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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 28th September 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/87139366707?pwd=NCtaYXBCV2FIYkE3akRWdkIzM1ZNdz09>

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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

23rd September 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>Saffron Walden Town Football Club</p> <p>To receive a presentation from Mr John Power regarding proposed development of the football club facilities at Caton Lane. In January 2020, Council gave in principle agreement (as landlord) to the development. The Club now requests formal, written permission from SWTC as the landlord to develop the site in accordance with the planning permission No UTT/20/1134/FUL as granted by UDC Planning Committee July 2020. SWTC made no particular comments or response in respect of the application.</p> <p>Committee is requested to consider plans as proposed. Plans are available on line at: https://publicaccess.uttlesford.gov.uk/online-applications/simpleSearchResults.do?action=firstPage.</p> <p>Papers attached as provided by Mr Power:</p> <ul style="list-style-type: none"> 5 (a) Letter from Mr Power 5 (b) plans as approved by UDC 5 (c) copy of planning permission as granted by UDC <p>Note that permission is not sought for the scheme (as planning permission is already granted) rather the principle of development in accordance with Clause 9 of the lease agreement between SWTC and the Football Club, requiring the tenant to obtain written permission from the landlord prior to any additions or building works to the leased land.</p>
6	<p>SW Retail & Market Plans during Covid-19</p> <p>To receive a written update as attached</p>
7	<p>Event Management to Year End</p> <p>To receive a written update as attached and to consider the recommendations therein.</p>

8	<p>Use of Community Facilities</p> <p>To receive a written update as attached regarding use of Town Council’s community facilities during the current Covid-19 restrictions</p> <p>To further note positive correspondence received from Slimming World (User of Golden Acre Community Centre). Committee is requested to note that a letter of thanks has been received from Slimming World in respect of the Town Council’s efforts and Covid-19 secure measures. Sliming World note that the venue is tidy, fresh and clean which is “massively reassuring to myself and my members that the hall is a safe environment for us to enter each week”</p>
9	<p>Youth Partnership Funding</p> <p>(a) To note receipt of £10,000 from UDC being the matched funding for 2020/21. The total budget is £20,817.00 (£10,000 UDC, £10,000 SWTC, £817 balance from 2019/20)</p> <p>(b) To consider the grant application as received, details attached. The application is from Creative Walden for a total of £2,950, details as per attached</p>
10	<p>Pricing Structure</p> <p>To note that proposals for rentals and hiring for 2021/22 charges will come forward to the October Committee meeting</p>
11	<p>Parcel of Land at De Vigier Avenue</p> <p>As requested from the July Committee meeting (Min Ref A & S 081-20 refers), a request was made to UDC for the transfer of this public open space to SWTC. UDC’s Director of Finance and Corporate Services advises that the agreement (signed in 2017) with the developer is valid until 2023, enabling the developer to resubmit a planning application (as has subsequently happened). Committee is requested to note the current situation and the inability for the land to be transferred to SWTC at this present time. The newly submitted planning application has not yet been determined by UDC and the Town Council’s response to the application will be determined by the Town Council’s Planning and Transport Committee.</p>
12	<p>Town Centre Culvert</p> <p>To receive a report as attached on the current project and replacement of the trash screen</p>
13	<p>Transfer of land at Lime Avenue to Saffron Walden Town Council</p> <p>To note that there remain numerous outstanding obligations from Persimmon Homes prior to the transfer of this land to SWTC. A comprehensive list of those obligations (as SWTC sees it) has been submitted to the Town Council’s solicitors who are actively progressing with Persimmon Homes (this list remains commercially sensitive at this present time). The primary requirements include:</p> <p>(a) An obligation on Persimmon Homes to fulfil the planning conditions of the permission; this includes the provision of temporary changing rooms and associated utilities;</p>

	<p>(b) An obligation on Persimmon Homes to transfer football pitches to SWTC once those pitches are to a prescribed standard (this standard as determined in the S106 and planning conditions);</p> <p>(c) Outstanding queries relating to land at Tudor Park (the transfer of the LEAP, being a co-requirement along with the football pitches at Lime Avenue);</p> <p>(d) There remain other incidental queries to resolve before SWTC can take ownership of this land</p> <p>Committee is requested to note the transfer of land remains outstanding and is being actively progressed by all parties with an interest in this transfer</p>
14	<p>Transfer of land at Ridgeons Site from Bloor Homes to Saffron Walden Town Council</p> <p>To note that SWTC's solicitors are progressing a draft transfer of land from Bloor Homes and further details are awaited.</p>
15	<p>Tree Planting Initiative</p> <p>To receive a verbal update from the Operations Manager on tree planting initiatives and opportunities across Saffron Walden</p>
16	<p>Christmas Lights Contract 2021 – 2023 (3-year contract)</p> <p>Committee is requested to provide direction on any future Christmas lights requirements from 2021.</p> <p>The current contract is a 3-year contract, expiring Jan 2021. Early advertising of any contract request allows potential bidders to view the existing lights in 2020 as an indicative requirement for future years. It is noted that the existing contract could be extended for a further period of time (noted that the awarding of the current contract followed the appropriate contract procedures, financial regulations and was advertised on Contract Finder; as an integral part of that contract, it was noted that any contract awarded may be extended for 2 years, subject to negotiation).</p>
17	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
18	<p>Date and time of Next Meeting</p> <p>Scheduled for Monday 19th October 2020 at 7.30pm (via Zoom)</p>
19	<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>

20	<p>Lease at Crabtrees</p> <p>To receive a written update as attached and to consider the recommendations therein</p>
21	<p>Town Hall</p> <p>To receive a verbal update on works completed to date. A confidential report will follow to Committee members (anticipated this will be made available prior to the meeting).</p>
22	<p>Nat West Lease</p> <p>To receive a written update as attached. Committee is requested to note the contents of the report</p>