

11 Emson Close
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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 **Monday 27th April 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/88675518114?pwd=WGYzOXBoL1VsVnBXK3c5TWd1bG5SZz09> Meeting ID: 886 7551 8114 | Password: 008555

Phone: Meeting ID: 843 0061 7233 | Password: 942474

One tap mobile

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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

22nd April 2020

1	Apologies for absence To receive apologies and consider requests for approved absence.
2	To receive any Declarations of Interest 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.
3	Minutes of the last meeting of the Assets & Services Committee To verify the Minutes of the Committee meeting
4	Public Speaking Time For the public or Press to ask questions of the Committee on matters relating to the agenda.
5	Tourist Information Centre (TIC) – Standing Item Committee to receive and note report as attached
6	Nat West Bank To receive a written report and update regarding this matter – details as attached
7	Lime Avenue / Persimmon To receive a written report and update regarding this matter – details as attached
8	Town Centre Culvert To receive a written update as received from the Environment Agency, details as attached
9	Telephone Box in the High Street, Saffron Walden Committee to note the infrequent use of the phone box in the High Street, Tel No: 01799 522223. Should BT wish to decommission this phone box, SWTC is requested to consider adopting the kiosk; it could be converted into a defibrillator, similar to the one outside the library in Market Square. A map showing the location is as attached
10	Telephone Box in Market Square, Saffron Walden Committee is requested to note that the phone box outside HSBC is not a listed building, unlike the opposite one outside the library. The phone is still currently in service.

	Committee is requested to authorise Officers to register this phone box with Historic England as a listed building / asset.
11	<p>Saffron Walden Market</p> <p>To receive a verbal update and report on the successful continuation of the market, temporarily based on the car park at The Common.</p>
12	<p>Saffron Walden Town Football Club</p> <p>Committee is reminded that approximately one year ago, the Town Council agreed to extend the lease to the Football Club for a further 60 years; thus, providing the Club with security and enabling them to apply for longer term grants or loans. An integral part of this extended lease, was the inclusion of a (new) break clause into the lease, allowing the Town Council to break the lease and providing the Club with 1 years' notice. The Club has subsequently experienced difficulties in obtaining funding due to this clause and ask the Town Council not to remove this clause but to extend the break clause, requiring the Town Council (landlord) to provide 25 years' notice to terminate – this would comply with funding requirements from the FA which requires the Club to demonstrate a minimum of 25 years lease for capital funding projects.</p> <p>In earlier correspondence with the Club, the 1-year break clause was satisfactory but in reality, it does not support their grant applications.</p> <p>Committee is requested to:</p> <ul style="list-style-type: none"> (a) Amend the lease so that the landlord may not serve notice for at least 27 (28 years?) years from the date of signing the lease of 2019 (b) To then retain the right to break the lease, with one-years notice (c) Should Committee be minded to approve (a) and (b) above, to authorise the Town Clerk to proceed with the amendment and subsequent registration of the lease with the Land Registry.
13	<p>Youth Partnership Funding</p> <p>To consider an application received from Creative Walden CiC being funding towards a further writing project with young people. Application as attached. Committee is requested to consider this grant funding, available funds: circa £29,000 (subject to receipt of UDC 2020/21 grant funding of £10,000 and SWTC yearend completion).</p>
14	<p>Urgent Information Items</p> <p>Any items to verbally report for information only – including an update regarding the activities of the Operations Staff</p>
15	<p>Date and time of Next Meeting</p> <p>To be confirmed following the Annual Meeting scheduled for 11th May 2020.</p>

16	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>To resolve 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>
17	<p>Registry of Land at Landscape View</p> <p>Committee to receive and consider a response to matters as raised in the attached confidential report.</p>