be received (c) To pass ratification of the virement to Full Council (d) The order should be placed by the end of September 2018 to ensure installation within the current financial year.
A & S 446-18	<p>Register of Assets</p> <p>Committee received and approved a register of assets, details of which will be further included on the Town Council’s website. It was:</p> <p>Resolved: to check the insured value of the common and the turf maze, and to approve the register of assets.</p>
A & S 447-18	<p>Urgent Information Items</p> <p>Cllr Gadd on behalf of the Committee thanked Carl, Ian and Keith for their work for the Fête de la Musique, and to all other organisers for creating the event. It was agreed to write a letter to the organisers and to the press, publicly thanking all the volunteers (especially the event organisers) for hosting such a spectacular day.</p> <p>Committee noted that the Mayor’s Picnic is on July 8th 2018</p>
A & S	<p>Date and time of Next Meeting</p> <p>Monday 23rd July 2018, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>

The Chairman closed the meeting at 9.00pm

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