

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the TOWN COUNCIL MEETING held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 13th January 2020 at 7.30pm.**

Present: Councillors A Coote (Chair), S Coote (from Min Ref FC004-20), Eke (from Min Ref FC011-20), Fairhurst, Freeman, Frost, Gadd, Hawke-Smith, Light, McLellan, Millward, Porch and Roberts.

Visitors / Speakers: Mr Dave Kenny and Mr Tim Walker – representatives of Save the Railway Arms (STRAP)

Officers: Lisa Courtney, Town Clerk
Chloe Fiddy, Planning and Projects Officer

FC 001-20	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Asker, De Vries, Eke (for late arrival due to attendance at a meeting at UDC), Toy</p>
FC 002-20	<p>Declarations of Interest</p> <p>Cllrs Asker, A Coote, Eke, Fairhurst, Freeman and Light declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).</p> <p>Cllrs Gadd and Hawke-Smith declared non-pecuniary interests in Minute Reference FC004-20 as members of Save the Railway Arms Pub (STRAP)</p>
FC 003-20	<p>Public Speaking Time</p> <p>None arising</p>
	<p>With the permission of the Council, the Mayor brought forward agenda item 8</p> <p>Cllr S Coote arrived at the meeting</p>
FC 004-20	<p>Railway Arms</p> <p>Mr Kenny addressed Council, noting that STRAP had submitted an expression of interest in the purchase of the Railway Arms, triggering the full moratorium period (under the Localism Act 2011), for the disposal of this property.</p> <p>Mr Kenny noted that The Gate public house was currently vacant and sought Council's support in the registration of that property as an Asset of Community Value; this matter will be carried forward to a future Town Council Assets & Services Committee meeting.</p> <p>Messrs Kenny and Walker were thanked for their update and Council offered its continued support in the community/STRAP purchase of The Railway Arms.</p>

Signed as a true and accurate record

Minutes of Full Council Meeting 13th January 2020

FC 005-20	<p>Mayor's Communications</p> <p>The Mayor's communications were noted.</p>
FC 006-20	<p>To verify the Minutes of the Meeting held on 9th December 2019</p> <p>The minutes were accepted as a true and accurate record of the meeting and were signed by the Chairman.</p>
FC 007-20	<p>Committee Minutes</p> <p>Council received and noted the minutes from the following Committee meetings:</p> <p>Planning and Road Traffic 12th December 2019 (draft minutes) Finance and Establishment 16th December 2019 (draft minutes) Assets and Services 19th December 2019 (draft minutes)</p>
FC 008-20	<p>Mayoral Selection from May 2020</p> <p>Cllr Gadd proposed that the amended policy as presented and as attached to the agenda be adopted. This was seconded by Cllr Porch. It was</p> <p>Resolved: To adopt the revised Mayor Making Policy as presented.</p>
FC 009-20	<p>GDPR Training</p> <p>Members noted details of the training to be held on Wednesday 22nd January from 09:00 to 13:00 hours. It was agreed that notes from the training session would be circulated to all Members and a second session would be arranged where possible (perhaps in the evening) for those unable to attend on the 22nd.</p>
FC 010-20	<p>UDC Consultation – Community Infrastructure Levy Viability Assessment – Stakeholder Consultation</p> <p>Chloe Fiddy spoke further to the report as tabled. It was noted that the consultation closed 31.01.20. Members wished to express further views on the proposed response and requested further opportunity to do so. It was</p> <p>Resolved:</p> <p>That the paper as presented be considered the draft response from SWTC and that any Councillor wishing to add, amend or make further comment to the consultation contacts Mrs Fiddy directly and no later than 23.01.20. These comments will be collated and sent to all Councillors for verification of a final Town Council response on or about 28.01.20 and in good time to meet the deadline of 31.01.20.</p>

