

11 Emson Close
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Agenda Assets & Services Committee

To Committee Members: Councillors Asker, A Coote, De Vries, Freeman, Frost, Light, McLellan, Porch and Roberts

You are summoned to attend a MEETING of the ASSETS & SERVICES COMMITTEE of SAFFRON WALDEN to be held in the TOWN HALL on **Monday 24th May 2021** commencing at 7.30pm to transact the business as set out in the agenda below.

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

Meetings and the Public

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. If at the meeting, please approach the Officer present to make yourself known.

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

Due to the Covid restrictions and

Most Council and Committee meetings are recorded by the Town Council with the recording being uploaded to a publicly accessible website. If you address the Council or Committee and do not wish to be recorded, please make this known to a Council Officer in advance of the meeting.

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

19th May 2021

1	Election of Committee Chair To elect Assets & Services Committee Chair for the year 2021-22
2	Election of Deputy Committee Chair To elect Assets & Services Committee Deputy Chair for the year 2021-22
3	Apologies for absence To receive apologies and consider requests for approved absence.
4	To receive any Declarations of Interest 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.
5	Minutes of the last meeting of the Assets & Services Committee To verify and approve the Minutes of the A & S Committee meeting of Monday 26 th April 2021

6	<p>Public Speaking Time</p> <p>For the public or Press to ask questions of the Committee on matters relating to the agenda.</p>
7	<p>Lime Avenue / Tudor Park - Persimmon</p> <p>To receive a verbal update and report regarding current situation</p>
8	<p>Area Fronting Close House High Street</p> <p>To receive a verbal update</p>
9	<p>Bellway Development Thaxted Road</p> <p>To receive a report and recommendation.</p>
10	<p>The Common Slade Culvert</p> <p>To receive a verbal report and to note all works have now been concluded.</p>
11	<p>Town Hall works</p> <p>To note an area of render fell from the side of the Town Hall and the Operations Manager made emergency provision to remove the remaining loose render.</p> <p>Recommendation: To approve the Operations Managers actions. To engage Wilby and Burnett to ascertain works required and to obtain tenders. To Authorise the Town Clerk and Committee Chairman the authority to accept any tender under £12,000 or to bring the tender results to a future A & S meeting for approval.</p>
12	<p>Future Staffing Needs</p> <p>To consider report as attached relating to matters under the remit of the Assets & Services Committee</p>
13	<p>Urgent Information Items</p> <p>Any items to verbally report for information only</p>
14	<p>Date and time of Next Meeting</p> <p>Monday 28th June 2021 at 7.30pm Town Hall, Saffron Walden</p>
15	<p>Confidential Item</p> <p>It was resolved 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</p>

	that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972
16	Nat West Bank To receive and consider the report as attached
17	New Office Accommodation To receive a verbal update on progression of Town Council office accommodation, with particular regards to the reallocation of existing facilities.