

**ASSET & SERVICES COMMITTEE**  
**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the ASSETS AND SERVICES COMMITTEE MEETING held remotely via the online platform “Zoom” and in accordance with the Coronavirus Act, C 7, Part 1 Local Authority Meetings, Section 78. This Act allows members to be present and attend a meeting without being present in the Council Chamber or together in the same place.

Date of meeting: **Tuesday 26<sup>th</sup> May 2020** at 7.30pm

**Present:** Councillors Asker, A Coote, De Vries (from Min Ref A & S056-20) Freeman, Frost, Gadd (Chair), McLellan and Roberts

**Officers:** Lisa Courtney, Town Clerk and Terry Frostick, Operations Manager

A & S 046-20	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs De Vries (for late arrival) and Light
A & S 047-20	<b>Declarations of Interest</b>  Cllrs Asker, A Coote, De Vries, and Freeman declared generic non-pecuniary interests as members of Uttlesford District Council  Cllr Asker declared a non-pecuniary interest in Min Ref A & S 054-20 as Fairycroft House CiC is her Mayoral chosen charity for 2020/21
A & S 048-20	<b>Minutes of the last meeting of the Assets &amp; Services Committee</b>  The minutes of the Assets & Services Committee meeting held on 27 <sup>th</sup> April 2020 were accepted as a true and accurate record and signed by the Chair.
A & S 049-20	<b>Public Speaking Time</b>  There were no members of the public present
A & S 050-20	<b>Tourist Information Centre (TIC) – Standing Item</b>  Committee received and noted the report and thanked the TIC staff.
A & S 051-20	<b>Nat West Bank – 3 Market Place</b>  Committee received and noted the update report as presented
A & S 052-20	<b>Lime Avenue / Persimmon Homes</b>  Officers reported on the current situation, noting the continued delay in transferring the land from Persimmon Homes, via Audley End Estates, to SWTC. It was noted that SWTC has progressed all that it could in furtherance of this matter and that 3 <sup>rd</sup> parties must now reconcile outstanding matters so that the transfer can progress.

Signed as a true and accurate record .....

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A & S 053-20	<p><b>Saffron Walden Market</b></p> <p>Officers updated Committee on the phased return of the market to Market Square. All traders returning to the market must comply with the Town Council's risk assessment (updated for Covid-19) and must themselves provide evidence of a range of health and safety / welfare measures to ensure that they operate safely, ensuring social distancing at all times.</p> <p>This phased return of traders allows Officers to implement a safe and structured market operation. It was noted that some traders may not therefore be invited to trade in the immediate future (recognising that open-air markets may return from 01.06.20) in order to ensure a managed, safe and structured market operation and that all queries regarding this phased return be directed to the Operations Manager in the first instance. Committee members requested details of the criterion for determining the allocation of trading.</p> <p>Councillors expressed huge thanks to both the Operations Manager, Town Clerk and Operation staff in their planning, preparation and management of the market.</p> <p><b>Post Meeting Note:</b> <i>The criterion for determining the allocation of market pitches during Covid-19 is as follows:</i></p> <ol style="list-style-type: none"> <li>1. <i>Can we physically and safely accommodate them?</i></li> <li>2. <i>Have they completed the appropriate risk assessments and checklist (newly prepared Covid-19 H &amp; S documents)?</i></li> <li>3. <i>Are they a regular trader?</i></li> <li>4. <i>Are they up to date with market rent payments (as of 1<sup>st</sup> March 2020)?</i></li> <li>5. <i>Food cooked on the premises as this part of the market has the potential for people to stay and dwell in the market place (which is discouraged)</i></li> <li>6. <i>Stalls which encourage browsing and/or where the public are likely to handle products for sale</i></li> </ol>
A & S 054-20	<p><b>Youth Partnership Funding</b></p> <p>UDC Councillors advised that it was unlikely the matched element portion of funding from the District Council (£10,000) would be received in 2020/21 given the financial deficit anticipated by UDC following the Covid-19 pandemic. With this information, it was noted that the total youth partnership fund for 2020/21 was therefore likely to be £15,752 (being £10,000 SWTC 2020-21 budget funding plus balances of £5,752 carried forward from the previous year).</p> <p>Committee considered the application as presented being a request from Fairycroft House CiC for £4,935.00 for young carers, details as per the grant application form</p> <p>It was <b>Resolved:</b></p> <p>To award funding as requested and in accordance with the grant application, subject to endorsement of this funding from Mr John Starr, Youth and Community Worker at UDC.</p>

Signed as a true and accurate record .....

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<p>A &amp; S 055-20</p>	<p><b>SW Retail Plans during Covid-19</b></p> <p>Officers updated Committee on the Town Council’s role on the re-opening of retail and the market in Saffron Walden. To date three meetings had been held with a range of partners and other organisations with meetings chaired by the Town Clerk. The Clerk expressed concern at the involvement of some third parties, recognising that a number of other agencies and individuals needed to be involved and that Government funding had been provided to both UDC and ECC (not to SWTC) in order to make appropriate plans for re-opening of town centres and that it was therefore appropriate for them to take a more proactive role in any plans.</p> <p>Committee acknowledged the concerns expressed.</p>
<p>A &amp; S 056-20</p>	<p><b>Urgent Information Items</b></p> <p>Cllr Roberts requested that future meetings consider the Town Council’s specific role, responsibility and policies on grass cutting of verges. She expressed a desire for verges to be left longer, enabling greater plant and bug growth and habitation.</p> <p>Committee members were broadly in agreement with this with Cllr McLellan noting that each verge should be considered on its own merit; some required more regular cutting as they may prevent sight lines for drivers, others were protected verges, some were residential and others could be left to grow longer. It was</p> <p><b>Resolved:</b></p> <p>That Cllrs Gadd, McLellan and Roberts would consider opportunities for leaving verges cut longer and would liaise further with the Operations Manager on any proposals.</p>
<p>A &amp; S 057-20</p>	<p><b>Date and time of Next Meeting</b></p> <p>Noted and agreed as being Monday 22<sup>nd</sup> June 2020 at 7.30pm</p>

The Chairman closed the meeting at 8.40pm