Signed as a true and accurate record

Minutes of Full Council Meeting 13th January 2020

	<p>Cllrs Eke and Moran (Essex County Council) arrived at the meeting, providing apologies for late arrival as they had attended the Local Highways Panel (LHP) meeting held earlier that evening at UDC</p>
<p>FC 011-20</p>	<p>County Councillor Update</p> <p>Cllr Moran updated Council on the LHP meeting held at UDC at which the Committee had approved funding for work to amend/consider the Traffic Regulation Orders for the Market Square / King Street and surrounding roads.</p> <p>Council received and noted the written report as provided. The following matters were further discussed / debated:</p> <p>(a) Audley End Road – proposed speed reduction to 40mph SWTC supports the speed reduction, further querying why this could not be reduced to 20 or 30mph, whatever may be a more appropriate speed. Cllr Moran advised that the minimum speed limit for Audley Road could be 40mph according to national legislation and further governed by the width of the road and neighbouring properties.</p> <p>Post meeting note: Subsequent to the meeting, Council is advised that DfT guidelines "Setting Local Speed Limit" (2013), paragraph 4 notes <i>"These national limits are not, however, appropriate for all roads. The speed limit regime enables traffic authorities to set local speed limits in situations where local needs and conditions suggest a speed limit which is different from the respective national speed limit."</i></p> <p>It is therefore noted that Essex County Council may itself determine the most appropriate speed limit for Audley Road which is not required to be 60mph (currently) or 40mph (as proposed by ECC). This matter to be progressed further with Cllr Moran.</p> <p>(b) Audley End Road – rut/ridge by Audley End House/Miniature Railway Cllr Moran advised that remedial works are due to take place last week of February with operating hours from 09:00 to 14:30 hours, avoiding peak travel hours.</p> <p>(c) Little Walden Road – bridge and speed reduction These works have been approved by the LHP and are on track for delivery.</p> <p>(d) Debden Road – pedestrian crossing Cllr Moran noted that further investigative works were required to ascertain the best solution for pedestrian access/crossing, noting that a site visit would be appropriate. Cllr Moran advised he would set up a site meeting and advise Councillors of same.</p> <p>(e) High Street Paving Cllr Moran noted that the project has been submitted to ECC Cabinet for progression; he will progress and advise SWTC of proposed work dates</p>

Signed as a true and accurate record

	<p>(f) Debden Road – Flooding Parts of Debden Road have historically been prone to flooding. Cllr Freeman requested an on-site meeting to further discuss and agree remedial action. Cllr Moran agreed to arrange this and will advise Council further.</p> <p>(g) Ashdon Road – Zebra Crossing Cllr Moran advised that the scheme is at the design stage and undertook to keep the Town Council informed of progress.</p> <p>(h) SWTC proposals for Church Street / Museum Street Noted that Cllrs Moran, Eke and Gadd are to meet on site to progress any proposals or schemes to improve pedestrian access/crossing and improve traffic flow</p> <p>(i) SWTC proposals for cycling initiatives and schemes in SW Cllr Moran further noted the ECC policy that cycling lanes must be 3m wide. This policy was challenged by Council, noting that there was no apparent written policy or statement from ECC to that effect. Councillors further noted that other authorities / areas had narrower cycle lanes (Cambridge was specifically cited), which worked effectively. Agreed that Cllrs Moran, Eke and Gadd are to meet on site to discuss further</p> <p>(j) Highway Meetings It was noted that the next highway meeting between ECC, UDC and SWTC would take place in February 2020, date tbc.</p>
FC 012-20	<p>Reports from other Meetings</p> <p>Cllr Light provided an update on conversations with consultants acting on behalf of English Heritage/Audley End; she had provided them with a range of additional bodies and individuals to contact regarding tourism at Audley End House and to the Saffron Walden area.</p>
FC 013-20	<p>Additional Forthcoming Meetings</p> <p>There were no meetings to report</p>
FC 014-20	<p>Urgent Information Items</p> <p>Councillors were advised of the extraordinary UDC Planning Committee meeting to discuss the Stansted Airport planning permission and proposed S106 agreement. Councillors agreed not to send representation to the meeting.</p>
FC 015-20	<p>Date and time of Next Meeting(s)</p> <p>Full Council Monday 10th February 2020, 7.30pm Council Chamber, Town Hall</p>

