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Agenda Assets & Services Committee

To Committee Members: Councillors Asker, A Coote, De Vries, Freeman (Chair), 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

Date: **Monday 27th SEPTEMBER 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.

Please note that due to necessary Covid19 mitigation measures, admission to the meeting may be restricted as room capacity is currently limited. Members of the public will be admitted on a first come first served basis and the meeting room will be open to the public from approximately 7.20 pm. The capacity for each meeting will include the staff and Councillors present and members of the public will be permitted to the maximum capacity of the room. Members of the public are requested to wear a face mask at all times and sit in the seats designated for the public. If you would like more information about how the Town Council has made the meeting arrangements as Covid secure as possible please contact the Town Clerk.

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

Meetings will be recorded where practicable and possible to do so.

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

22nd September 2021

1	Apologies for absence To receive apologies and consider requests for approved absence.
2	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.
3	Minutes of the last meeting of the Assets & Services Committee To verify and approve the Minutes of the A & S Committee meeting of Monday 28 th June 2021

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>Saffron Walden Youth Partnership – Grant Request</p> <p>SWYP have requested £3,315 for the Writer’s Room project to run for 4 months at Fairycroft House. The application is recommended for approval by the Youth Partnership Initiative, grant application form is attached. Balances in the Youth Grant Budget = £20,000.00</p>
6	<p>Interpretation Board</p> <p>The SW Heritage Development Group has successfully gained Heritage Lottery Funding of £9,931.00 to fund a “Saffron Story” project. The project includes an informative interpretation board, telling the Saffron Story. The Group have considered the location of any such board and would like to install the board on the side of the Town Hall. The project will not incur any cost to the Town Council other than officer support time (from the TIC) who support the Heritage Development Group.</p> <p>Quotes for boards have been obtained and the supplier notes the following: <i>“I have taken into consideration that the panel is to be sited on a listed building in a conservation area. With this in mind I have concerns that we will not be able to match exactly the adjacent traditional notice board and that the new board will ‘not match’ and will look out of place. I am therefore proposing a complete contrast with Option One and create a contemporary style board – see attached visual.</i></p> <p><i>Option Two is mounted in a traditional oak frame, however we will not be able to match the existing notice board as the existing frame has been subject to weathering and has perhaps aged slightly.</i></p> <p><i>Option Three is similar to the Battle Ditches boards (i.e. robust green frame), I have quoted for both wall mounted and lectern styles.”</i></p> <p>Details attached:</p> <ul style="list-style-type: none"> (a) Photo of proposed location (b) Quotations for interpretation board, including details of style and design <p>Committee is requested to consider the proposal for installation of the board on the side of the Town Hall. (NB: planning permission in the form of listed building consent and/or advertising consent may be required given the Town Hall is a listed building).</p> <p>Representatives from the SW Heritage Development Group will be in attendance in support of this request and have been requested to consider alternative locations.</p>
8	<p>Anglo American Playing Fields</p> <p>To note that a grant application for funding towards a new/refurbished play area has been submitted; the outcome will be advised in January 2022</p>

9	<p>Water Park</p> <p>At the Full Council meeting on 13.09.21, Council reviewed and adopted the revised set of priorities to May 2023. A new project within these priorities is to create a new water / splash park in Saffron Walden.</p> <p>In order to move this project forward, Committee is requested to establish a working group whose remit is to consider locations, obtain quotes and to bring details back to a future Committee meeting for further consideration.</p>
10	<p>Golden Acre Play Area Refurbishment</p> <p>Committee to note the official re-opening took place early September and the equipment is being enjoyed by children of all ages.</p>
11	<p>Summer Events</p> <p>Committee to receive and note the report as attached. A variety of events and activities were organised or supported by the Town Council over the summer months and are summarised in a report as attached.</p> <p>It is anticipated that the future employment of an Events and Activities Officer will enable the Town Council to provide further community provision and activities.</p>
12	<p>Saffron Walden Town Centre, Road Closure Consultation</p> <p>Committee to note that phase one of the consultation has now closed and responses are being analysed. It is anticipated that specific schemes will be proposed in the second phase due later this year.</p> <p>Committee is reminded of the Town Council’s agreement (at Full Council September 2021) to retain the current road closures in their current form until their natural expiry in January 2022. This position aligns with a recent statement (July 2021) by Grant Shapps MP, Secretary of State for Transport with regards to the continuance of covid-19 road closures implemented across towns in the UK:</p> <p><i>“We have no interest in requiring councils to keep schemes which are proven not to work. But that proof must be presented. Schemes must not be removed prematurely or without proper evidence. And any decisions on whether to remove or modify them must be publicly consulted on with the same rigour as we require for decisions to install them. This guidance lays out new standards for consultation, including the use of objective methods, such as professional polling, to provide a genuine picture of local opinion, rather than listening only to the loudest voices”</i></p> <p>Source: “Statutory guidance - Traffic Management Act 2004: network management to support recovery from COVID-19. Updated 30 July 2021. Foreword by the Secretary of State for Transport”. Available online at: https://www.gov.uk/government/publications/reallocating-road-space-in-response-to-covid-19-statutory-guidance-for-local-authorities/traffic-management-act-2004-network-management-in-response-to-covid-19 (accessed 20.09.21)</p>

