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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 26th October 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/81399096355?pwd=U3lncXZvSkZuY29pWS91Q2FNTWp1Zz09>

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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

21st October 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>SW Retail & Market Plans during Covid-19</p> <p>To receive a written update as attached</p>
6	<p>Pricing Structure</p> <p>Committee to receive and consider the proposed pricing structure for 2021/22 relating to Town Council services and hiring. A zero percent increase is proposed for most services.</p>
7	<p>Play Area Working Group</p> <p>Committee to consider the establishment of a play area working group to progress the upgrade of a play area in Saffron Walden. In March 2020 and on review of the 2020/21 priorities, Council agreed the following in relation the upgrade of play areas (extract from March priority listing): <i>“Financial position reassessed. Opportunity to vire monies from all play budgets which could enable new installation 20/21”</i></p>
8	<p>Tree Planting Initiative</p> <p>To receive a verbal update on proposed tree planting, provisional date set for 28th November 2020 (subject to delivery of trees/hedging).</p>
9	<p>Herbert’s Farm – Pitch Levelling</p> <p>To receive a report as attached, being a request from Herbert’s Farm Football Club regarding disposal of soil arising from works associated with the installation of an artificial grass pitch at SW County High School. A variety of further documents from the Football Club are attached, providing evidence of the soil quality and proposed pitch layout.</p> <p>The Club advises the following: <i>“The lighter green embankment on the proposed plan shows in simple terms where the levelling would be around the two pitches. You can see from the contour lines how significant the gradient is. We would move all our “mini soccer” (the younger ages of</i></p>

	<i>U5 to U10) to the new 3G pitch at SWCHS and to the Lime Avenue/AAPF pitches. This would mean older teams (typically U11 through to U16) playing at Herbert's Farm on Saturday and Sundays"</i>
10	<p>Town Councillor Vacancy on the Little Walden Village Hall Committee</p> <p>Following the vacancy at Little Walden, there remains a vacancy on the Little Walden Village Hall Committee for a Town Councillor. This post was previously held by Stacey Coote.</p>
11	<p>Use of Jubilee Gardens</p> <p>Tenants of property adjacent to Jubilee Gardens have approached the Town Council (as the freehold owners of Jubilee Gardens), with a request to utilise the Gardens for seating. This seating would be directly adjacent to an existing café and would provide the new facility with an outdoor seating area. Council would impose an annual fee to the shop, providing them with a licence for the seating area. The tea shop is further interested in hiring the bandstand on a regular basis and hosting events in the Gardens (subject to retaining the appropriate right of access across the Garden).</p> <p>Committee is requested to:</p> <ol style="list-style-type: none"> 1. Note the request as stated 2. To consider an in-principle agreement to the additional use of the Gardens for café seating (this principle already established for Kim's Coffee) 3. Subject to 2 above, to note that Officers would prepare any land as appropriate to allow the placing of tables and chairs
12	<p>Lime Avenue / Tudor Park Lease</p> <p>To receive a written update, as attached</p>
13	<p>Hill Street Toilets</p> <p>Following a submission to the "Loo of the Year Award", to note that Hill Street toilets were rated as "Platinum" standard; this particularly commendable being the first time SWTC has entered this award. A full report from the awarding body is awaited.</p>
14	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
15	<p>Date and time of Next Meeting</p> <p>Scheduled for Monday 23rd November 2020 at 7.30pm (via Zoom)</p>

16	Confidential Item – Exclusion of Press and Public (Part II meeting) 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
17	Town Hall To receive a verbal update on works completed to date.