

11 Emson Close
Saffron Walden
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Agenda Assets & Services Committee

To Committee Members: Councillors Asker, A Coote, De Vries, Freeman, Frost, Gadd, Light, McLellan and Roberts

You are summoned to attend a MEETING of the ASSETS & SERVICES COMMITTEE of SAFFRON WALDEN TOWN COUNCIL to be held via the video conferencing service Zoom on **Tuesday 26th May 2020** commencing at **7.30pm** to transact the business as set out in the agenda below.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from the Act reads: *“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”*

All other Councillors are welcome to attend this meeting but will not be formal members of the committee and will not receive any voting rights. Non-Committee members will not be able to participate in or remain present for any discussions held under Part 2, Confidential Matters

Zoom Details:

<https://us02web.zoom.us/j/87344881895?pwd=RIJEMWJ2aVJhNnhTb25aRDUrUXhkdz09>

Phone:

+44 203 051 2874 | +44 203 481 5237
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Meeting ID: 873 4488 1895
Password: 478706

Meetings and the Public

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during public speaking time) in Town Council meetings.

Town Council meetings will be hosted on the Zoom Platform. Details enabling members of the public to view the meeting and ask questions (under the public speaking time) will be given for each meeting in the introduction as above (see Zoom link on page 1 of this agenda for details)

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website www.saffronwalden.gov.uk. For background papers in relation to this meeting please contact enquiries@saffronwalden.gov.uk or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: townclerk@saffronwalden.gov.uk. If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

~~Facilities for people with disabilities~~

~~The Council Offices has facilities for wheelchair users, including lifts and toilets.~~

~~Fire/emergency evacuation procedure~~

~~If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.~~

For information about this meeting please contact the Town Council:

Telephone: 01799 516501 / Email: enquiries@saffronwalden.gov.uk

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: www.saffronwalden.gov.uk

Recording of meetings

Whilst meetings are being conducted under the Coronavirus Act 2020, meetings will not be recorded.

General Data Protection Regulations (GDPR) 2018:

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



Lisa Courtney, Town Clerk

20th May 2020

1	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence.</p>
2	<p>To receive any Declarations of Interest</p> <p>Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.</p>
3	<p>Minutes of the last meeting of the Assets & Services Committee</p> <p>To verify the Minutes of the Committee meeting</p>
4	<p>Public Speaking Time</p> <p>For the public or Press to ask questions of the Committee on matters relating to the agenda.</p>
5	<p>Tourist Information Centre (TIC) – Standing Item</p> <p>Committee to receive and note report as attached</p>
6	<p>Nat West Bank</p> <p>To receive a written report and update regarding this matter – details as attached</p>
7	<p>Lime Avenue / Persimmon</p> <p>To receive a verbal update and report and regarding the transfer of land to SWTC</p>
8	<p>Saffron Walden Market</p> <p>To receive a verbal update and report (as attached) on the successful continuation of the market, which was relocated back to Market Square on Tuesday 19th May 2020 as part of the retail offer.</p>
9	<p>Youth Partnership Funding</p> <p>To consider an application received from Fairycroft House CiC for a total of £4935.00</p> <p>The current budget sits at:</p> <ul style="list-style-type: none"> • £5,752 balances carried forward from 2020/21 • + £10,000 from SWTC 2020/21 budget • + £10,000 from UDC 2020/21 budget (unconfirmed if SWTC will receive this money) <p>Details of the application as outlined within the application form.</p>

10	SW Retail Plans during Covid-19 To receive an update report (as attached) being a summary of plans and preparations for retail in Saffron Walden. An informal group has been established including membership from the Town Council (meeting is Chaired by SWTC), the BID and UDC.
11	Urgent Information Items Any items to verbally report for information only
12	Date and time of Next Meeting Scheduled for Monday 22 nd June 2020 at 7.30pm (via Zoom)