

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

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 24<sup>th</sup> September 2018** at 7.30pm

Present: Councillors Coote, K Eden, Fairhurst, Freeman, Goddard, Hibbs, Perry and Shah (from Min Ref A & S 473-18)

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

A & S 467-18	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Gadd and Morris</p> <p>Cllr Freeman attended as a substitute for Cllr Gadd</p>
A & S 468-18	<p><b>Election of Chair</b></p> <p>In the absence of both the Committee Chair and Vice-Chair, it was agreed to elect Cllr Coote to chair this meeting.</p>
A & S 469-18	<p><b>Declarations of Interest</b></p> <p>Cllrs Fairhurst and Freeman declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p>
A & S 470-18	<p><b>Public Speaking Time</b></p> <p>There were no questions or queries arising from members of the public</p>
A & S 471-18	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee held on 23<sup>rd</sup> July 2018</b></p> <p>The minutes of the Assets &amp; Services Committee meeting held on 23<sup>rd</sup> July were accepted as a true and accurate record and signed by the Chair.</p>
A & S 472-18	<p><b>Tourist Information Centre (TIC)</b></p> <p>Committee noted the report presented by the TIC and expressed its thanks.</p>
A & S 473-18	<p><b>Request for easement across common for power cable to car park</b></p> <p>Committee considered the request for an easement across the Common. The request was from Uttlesford District Council for the provision of a mains electric cable from the play area to the car park to allow the introduction of an electric charging point at the Common Car Park. It was</p>

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	<b>Resolved</b> to allow easement and that Town Council officers be delegated to progress further on behalf of the Town Council.
A & S 474-18	<b>Lime Avenue</b>  Committee received a written update and it was noted.  The Operations Manager gave a verbal update on the headwall, SUDS, location of utilities and the £100K S106 contribution towards community facilities / provision.
A & S 475-18	<b>Tudor Park</b>  Committee noted the written report.
A & S 476-18	<b>Defibrillator in Market Square</b>  Committee noted that following the theft of the defib unit from the phone box on Market Square, a new unit has now been installed following a satisfactory insurance claim. The new unit is registered with the Ambulance Service and is operational. It was  <b>Resolved</b> to carry forward the possibility of installing another defibrillator at the Town Council offices in Emson Close
A & S 477-18	<b>Residents' Parking on Common Hill West</b>  Committee noted the written report and that discussion on landscaping works to return the green space to be part of the common is progressing with residents, who are keen to engage with the Town Council in this process.  The Town Clerk and Operations Manager were thanked for progressing this project which has been outstanding for over 40 years.  <b>Resolved:</b>  To utilise the monies ringfenced for landscaping works at Common Hill West for the creation of improved access and any other works which can be achieved within the budget.
A & S 478-18	<b>Water Dispensing Points</b>  Committee noted that water refill systems will be installed soon pending resources.
A & S 479-18	<b>Saffron Walden Market</b>  Committee noted the draft revised terms and conditions and it was  <b>Resolved</b>  To note the draft Market T & C as presented and that the matter would be carried forward to the October A & S Committee meeting for further discussion and consideration

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	<p><b>Market Awards</b></p> <p>Committee noted the Council's entry to the Annual NABMA Market Awards.</p>
A & S 480-18	<p><b>Hire Charges for Town Council Assets</b></p> <p>Committee considered the charges for 2019/20 for the following services / assets:</p> <p><b><u>Saffron Walden Market</u></b></p> <p>(a) Pitch Charges for Traders – Committee considered the charges as proposed, it was  <b>Resolved:</b> To adopt the charges as proposed being no increase for existing, permanent traders and an increase from £71pcm to £75pcm for new traders effective from April 2019</p> <p>(b) Pitch Charges for Political / Charity Stalls – Committee considered the proposals within the report. It was  <b>Resolved:</b> Not to implement any charges for these stalls at the present time</p> <p>(c) Continuation of political stalls during Purdah Period – It was  <b>Resolved:</b> that bookings should continue to be taken and accepted for political stalls during the purdah period and that the Council reserved the right to change its position upon receipt of any legal advice which may offer alternative advice.</p> <p><b><u>Allotments</u></b></p> <p><b>Resolved:</b> to increase the allotment rent by 5% per annum from 2020 and until further notice.</p>
A & S 481-18	<p><b>Memorial Trees, Benches and Plaque Policy</b></p> <p>Committee considered the introduction of a new policy, and it was</p> <p><b>Resolved</b></p> <p>(a) To adopt the policy with immediate effect</p> <p>(b) To allow plaques on memorial benches and on the guards of memorial trees but not on the memorial trees themselves.</p>
A & S 482-18	<p><b>Volunteer Policy</b></p> <p>Committee considered the draft new policy and it was</p> <p><b>Resolved</b> to defer this to a future meeting.</p>
A & S 483-18	<p><b>Monks Hill</b></p> <p>Committee noted the temporary provision of up to 15 car parking spaces to Radleys.</p>

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A & S 484-18	<p><b>Cleaning of War Memorial</b></p> <p>Committee noted that the clearing and restoration of the War Memorial have been completed and agreed that a press release be issued noting the completed works</p>
A & S 485-18	<p><b>Bridge End Gardens</b></p> <p>Committee received a verbal update on  <b>(a) The general maintenance and upkeep of the Gardens.</b></p> <p>Committee noted that planning permission has been granted for the Ha Ha wall and that the gardens look splendid. The Committee expressed its thanks to the gardeners, friends and volunteers for their hard work.</p> <p><b>(b) The report on the BEG Management Plan.</b></p> <p>Committee raised a number of questions concerning the planning and resourcing of the BEG management plan and it was</p> <p><b>Resolved</b> to defer full review of the management plan to an extraordinary Full Council meeting. Clerk to progress</p>
A & S 486-18	<p><b>Letters of Thanks / Compliments</b></p> <p>Committee noted letters of thanks from Essex and Herts Air Ambulance, Google and visitors to the town.</p>
A & S 487-18	<p><b>Urgent Information Items</b></p> <p>Cllr Goddard requested that the Heritage and Character Assessment for Saffron Walden should be shared amongst all Councillors and it was</p> <p><b>Resolved</b> that it would be circulated when AECOM have produced an accurate draft.</p>
A & S 488-18	<p><b>Date and time of Next Meeting</b></p> <p>Monday 22nd October 2018, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>
A & S 489-18	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>It was <b>Resolved</b> 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 490-18	<p><b>To Consider a matter relating to the market</b></p> <p>Committee considered the report and it was</p> <p><b>Resolved</b> Unanimously to adopt the recommendations in the report</p>

The Chairman closed the meeting at 10.00pm

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

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