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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 22<sup>nd</sup> March 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/81106066973?pwd=ODRtODEzQzNMeW9aUkNpVWZYVG1JUT09>

**Meeting ID: 811 0606 6973 | Passcode: 251103**

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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto: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](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: [www.saffronwalden.gov.uk](http://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**

**17<sup>th</sup> March 2021**

1	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence</p>
2	<p><b>To receive any Declarations of Interest</b></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><b>Minutes of the last meeting of the Assets &amp; Services Committee</b></p> <p>To verify the Minutes of the previous Committee meeting</p>
4	<p><b>Public Speaking Time</b></p> <p>For the public or Press to ask questions of the Committee on matters relating to the agenda.</p>
5	<p><b>Youth Partnership Grant Applications</b></p> <p>Committee to consider awarding of grants under the Youth Partnership Scheme run and funded in conjunction with UDC. All grants as presented have previously been reviewed by Uttlesford Youth Initiatives Working Group who commend all applications for funding.</p> <p>Balances as at 15.03.21: £11,798.00 with an additional £20,000 allocated in 2021/22 (£10,000 from UDC and £10,000 from SWTC)</p> <ul style="list-style-type: none"> <li>(a) Saffron Walden Cricket Club - £840.00 towards enhancing cricket for girls – application form as attached</li> <li>(b) 1<sup>st</sup> Saffron Walden Boys’ Brigade - £560.00 towards continuance of sessions via Zoom – application form as attached</li> <li>(c) SW Arts’ Trust - £2,000 towards the hosting of Fete de la Musique in 2021 – application form as attached</li> <li>(d) Joanna Eden Outreach CiC (Garden Room Project) - £2,575 towards music sessions – application form as attached</li> </ul>
6	<p><b>Tree Planting at The Green Mile, Peasland Road (adjacent to Lord Butler Leisure Centre)</b></p> <p>To note the successful tree planting initiative as carried out in conjunction with UDC. A number of trees have been planted at The Green Mile, including the planting of 18 May trees, filbert orchard and new native hedging. These works support the Town Council’s green and environmental initiatives. A complaint was received from a resident of Church Field who expressed concern at the proximity of the tree planting to their property; to remedy this, some trees were relocated away from boundary fencing.</p>

7	<p><b>Saffron Walden Market</b></p> <p>To receive a verbal update and report regarding recent and future activity on the market. This update will provide further information and advice regarding a safe Covid return for market traders from 12<sup>th</sup> April 2021 (being the date when non-essential food stalls may commence trading, subject to further Government advice and guidance).</p>
8	<p><b>Persimmon Homes – Lime Avenue</b></p> <p>To receive a verbal update on progress at Lime Avenue</p>
9	<p><b>Events 2021</b> - To receive a verbal update of plans and preparations for the following events:</p> <p>9.1 <b>Remembrance Day 2021 - Sunday 14<sup>th</sup> November 2021</b>  Plans and preparations have commenced for this event in anticipation that the event is likely to proceed. Road closures will be applied for along with arrangements for security. Discussions with commence with others involved including UDC, Royal British Legion, the military, church, and others.</p> <p>9.2 <b>Christmas Activities in 2021</b>  Early planning has commenced on events for Christmas 2021 in anticipation that they may continue. In previous years, most Christmas activity has taken place over 1 weekend and alternative plans are proposed for 2021; this is to firstly provide more events and secondly to try and spread the footfall across several days in recognition that there may be a need to continue with social distancing.</p> <ul style="list-style-type: none"> <li>(a) Friday 19<sup>th</sup> November 2021 - Lights Switch on with Lantern Parade</li> <li>(b) Saturday 20<sup>th</sup> November 2021 - Normal SWTC market</li> <li>(c) Sunday 21<sup>st</sup> November 2021 - Christmas market in Market Square</li> <li>(d) Craft Emporium in Town Hall Friday 19<sup>th</sup> November through to Sunday 21<sup>st</sup> November</li> <li>(e) Saturday 27<sup>th</sup> November 2021 – normal SWTC market</li> <li>(f) Sunday 28<sup>th</sup> November 2021 – family event and entertainment in Market Square</li> <li>(g) Friday 3<sup>rd</sup> December 2021 – Late Night Shopping in conjunction with Saffron Walden Initiative (date tbc)</li> <li>(h) Saturday 4<sup>th</sup> December 2021 – normal SWTC market</li> <li>(i) Tuesday 21<sup>st</sup> December 2021 – normal SWTC market</li> <li>(j) Friday 24<sup>th</sup> December 2021 – normal SWTC market (in lieu of that on Christmas Day, Saturday 25<sup>th</sup> December)</li> <li>(k) Tuesday 28<sup>th</sup> December 2021 – No market (Bank Holiday)</li> <li>(l) Friday 31<sup>st</sup> December 2021 – normal SWTC market (in lieu of that on 28<sup>th</sup> December and 1<sup>st</sup> January 2022)</li> <li>(m) Saturday 1<sup>st</sup> January 2022 – No market</li> <li>(n) Tuesday 4<sup>th</sup> January 2022 – normal schedule of SWTC market resumes</li> </ul> <p>Discussions are also being held with Saffron Screen regarding any opportunities for films in the Town Hall over the Christmas period</p>

10	<p><b>Weddings in the Town Hall</b></p> <p>To receive a report on weddings in the Town Hall, details as attached</p>
11	<p><b>Trash Screen Works at the Culvert</b></p> <p>Committee to note that works continue on site and specific discussions are being held regarding future management and clearance of the trash screen, these are operational matters. Committee to note that the works are running approximately 2 weeks behind schedule due to adverse weather which has meant the contractor was unable to work within the river channel. Works are anticipated for completion mid-April, subject to weather and any unanticipated delays.</p>
12	<p><b>Crabtrees Football Club</b></p> <p>To note that netting will be erected imminently at the football site in order to prevent footballs from going over the netting at the bottom end of the pitch, near to the flats. Complaints have been received from nearby residents advising that balls frequently fly over the nets, hitting cars and causing a nuisance. This netting will prevent balls from causing a nuisance to residents. Netting will also be installed in front of the pavilion to prevent the balls from hitting the pavilion roof and windows.</p>
13	<p><b>Purchase of a bleed control kit for the town</b></p> <p>To consider the report as attached and the purchase of a blood control kit for the Town</p>
14	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
15	<p><b>Date and time of Next Meeting</b></p> <p>Scheduled for Monday 26<sup>th</sup> April 2021 at 7.30pm (via Zoom)</p>