

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

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING held remotely via the online platform “Zoom” and in accordance with the Coronavirus Act, C 7, Part 1 Local Authority Meetings, Section 78. This Act allows members to be present and attend a meeting without being present in the Council Chamber or together in the same place.

Date of meeting: **Monday 23<sup>rd</sup> November 2020** at 7.30pm

**Present:** Councillors Asker, Coote, Freeman (Chair), Frost, Gadd, Light, McLellan and Roberts

**Officers:** Lisa Courtney, Town Clerk and Terry Frostick, Operations Manager

**Also Present:** Louise Dunderdale, The Reporter  
 John Starr re Min Ref A & S 129-20 (a) and (b) (grant applications)  
 Joanna Eden and Kevin Sporle re Min Ref A & S 129-20 (c) (grant application)

A & S 125-20	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllr Porch for late arrival (arrived at Min Ref A &amp; S 129-20)</p>
A & S 126-20	<p><b>Declarations of Interest</b></p> <p>Cllrs Asker, Coote, Freeman and Light declared generic non-pecuniary interests as members of Uttlesford District Council.</p>
A & S 127-20	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee</b></p> <p>The minutes of the Assets &amp; Services Committee meeting held on 26<sup>th</sup> October 2020 were accepted as a true and accurate record and signed by the Chair.</p>
A & S 128-20	<p><b>Public Speaking Time</b></p> <p>There were no questions or matters arising from the public</p>
	<p>With the permission of the Committee, the Chair brought forward agenda item 7, Grant Applications</p>
A & S 129-20	<p><b>Youth Partnership Grant Applications</b></p> <p>The Clerk reminded Committee of the 2 stage-process for awarding youth grants, with applications ordinarily being considered in the first instance by the Youth Initiatives Working Group (YIWG) who would consider the application against current needs and requirements of youth work in the town. The YIWG would then present applications to the A &amp; S Committee for consideration, along with a recommendation for approval or rejection. In this instance and given there will not be a December A &amp; S Committee</p>

	<p>meeting, the process has been reversed and thus applications are presented in the first instance to A &amp; S committee and will then need to be considered by YIWG. Any determination by this Committee is therefore subject to ratification by YIWG.</p> <p>Committee considered the following applications, confirming that any recommendations are subject to further consideration and approval by the Youth Initiatives Working Group:</p> <p>(a) <b>Request from Creative Walden CIC - £2,660.00</b> To work with an involve young people in the delivery of a radio play about anorexia nervosa and depression. It was <b>Resolved:</b></p> <p>To approve funding as requested</p> <p>(b) <b>Request from Saffron Walden Youth Outreach Project - £3,409.00</b> The provision of a youth group, supporting and enabling young people. It was <b>Resolved:</b></p> <p>To approve funding as requested</p> <p><i>Cllr Porch jointed the meeting at this point</i></p> <p>(c) <b>Joanna Eden Outreach CiC - £5,755</b> To provide musical opportunities for young people to write and produce their own songs, representative of the times during the current pandemic. Joanna Eden and Kevin Sporle were present and spoke further to the application. It was <b>Resolved:</b></p> <p>To approve funding as requested</p>
<p>A &amp; S 130-20</p>	<p><b>SW Market Pricing Structure</b></p> <p>Committee noted and received the report as presented. The Operations Manager spoke further to the report, informing Council of previous rent reviews.</p> <p>There followed considerable discussion about the merits or otherwise of implementing a price increase from April 2021 given the current financial difficulties. Members noted the need to balance fair rent charges along with maintaining a fair income for the Town Council.</p> <p>Cllr Light strongly objected to any increase at the present time and asked for this objection to be specifically noted.</p> <p>Cllr Asker offered an alternative view that the market traders have increased their prices to customers, and it is incumbent on the Town Council to increase prices in line with inflation and market conditions. She further noted that the Town Council was funded largely through the public purse and any income from market rentals would result in a direct reduction in council tax charges to residents.</p> <p>It was <b>Resolved:</b></p>

	<p>(a) To implement the charges as proposed within the report with effect from April 2021, this includes the implementation of a new rate “Ad-hoc” trader, who may attend a minimal number of times per year.</p> <p>(b) To continue with the practice of offering free of charge pitches to political stalls, which must be booked in advance</p>
A & S 131-20	<p><b>Town Centre Culvert</b></p> <p>Committee received the verbal update and report regarding the replacement trash screen works</p>
A & S 132-20	<p><b>Play Area Working Group</b></p> <p>Committee noted the update as provided, specifically that the closing date for receipt of tenders on Contract Finder is 31.12.20 for expressions of interest in bidding for the new play equipment at Golden Acre</p>
A & S 133-20	<p><b>Lime Avenue Football Pitches</b></p> <p>The Clerk provided a verbal update to Committee following the meeting held on 20.11.20 with a representative from Persimmon Homes. The meeting had concluded with Persimmon requesting further details of all outstanding matters and for these to be costed. The Clerk advised this information would be provided to Persimmon Homes within the next few days.</p>
A & S 134-20	<p><b>Tree Planting Initiative</b></p> <p>The Operations Manager provided an update on plans and preparations for tree planting scheduled over the next few weeks. It was noted that Town Councillors and community members would be involved in the planting.</p>
A & S 135-20	<p><b>Christmas Plans and Preparations</b></p> <p>The Clerk reported on the cancellation of most Christmas events due to Covid-19 but advised that alternative, creative activities were planned to ensure some Christmas and community activity. Further details will come forward in press releases.</p>
A & S 136-20	<p><b>Urgent Information Items</b></p> <p>There were no matters for reporting</p>
A & S 137-20	<p><b>Date and time of Next Meeting</b></p> <p>Noted and agreed as being Monday 4<sup>th</sup> January 2021 at 7.30pm (via Zoom).</p> <p>There is no December 2020 meeting</p>

A & S 138-20	<b>Confidential Item</b>  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
A & S 139-20	<b>Town Hall</b>  The Operations Manager provided an update on works carried out to date, noting that the alarms and beacons have been updated. Most outstanding works have been addressed and a final risk assessment is awaited from the Council's contracted party.

The Chairman closed the meeting at 9.10pm