

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 28th September 2020** at 7.30pm

Present: Councillors Asker (from Min Ref A & S 100-20), Coote, Freeman (Chair), Gadd, McLellan, Porch and Roberts

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

Also Present: Louise Dunderdale, The Reporter
Mr Malcom Nash (re Min Ref A & S 090-20)
Mr Paul Bellany (re Min Ref A & S 091-20)

A & S 086-20	Apologies for absence Apologies were received and accepted from Cllrs Frost and Light
A & S 087-20	Declarations of Interest Cllrs Asker, Coote and Freeman declared generic non-pecuniary interests as members of Uttlesford District Council.
A & S 088-20	Minutes of the last meeting of the Assets & Services Committee The minutes of the Assets & Services Committee meeting held on 27 th July 2020 were accepted as a true and accurate record and signed by the Chair.
A & S 089-20	Public Speaking Time There were questions or matters arising from the public
A & S 090-20	Saffron Walden Town Football Club Mr Malcolm Nash was present on behalf of the Football Club and explained that in order to comply with the lease agreement (between SWTC and the Club for Caton’s Lane site), the Council needed to provide express permission for the Club to develop the site, in accordance with their planning permission UTT/20/1134/FUL. Members considered the request and details as presented, confirming their support for the development and granting express permission to the Club for the development works, in accordance with the planning permission as granted by UDC under application No UTT/20/1134/FUL.
	With the permission of the Committee, the Chair brought forward agenda item 9

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A & S 091-20	<p>Youth Partnership Funding</p> <p>(a) Committee noted the receipt with thanks of £10,000 from UDC being matched funding for youth work</p> <p>(b) Grant Application from Creative Walden Mr Paul Bellany spoke further to the grant application, it was</p> <p>Resolved: to award Creative Walden a grant of £2,950.00 for the Writers' Room project, details as per the grant application form presented and considered by Committee</p>
A & S 092-20	<p>SW Retail and Market Plans during Covid-19</p> <p>Committee received the report as presented and Officers spoke further to the information therein.</p> <p>It was Resolved:</p> <p>(a) To receive and note the report as presented. It was noted that the TIC's refused (by ECC) licensing application for tables and chairs had been reviewed and anticipated this licence would now be granted</p> <p>(b) To note that ECC has funding left for 1 further round of amendments to the current road closure orders (under Covid-19 closures) and therefore any possible future amendments must be fully considered and evidence based.</p> <p>(c) To issue a press release regarding the current road closures and to acknowledge that a full consultation regarding any proposals for permanent road closures would be carried out in 2021. To further acknowledge the changes made to the existing road closures to support disabled drivers (ie the re-opening on a Monday and the creation of disabled bays in Market Street)</p> <p>(d) To formally thank the Operations Manager, Mr Terry Frostick, for his hard work, diligence and proactive approach in running and managing the market during Covid-19 and for his joint working with the BID on the recent Window on Walden market event.</p>
A & S 093-20	<p>Event Management to Year End</p> <p>It was Resolved:</p> <p>To receive and note the report as presented, including details of cancelled events due to Covid-19. Committee further supported and endorsed the closure of the Town Hall for large events until further notice. Committee was further mindful of the current Covid-19 rules and regulations and expressed grave concerns regarding the hosting of any large event in the Town Hall. Whilst any event may comply with Covid-19 restrictions, it would prove very difficult to manage and co-ordinate an event with a considerable number of attendees and could jeopardise and health, wellbeing and safety of Town Council employees and those attending. The Committee mandated Officers as follows:</p> <p>(a) To cease the hiring of the Town Hall or Golden Acre Community Centre for any large event or activity where compliance with Covid-19 rules and regulations</p>

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	<p>cannot be easily managed or enforced (this determination to be at the discretion of the Officers);</p> <p>(b) That any current or potential large hiring at either venue be immediately cancelled and hirers notified of the Town Council's position;</p> <p>(c) That this cessation remains in place until further notice.</p> <p>Committee noted the need to take strong and decisive action in order to protect Council employees and users of the facilities but equally noted that this action is regretful but unavoidable under the current circumstances</p>
A & S 094-20	<p>Use of Community Facilities</p> <p>Committee received and noted the report as attached, confirming SWTC is using the appropriate QR codes in community facilities</p>
A & S 095-20	<p>Pricing Structure</p> <p>Committee noted the that proposals for rentals and hiring for 2021/22 will be presented to the October Committee meeting for consideration</p>
A & S 096-20	<p>Parcel of Land at De Vigier Avenue</p> <p>It was Resolved:</p> <p>(a) To receive and note the report as presented</p> <p>(b) To note that Cllr Porch is progressing this matter further through his work as Chair of the Planning & Transport Committee. This Committee will imminently be considering a response to the planning application which has now been submitted by the developer</p>
A & S 097-20	<p>Town Centre Culvert</p> <p>Committee noted the report as provided, it was</p> <p>Resolved:</p> <p>(a) To authorise the use of the Town Council's logo on the proposed letter from the Environment Agency, thereby supporting the contents of said letter</p> <p>(b) To note that a response from UDC is awaited regarding their commitment and proposed management of the riparian owners list</p>
A & S 098-20	<p>Transfer of Land at Lime Avenue to Saffron Walden Town Council</p> <p>Committee noted the update as provided and that Persimmon Homes remain obligated to meet the conditions of the planning permission and S106 agreement, including the provision of temporary changing facilities</p>

