

TheTown Hall
Market Street
Saffron Walden
CB10 1HZ

Tel: 01799 516501



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 22nd November 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 – The Town Hall, Market Street, Saffron Walden, CB10 1HZ

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

17th November 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 25 th October 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>Town Centre Consultation</p> <p>Committee to note that phase 2 of the road closure consultation is due for launch at the end of November 2021. The consultation period will run over a 6-weeks and a schedule of advertising and promotion will be in place, similar to that for phase 1.</p>
6	<p>Lime Avenue and Tudor Park transfers from Persimmon Homes to SWTC</p> <p>To receive a verbal update on matters relating to the signing of the documents for the transfer of the temporary changing facilities, football pitch and play area at Tudor Park to the Town Council.</p> <p>At time of writing, Persimmon Homes advise all documents are nearing completion and are tentatively ready for signing. Notably a condition of completion is that Persimmon has fulfilled all of its outstanding practical obligations and this is not currently the case.</p> <p>Outstanding matters for Persimmon to remedy are indicated below being an extract taken from the Agreement for Lease between Persimmon Homes and SWTC. The full agreement is not currently a public document given it has not been signed by all parties concerned (the extract from the Agreement for Lease is shown in black text with comments from SWTC added 16.11.21 in blue italics); these comments were sent to both Persimmon Homes and SWTC solicitor for action/response:</p> <p>Landlord's Works PART 1 – Sports Facilities Works</p> <p>1. Provision of temporary changing facilities in accordance with the “Specification and Layout of Temporary Facilities Plan” and in the approximate location shown on the “Facilities Location Plan” both of which plans are included in this Schedule 2, and which shall include at the Landlord’s additional cost:</p> <p><i>The temporary facilities are onsite but SWTC has not had access and therefore not able to confirm that the specification and layout is as planned. Neither are we able to confirm that the existing facilities are sound, usable and undamaged.</i></p> <p>1.1 Provision of concrete bases on which the temporary facilities are to be situated; and - <i>COMPLETE</i></p> <p>1.2 Provision of electric, water and foul sewer pipes and connections to appropriate points for use by the temporary facilities. <i>OUSTANDING – this is in hand but we note some further queries relating to these works – please see photos as attached. The photo called Nov 2 shows the rain water discharge pipe from the roof just simply sticking out of the ground. We would expect this to be connected to the surface water system which is close by. However, then see photo Nov 1 which is the surface water system and a broken drain which was reported to Persimmon Homes several months ago (circa 10 months) and is need of repair and replacement.</i></p>

	<p>1.3 <i>NEW - We also note the foul sewer drain, installed by Persimmon, is still in a dangerous condition. This was fenced off by SWTC approx. 7 months ago and no remedial work is evident – this matter remains outstanding</i></p> <p>2. Carrying out the design, logos and colour finish of the temporary changing facilities as shown in the “Design Specification” included in this Schedule 2. <i>COMPLETE</i></p> <p>PART 2 – Maintenance Obligations</p> <p>1. Carry out a single regime of verti-draining the area of the Sports Pitches; <i>COMPLETE</i></p> <p>2. Removal and make good of portakabin and skip within the Open Space Area; <i>COMPLETE</i></p> <p>3. Weeding of the Car Park; and Weeding <i>not evident and car park is in a mess, very muddy. This mud is now being taken into the pavilion (we presume) by contractors on site. We would expect the facilities to be handed over in a clean condition</i></p> <p>4. To commission a report from ROSPA in relation to the LEAP, carry out any remedial or maintenance items recommended by the report and obtain a certificate from ROSPA confirming the LEAP conforms to their requirements. <i>The ROSPA report has been received by email on 15.11.21 by SWTC, evidencing that remedial works are required. An email was sent by SWTC to Persimmon on 15.11.21 querying how they (Persimmon) would seek to remedy, a reply is awaited.</i></p> <p>PART 3 – Adjoining Land Obligations</p> <p>1. Provision of a letter to each Identified Resident in the form of the “Resident Letter” attached in this Schedule 2; and <i>We have no evidence this has been completed</i></p> <p>2. Provision of a copy of the completed Deed of Easement referred to in Schedule 1 Part 2 of this Agreement. <i>We have no evidence this has been completed</i></p> <p>SWTC will only conclude the documents and transfer once Persimmon Homes has completed all of its outstanding obligations; thus seeking to protect the Town Council from inheriting any land or areas of land which require immediate remedial works and therefore place a financial obligation on the Town Council which should be met by Persimmon Homes.</p>
7	<p>Crabtrees Expressions of Interest</p> <p>Further to the public expression of interest, Committee to note that one application has been received from Plantation Youth Football Club for the future management and operation of the Crabtrees Football Club.</p> <p>Details are as attached and at this stage, Committee is simply requested to note receipt of this application and to note that the Football Club will be invited to a future Committee meeting (December 2021 or Jan 2022), to address Committee regarding their application.</p> <p>Documents 7 (a) to (g) refer with (a) being a reminder of the expressions of interest form as issued by SWTC</p>

8	<p>Walden Countryside</p> <p>The attached proposal has been submitted to Uttlesford District Council for consideration and Committee is requested to consider support for the indicative proposals. Cllr Freeman wishes to speak further to this matter.</p>
9	<p>Date and time of Next Meeting</p> <p>Monday 20th December at 7.30pm in the Town Hall, Saffron Walden</p>
10	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</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>
11	<p>Town Council Assets</p> <p>To receive a verbal update on progression since the last meeting</p>