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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 26<sup>th</sup> April 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/82786429779?pwd=VnNjMXd3bTJsako3VzJVbzArcjRiUT09>

Meeting ID: 827 8642 9779

Passcode: 232872

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, The Town Hall, Market Street, Saffron Walden, CB10 1HZ

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**

**21<sup>st</sup> April 2021**

Assets and Services Agenda April 2021

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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>Policies to be reviewed and readopted</b></p> <p>Committee to note that the following policies are due for review and readoption if appropriate. Committee is requested to review the existing policies by following the links below. Officers are not aware of any shifts in legislation or other circumstances which would warrant amending the policies as they stand. Therefore, the recommendation is to readopt with no change.</p> <p>a) Cemetery policy  <a href="https://safronwalden.gov.uk/data/documents/992.pdf?5c0131fe">https://safronwalden.gov.uk/data/documents/992.pdf?5c0131fe</a></p> <p>b) CCTV policy  <a href="https://safronwalden.gov.uk/data/documents/1416.pdf?5dbab7df">https://safronwalden.gov.uk/data/documents/1416.pdf?5dbab7df</a></p> <p>c) Market terms and conditions  <a href="https://safronwalden.gov.uk/data/documents/1095.pdf?5c66db4f">https://safronwalden.gov.uk/data/documents/1095.pdf?5c66db4f</a></p>
6	<p><b>Purchase of a bleed control kit for the town</b></p> <p>To note that 2 x bleed control kits have been purchased and installed as agreed at the March Committee meeting. 1 has been installed at the phone box in Market Square and 1 at Golden Acre Community Centre. Both control kits were paid for using New Homes Bonus funds from Cllrs Asker, Freeman and Coote and were installed by Town Council Operatives.</p>
7	<p><b>Lime Avenue / Tudor Park Agreements with Persimmon Homes</b></p> <p>(a) To receive a verbal update and report from Officers in relation to the conclusion of documentation and activity relating to the transfer of land to Saffron Walden Town Council from Persimmon Homes.</p> <p>(b) To note that final agreements, leases and other associated legal documents relating to the transfer of land at both Lime Avenue and Tudor Park near conclusion. In readiness for completion of such documents, Committee is requested to authorise the Town Clerk</p>

	to act as an approved and authorised signatory on behalf of Saffron Walden Town Council in the conclusion of such agreements.
8	<p><b>Ridgeon's Site / Bloor Homes</b></p> <p>To receive a verbal update from Officers in relation to the transfer of freehold land at this site and to authorise the Town Clerk to act as an approved and authorised signatory on behalf of Saffron Walden Town Council in the conclusion of agreements (as per Min Ref FC199-21 and the associated report).</p>
9	<p><b>Covid-19 Temporary Road Closures</b></p> <p>To consider the report as attached and recommendations therein.</p>
10	<p><b>Crabtrees Netting</b></p> <p>To note the Ladies Football Club erected fencing at the bottom end of the pitch (nearest to the flats) last week and to date, only positive comments have been received from residents. Fencing will now also be erected at the club house end of the pitch to prevent balls from damaging the club house and hitting spectators. Committee is requested to note this update.</p>
11	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
12	<p><b>Date and time of Next Meeting</b></p> <p>Scheduled for Monday 24<sup>th</sup> May 2021 at 7.30pm – this will be a face-to-face meeting</p>