

**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: **Monday 27<sup>th</sup> July 2020** at 7.30pm

**Present:** Councillors Asker, Freeman (Chair), Frost, Gadd, Light, McLellan, Porch and Roberts

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

**Also Present:** Louise Dunderdale, The Reporter  
 Matt Clare, Director of Trident Building Consultancy (Min Ref A & S 085-20)

A & S 070-20	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllr A Coote</p>
A & S 071-20	<p><b>Declarations of Interest</b></p> <p>Cllrs Asker, Freeman and Light declared generic non-pecuniary interests as members of Uttlesford District Council.</p>
A & S 072-20	<p><b>Minutes of the last meeting of the Assets &amp; Services Committee</b></p> <p>The minutes of the Assets &amp; Services Committee meeting held on 22<sup>nd</sup> June 2020 were accepted as a true and accurate record and signed by the Chair.</p>
A & S 073-20	<p><b>Public Speaking Time</b></p> <p>There were questions or matters arising from the public</p>
A & S 074-20	<p><b>SW Retail and Market Plans during Covid-19</b></p> <p>It was <b>Resolved:</b></p> <ul style="list-style-type: none"> <li>(a) To receive and note the report as presented</li> <li>(b) To temporarily suspend Standing Orders, section 26a, enabling further discussion on Min Ref A &amp; S 065-20 in light of new information received</li> <li>(c) To rescind the decision previously reached under Min Ref A &amp; S 065-20 and that the market traders will not be requested to pay for market pitches during Covid-19 if they were not present. This decision reached with the additional knowledge that market traders have received reduced payment under the discretionary grant scheme (administered by UDC) than anticipated. The Town Council wishes to fully support and encourage SW market and its traders; Members felt it would be unreasonable to now claim for back-rent under the circumstances.</li> </ul>

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

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	<p>(d) To support the concept of additional markets / community activities on Market Square. Committee supported the ideas proposed including joint working with The BID in encouraging local shops to take up a stall, the offer of different markets to that currently offered and the provision of entertainment.</p> <p>(e) To support the actions of Officers to date, endorsing the road re-opening on a Monday; providing specific access for disabled shoppers and visitors.</p>
<p>A &amp; S 075-20</p>	<p><b>Hiring Opportunities during Covid-19</b></p> <p>It was <b>Resolved:</b></p> <p>To receive and note the report as presented</p>
<p>A &amp; S 076-20</p>	<p><b>Event Management - Remembrance Day Parade and Christmas Arrangements</b></p> <p>Committee received a verbal update from the Town Clerk and Operations Manager, noting the complexities and difficulties of planning any event under the current Covid-19 circumstances.</p> <p>It was noted that plans cannot include any activity which would encourage or support public gatherings and therefore alternatives were being considered for events in 2020 which would seek to actively discourage public gatherings, yet still provide a service or provision to recognise the event.</p> <p>Officers were thanked for their efforts in planning such activities under these difficult circumstances and were requested to keep Committee updated with progress.</p>
<p>A &amp; S 077-20</p>	<p><b>Works at Anglo-American Playing Fields (AAPF)</b></p> <p>Committee noted the remedial works to be carried out.</p>
<p>A &amp; S 078-20</p>	<p><b>Bloor Homes / Ridgeon's Site Update</b></p> <p>It was <b>Resolved:</b></p> <p>(a) To receive and note the report as presented</p> <p>(b) To note that the land or equipment should not transfer to SWTC until all conditions of transfer as per the S106 were complied with.</p>
<p>A &amp; S 079-20</p>	<p><b>Golden Acre Parking</b></p> <p>It was <b>Resolved:</b></p> <p>(a) To receive and note the report as presented</p> <p>(b) To open the car park area for use by those dropping off children to the nearby schools, with parking limited to 15 minutes</p> <p>(c) To install signs at the car park entrance noting the maximum stay time of 15 minutes</p> <p>(d) That the actions as above be communicated to the schools who be asked to include details in a school newsletter</p>

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	(e) To request the school to actively encourage and promote children to walk or cycle to school
A & S 080-20	<p><b>Town Centre Culvert</b></p> <p>Committee noted the signing of the Memorandum of Understanding and that dates were awaited from ECC regarding specific start dates for work.</p>
A & S 081-20	<p><b>Parcel of Land at De Vigier Avenue</b></p> <p>Committee noted that the parcel of land had been subject to a recently refused planning application and appeal. It was owned by UDC and had been left to grow wild for a number of years. Members were keen to ensure that the land be afforded an element of protection from development and that it should be retained as a natural wildlife habitat. It was <b>Resolved:</b></p> <p>To formally write to UDC requesting the transfer of this public open space on a freehold basis to Saffron Walden Town Council</p>
A & S 082-20	<p><b>Urgent Information Items</b></p> <p>There were no matters for reporting</p>
A & S 083-20	<p><b>Date and time of Next Meeting</b></p> <p>Noted and agreed as being Monday 28<sup>th</sup> September 2020 at 7.30pm</p>
A & S 084-20	<p><b>Confidential Item</b></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 that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972</p>
A & S 085-20	<p><b>Town Hall</b></p> <p>Mr Matt Clare, Director of Trident Building Consultancy, was permitted to join the meeting to speak further to the report as provided to the Town Council.</p> <p>Mr Clare provided a comprehensive summary of his findings as detailed within the report, noting that many elements had already been addressed by Town Council staff.</p> <p>It was <b>Resolved:</b></p> <p>To note and support the recommendations as detailed within the report.</p>

The Chairman closed the meeting at 9.30pm

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

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