

The Town Hall
Market Place
Saffron Walden
CB10 1HZ

01799 516501



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 25th January 2021** 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/89968588554?pwd=N3JxTjdFVk9BS0xXQjdWWFFpaGZGdz09>

Meeting ID: 899 6858 8554

Passcode: 722650

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

20th January 2021

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 (November 2020, no December 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>Update from UDC’s Information & Communications Officer, Covid Action Team</p> <p>To receive a verbal update and report from Mr Bob Goldsmith, the newly appointed Information and Communications Officer at UDC. Mr Goldsmith will update Committee with details on the scope and purpose of his role, along with details of work to date.</p>
6	<p>Town Centre Pedestrianisation</p> <p>The Town Council has maintained a desire to introduce a pedestrianised market square; this intent pre-COVID-19 road closures. Whilst the current road closures have provided a flavour of a pedestrianised environment, it is important to distinguish the difference between the current closures to allow social distancing and any intention to provide a café style pedestrianised environment; the two are quite distinct purposes for closing the roads.</p> <p>Committee to receive a verbal update from the Town Clerk regarding proposals for any public consultation for the permanency (or otherwise) of the road closures with a view to any public consultation taking place spring 2021.</p>
7	<p>Bloor Homes / Mortimer Gate</p> <p>To note that transfer of this land is still awaited from the developer although a number of queries remain unresolved which must be resolved prior to any transfer. A summary of outstanding queries include:</p> <ul style="list-style-type: none"> (a) The actual land for transfer (b) Access queries over public open space (c) Installation of bins and street furniture (d) Signing off of play area and public open space (e) Queries around S106 payments <p>Committee is requested to note the outstanding matters and that Officers continue to press both the Planning Authority and developer for progression of these matters.</p>

8	<p>Lime Avenue Football Pitches</p> <p>To note that a follow-up meeting is awaited with Persimmon Homes. As agreed from the meeting held in November 2020, the Town Council has provided Persimmon with a costed list of all outstanding and remedial works (all details provided by SWTC on 04.12.20). Whilst not the Town Council's obligation to provide these quotations, it was deemed a prudent means of progressing outstanding matters and the provision of quotes enables Persimmon Homes to take an informed view on costs for their account.</p>
9	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
10	<p>Date and time of Next Meeting</p> <p>Scheduled for Monday 22nd February 2021 at 7.30pm (via Zoom)</p>
11	<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>
12	<p>Nat West Bank Lease</p> <p>Reason for confidentiality: This item deemed commercially sensitive.</p> <p>To note that an onsite meeting will be held with Nat West on 22.01.21 regarding Nat West's contractual obligation on the existing lease. A verbal update on this meeting will be presented to the Committee for information.</p>
13	<p>Bridge End Gardens – Legacy Grant</p> <p>Reason for confidentiality: This item deemed sensitive to protect the anonymity of those involved.</p> <p>To receive a report as attached, Committee is requested to confirm further progression of this opportunity.</p>
14	<p>Street Services</p> <p>Reason for confidentiality: This item deemed commercially sensitive.</p> <p>To receive a report as attached, Committee is requested to confirm support for this initiative and to endorse progression of all opportunities.</p>