

11 Emson Close
Saffron Walden
Essex, CB10 1HL

T: (01799) 516501
T: (01799) 516502
F: (01799) 516503



Agenda Assets & Services Committee

To Committee Members: Asker, A Coote, Freeman, Frost, Gadd, Light, McLellan, Porch, 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 July 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/88363548336?pwd=Y21MQm5yQUxTYXBER2VVOTk2VVh2UT09>

Mobile Phone: +442039017895, 88363548336, 824017# United Kingdom
+441314601196, 88363548336, 824017# United Kingdom

Land Line

+44 203 901 7895 United Kingdom | +44 131 460 1196 United Kingdom
+44 203 051 2874 United Kingdom | +44 203 481 5237 United Kingdom

Meeting ID: 883 6354 8336
Passcode: 824017

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/>



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>SW Retail & Market Plans during Covid-19</p> <p>To receive a written update as attached and to consider the recommendations therein</p>
6	<p>Report regarding Hiring Opportunities during Covid-19</p> <p>To receive a written update as attached and to consider the recommendations therein</p>
7	<p>Event Management for:</p> <p>(a) Saffron Walden Remembrance Day Arrangements for November 2020</p> <p>(b) Christmas Arrangements</p> <p>To note that planning and preparations have commenced for the November 2020 events. Due to current Covid-19 regulations, it is difficult to confirm full details for any event or indeed if an event is allowed to progress.</p> <p>For Remembrance Day, Officers continue to work closely with all parties concerned including the Royal British Legion and will report back to a future A & S Committee when further Covid-19 regulations are advised and/or all options for hosting of this event are considered.</p> <p>For Christmas activities, Officers are working with the BID in looking at alternative activities which could take place and not involve the gathering of large numbers of people.</p>
8	<p>Works at Anglo-American Playing Fields (AAPF)</p> <p>To note the completed works at AAPF including resurfacing and additional road safety measures. Remedial works are required on site and arrangements for the contractor to remedy are in hand.</p>

9	<p>Bloor Homes / Ridgeon Site Update</p> <p>To receive the written report as previously presented to Committee in February 2020. Officers continue to progress outstanding matters with UDC and it is anticipated that a verbal update and report will be available at the meeting</p>
10	<p>Golden Acre Parking</p> <p>To receive a written update as attached and to consider the recommendations therein</p>
11	<p>Town Centre Culvert</p> <p>To note that the amended Memorandum of Understanding (as amended and agreed previously by this Committee) has now been signed by both SWTC and ECC and implementation details and contract start dates are awaited from ECC.</p>
12	<p>Parcel of Land at De Vigier Avenue</p> <p>Committee to note that the planning application Ref UTT/18/2297/OP, dated 13 August 2018, has been further refused on appeal by the Planning Inspectorate. The application was for Outline planning permission with all matters reserved except for access for the erection of up to 12 dwellings with associated landscaping, parking and supporting infrastructure.</p> <p>Committee is requested to consider the feasibility of registering any interest in this land with UDC (the land owners), for continued community enjoyment. UDC's future intentions for this parcel of land are unknown.</p>
13	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
14	<p>Date and time of Next Meeting</p> <p>Scheduled for Monday 28th September 2020 at 7.30pm (via Zoom)</p>
15	<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>
16	<p>Town Hall</p> <p>To receive a written update as attached and to consider the recommendations therein</p>