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A & S 099-20	<p>Transfer of land at Ridgeons Site from Bloor Homes to Saffron Walden Town Council</p> <p>Committee noted that this transfer of land remains outstanding and that Officers are progressing matters with the Town Council's solicitors. The transfer of all public open space as defined within the S106 agreement was further endorsed, noting that the developer disputed the transfer of all of this land; this query was being pursued by Officers at both SWTC and UDC.</p>
	Cllr Asker arrived at this meeting
A & S 100-20	<p>Tree Planting Initiative</p> <p>Cllr Gadd provided an update, noting that the Operations Manager had provided a draft list of sites for new tree planting. A provisional date of 28th November was agreed for a community tree planting project. It was</p> <p>Resolved:</p> <ul style="list-style-type: none"> (a) That a press release be issued, advising the community of proposed activity (b) That community groups and individuals be encouraged to participate (c) That Cllr Roberts would contact SWACC in the first instance
A & S 101-20	<p>Christmas Lights Contract 2021 – 2022 (2-year contract)</p> <p>Committee considered the contact from 2021 onwards and the option to extend the existing contract for a further 2 years. It was</p> <p>Resolved:</p> <p>To extend the existing contract with the existing provider for a further 2 years, taking the contract to January 2023</p>
A & S 102-20	<p>Urgent Information Items</p> <p>There were no matters for reporting</p>
A & S 103-20	<p>Date and time of Next Meeting</p> <p>Noted and agreed as being Monday 19th October 2020 at 7.30pm</p>
A & S 104-20	<p>Confidential Item</p> <p>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</p>

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A & S 105-20	<p>Lease at Crabtrees</p> <p>Committee received and noted the report as presented, Officers spoke further to the current situation and the recommendations made within the report. It was</p> <p>Resolved:</p> <ul style="list-style-type: none"> (a) To pursue all opportunities and options available to the Town Council for the future use of this site, including a lease with a 3rd party / community use. (b) That Officers be authorised to contact interested parties regarding their plans and proposals for use of the facility and that the matter is further considered in March / April 2021 (c) That at this future committee meeting, any interested tenants to have registered their interest and to provide details of their proposed usage and how they would ensure continued community usage of the facility.
A & S 106-20	<p>Town Hall</p> <p>The Operations Manager provided an update on works carried out to date and that many of the items raised in the report from July had now been addressed. A final risk assessment is awaited from the Council's contracted party.</p> <p>The Operations Manager and Cllr Porch were thanked for their progression of this work. Operations staff were also thanked for their practical and competent works in addressing many of the queries as raised. In addressing the items as contained within the report, Committee agreed/noted the following:</p> <ul style="list-style-type: none"> 1. Not to replace the existing fire alarm system at the present time as the current system is adequate and meets appropriate standards 2. To replace the existing alarm panel at a cost of £1,339 as recommended 3. Not to initiate a Red Care service, noting that a Voice Dialler system was already in place and was sufficient for the needs of the Town Hall 4. To note the floor plans are being prepared 5. To note signage is being replaced and upgraded 6. That this is already being progressed and will be completed w/c 12.10.20 7. That all matters are concluded 8. To undertake an audibility test 9. To replace the existing bell system with a combined sounder / flashing xenon beacons at a cost of £1328.00 10. Works to the electrical distribution board are complete 11. Noted and actioned 12. Noted and actioned 13. To be progressed 14. To be progressed 15. Noted, along with actions carried out to date, this includes the removal of the furniture in the Council Chamber 16. Noted and actioned 17. Noted and actioned 18. Noted and actioned 19. Noted and actioned

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	20. That further Fire Marshall training is being arranged (noted that there is currently an appropriate existing provision) 21. Noted and will enforce 22. Noted that works are progressing.
A & S 107-20	Nat West Lease Committee received and noted the report as presented

The Chairman closed the meeting at 9.00pm