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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 23<sup>rd</sup> November 2020** 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:

Join Zoom Meeting

<https://us02web.zoom.us/j/87148196271?pwd=TE9nRzFZWU53a3hqeDZURlorT09qUT09>

### Mobile Phone:

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### Land Line

+44 203 901 7895 United Kingdom | +44 131 460 1196 United Kingdom  
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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**

**18<sup>th</sup> November 2020**

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 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>SW Market Pricing Structure</b></p> <p>Committee to receive and consider the proposed pricing structure for 2021/22 relating to rental charges for SW Market</p>
6	<p><b>Town Centre Culvert</b></p> <p>To note that works have commenced on the replacement trash screen at the culvert. The works are being undertaken by Essex County Council, working in partnership with the Environment Agency, Uttlesford District Council and the Town Council. On completion of the installation, the new trash screen will become the responsibility of the Town Council. In order for works to be carried out safely, part of The Common and car park have been closed to public access and appropriate permissions were sought for this.</p>
7	<p><b>Youth Partnership Grant Applications</b></p> <p>Committee to receive and consider the following grant applications as presented:</p> <p><b>(a) Request from Creative Walden CIC - £2,660.00</b> To work with an involve young people in the delivery of a radio play about anorexia nervosa and depression. Further details as per the attached application form</p> <p><b>(b) Request from Saffron Walden Youth Outreach Project - £3,409.00</b> The provision of a youth group, supporting and enabling young people. Further details as per the attached application form</p> <p><b>(c) Joanna Eden Outreach CiC - £5,755</b> To provide musical opportunities for young people to write and produce their own songs, representative of the times during the current pandemic. Further details as per the attached application form</p> <p>Total 2020/21 budget allocation: £20,000   Balance remaining as at 17.11.20: £17,867.00</p>

8	<p><b>Play Area Working Group</b></p> <p>As agreed at the October meeting, the working group is progressing on the refurbishment of the play area at Golden Acre. An “expression of interest” has been uploaded to Contract Finder for proposed works with a number of companies expressing an initial interest. It is known that several have already visited the area and have been in initial talks with Town Council staff to better understand the requirements. The expressions of interest on Contract Finder closes on 31.12.20 and a Working Group meeting will be held in January 2021 to consider those registrations of interest and/or any quotes as provided.</p>
9	<p><b>Lime Avenue Football Pitches</b></p> <p>To receive a verbal update following the video-conferencing meeting with Persimmon Homes on Friday 20<sup>th</sup> November 2020 and to consider any further action arising from this meeting</p>
10	<p><b>Tree Planting Initiative</b></p> <p>An order for trees has been placed with an anticipated delivery by the end of November 2020. A scheduled date for any community tree planting is yet to be set and will be subject to the receipt of the trees and Covid-19 restrictions. A date will be communicated to all once the trees have been received.</p>
11	<p><b>Christmas Plans and Preparations</b></p> <p>To receive a verbal update and report on plans for Christmas 2020</p>
12	<p><b>Urgent Information Items</b></p> <p>Any items to verbally report for information only</p>
13	<p><b>Date and time of Next Meeting</b></p> <p>Scheduled for Monday 4<sup>th</sup> January 2021 at 7.30pm (via Zoom)  Note: there is no meeting scheduled for December 2020 as the 4<sup>th</sup> Monday of the month would be Monday 28<sup>th</sup> December, which is a UK Bank Holiday.</p>
14	<p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></p> <p>To resolve 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 that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972</p>
15	<p><b>Town Hall</b></p> <p>To receive a verbal update on works completed to date.</p>