

**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 22<sup>nd</sup> February 2021** at 7.30pm

**Present:** Councillors Coote (Chair), Gadd, McLellan, Porch and Roberts

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

**Also Present:** Louise Dunderdale, The Reporter

A & S 015-21	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Asker, Freeman &amp; Light</p>
A & S 016-21	<p><b>Declarations of Interest</b></p> <p>Cllr Coote declared a generic non-pecuniary interest as a member of Uttlesford District Council.</p>
A & S 017-21	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee</b></p> <p>The minutes of the Assets &amp; Services Committee meeting held on Monday 25<sup>th</sup> January 2021 were accepted as a true and accurate record and signed by the Chair.</p>
A & S 018-21	<p><b>Public Speaking Time</b></p> <p>There were no questions or matters arising from the public</p>
A & S 019-21	<p><b>Public Open Space at development site Land East of Thaxted Road (UTT/18/0824/OP)</b></p> <p>Committee considered the attached report regarding the Public Open Space (POS) at the above site. According to the Section 106 agreement, the POS will be offered to SWTC or to a future Management Company.</p> <p><b>Resolved</b> to defer any decision at this time to allow the Officers to evaluate and understand all obligations risks and costs associated with this matter and to report back to Committee in due course.</p>

Signed as a true and accurate record .....

Minutes of Assets & Services Committee Monday 22<sup>nd</sup> February 2021

A & S 020-21	<p><b>Saffron Walden Market</b></p> <p>The Operations Manager gave a verbal update and report regarding recent and future activity on the market.</p> <p>It was noted that a plan of action was being put together on the return of the Market once lock down restrictions had been ended and how the Market was to remain safe and compliant. Committee noted that traders would be brought back in a phased return to ensure social distancing and appropriate risk assessments were complied with. This may result in traders being temporarily relocated from their normal trading pitch and Committee endorsed this approach; noting the Operations Manager must maintain autonomy and ownership of this decision-making process.</p>
A & S 021-21	<p><b>The National Association of British Market Awards (NABMA) Market Hero Award 2021</b></p> <p>The Committee congratulated the Operations Manager and Market Team on the recent NABMA awards</p> <p>The following have received Highly Commended certificates for their efforts and hard work in maintaining a market service and provision in Saffron Walden from NABMA:</p> <p>Mr Terry Frostick, Operations /Market Manager – Highly Commended Market Manager Hero Award</p> <p>SW Market Team – Market Team Highly Commended Hero Award (the Team includes Terry Frostick, Claire Haddock, Carl Foster, Dave Pledger and Keith Churchward)</p>
A & S 022-21	<p><b>Tourist Information Centre</b></p> <p>Committee was asked to consider and support the Application of a Premises Licence for an off sale licence to retail alcohol from the Tourist Information Shop. This is part of the ongoing drive to increase sales by imaginative means such as themed Christmas hampers containing alcohol products as an example.</p> <p><b>Resolved Unanimously</b> to support the Application of a Premises Licence for the Tourist Office</p>
A & S 023-21	<p><b>Urgent Information Items</b></p> <p>None</p>
A & S 024-21	<p><b>Date and time of Next Meeting</b></p> <p>Noted and agreed as being Monday 22<sup>nd</sup> March 2021 at 7.30pm (via Zoom).</p>

The Chairman closed the meeting at 8.35pm