13	<p>Area Fronting Close House High Street</p> <p>To receive a report on progress to date, as attached</p>
14	<p>Crabtrees Facilities and Pitch</p> <p>Committee is requested to note the following:</p> <ul style="list-style-type: none"> (a) That formal notice to terminate the existing lease has been served on the Ladies Football Club with the lease terminating on 03.09.22 (One year's notice was required as per the lease agreement). (b) A formal request for Expressions of Interest in the future lease and management of the Crabtrees football pitch, pavilion and MUGA was issued on 20.08.21 (in accordance with previous approval granted by Committee). The expression of interest closes at 12 noon on 01.10.21. Submissions will be reviewed during October with a view to applicants attending future Committee meetings in November / December in support of their applications. A copy of the expressions of interest form is attached for Committee's information.
15	<p>Christmas 2021 Activities</p> <p>Committee is reminded of the Christmas events and activities as follows:</p> <ul style="list-style-type: none"> (a) Friday 19th November 2021 - Lights Switch on with Lantern Parade (b) Saturday 20th November 2021 - Normal SWTC market (c) Sunday 21st November 2021 - Christmas market in Market Square (d) Craft Emporium in Town Hall Friday 19th November through to Sunday 21st November (e) Saturday 27th November 2021 – normal SWTC market (f) Friday 3rd December 2021 – Late Night Shopping in conjunction with Saffron Walden Initiative (g) Saturday 4th December 2021 – normal SWTC market (h) Tuesday 21st December 2021 – normal SWTC market (i) Friday 24th December 2021 – normal SWTC market (in lieu of that on Christmas Day, Saturday 25th December) (j) Tuesday 28th December 2021 – No market (Bank Holiday) (k) Friday 31st December 2021 – normal SWTC market (in lieu of that on 28th December and 1st January 2022) (l) Saturday 1st January 2022 – No market (m) Tuesday 4th January 2022 – normal schedule of SWTC market resumes <p>Officers are concluding final plans and arrangements for all events as noted</p>

16	<p>Radwinter Road Cemetery</p> <p>Committee is requested to consider the merits of widening the cemetery entrance to allow modern vehicles and hearses to safely access the cemetery. Current problems include vehicles bottoming out when accessing the cemetery and vehicular access problems. It is also proving difficult for Town Council vehicles to access the area for routine maintenance.</p>
17	<p>Community Tree Planting Scheme</p> <p>Committee is requested to note the scheduled community tree planting at Lime Avenue on Saturday 27th November 2021 from 08:30 hrs. Cllr McLellan is co-ordinating volunteers, and any interested parties should contact him to participate (the date is subject to the arrival of the trees).</p>
18	<p>Queen’s Platinum Jubilee Celebration</p> <p>Committee to consider participation in national events and activities to commemorate the Queen’s Platinum Jubilee – further details as attached.</p> <p>Celebration events are suggested from Thursday 2nd June (BH) to Sunday 5th June 2022. Participation will require additional funds to be set aside in 2022/23 budget.</p>
19	<p>Date and time of Next Meeting</p> <p>Monday 25th October at 7.30pm in the Town Hall, Saffron Walden</p>