The Mayor closed the meeting at 8.30pm

Signed as a true and accurate record

Minutes of Full Council Meeting 13th January 2020

PLANNING & ROAD TRAFFIC COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the PLANNING & ROAD TRAFFIC COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on THURSDAY 9th January 2020 at 7.30pm

Councillors: Cllrs Freeman, Gadd, Hawke-Smith, McLellan, Porch, Roberts

Officers: Chloë Fiddy

<p>P & RT 129-19</p>	<p>Apologies for absence</p> <p>Apologies for planned late arrival were received and accepted from Cllr Freeman.</p> <p>Apologies for absence were received and accepted from Cllr Toy.</p> <p>Cllr Gadd took the Chair.</p>
<p>P & RT 130-19</p>	<p>Declarations of Interest</p> <p>It was noted that Cllr Freeman had a generic non-pecuniary interest as member of UDC planning committee.</p>
<p>P & RT 131-19</p>	<p>Minutes of Previous Meeting</p> <p>The minutes of the previous meeting were approved and signed.</p>
<p>P & RT 132-19</p>	<p>Public Speaking Time</p> <p>Members of the public who live adjacent to the site in Item 6K were in attendance to speak on this item. It was agreed to move item 6k forward.</p> <p>Cllr Freeman arrived, and, noting his position as UDC planning committee member, sat in the public benches and did not participate in this item.</p> <p>Public speakers:</p> <p>Mr Cafferty: Noted that residents accepted the fact of the outline planning permission for up to 85 dwellings. Noted that the Planning Inspector had granted permission for a very specific drawing (6825-L-03-J), which places the playground at the entrance to the development, whereas the current application places the playground further back. Noted that UDC describes the proposed location as being in "broad accordance" with the Inspector's decision. Objects to proposed location as it would entail the removal of established shrubland and trees.</p> <p>Mrs Elliott: Referred to letter written to and received by the Town Council. Noted that a badger sett on the site is currently in use and has been in use for very many years. Noted that Essex Wildlife Trust had asked for a report on the site, and asked whether this report had been done. Requested that Essex Wildlife Trust be brought in to provide recommendations. Noted that ENV8 ought to protect the connective hedgerow.</p>

Signed as a true and accurate record

Minutes of the Planning & Road Traffic Committee 9th January 2019

P & RT 133-19	<p>Item 6K UTT/19/3068/DFO Reserved matters following UTT/16/2210/OP for 85 residential dwellings including all necessary infrastructure and landscaping. Details of appearance, landscaping, layout and scale. Land East Of Little Walden Road Saffron Walden Essex</p> <p>It was Resolved: The committee notes and is grateful for the consideration that the developer has made to the concerns raised by the Town Council for the previous application. The Town Council notes that the new application provides:</p> <ul style="list-style-type: none"> • Improved and acceptable levels of public open space; • All dwellings now meeting Nationally Described Space Standards; • Certainty on broadband provision; and • An acceptable housing mix. <p>And supports the application in all of the above.</p> <p>Committee wished to question whether the development meets eLP Policy SP12 (post major modification). UDC Officers to advise. Naturally the TC would prefer this development to meet the sustainability criteria in SP12.</p> <p>It was further resolved that a new question has been introduced by residents over the vegetation at the playground location. It was agreed that councillors would visit the site to assess the concerns raised by residents. Suggestions were made that perhaps the Town Council could resolve any detailed site-specific issues with the developer. For instance perhaps the play area could be installed without removing the vegetation, or perhaps the vegetation could be incorporated to create an adventure play area.</p> <p>Residents confirmed that this was a pragmatic solution which was acceptable to them.</p>
	Cllr Freeman re-joined the meeting, Cllr Gadd remained in the Chair.
HIGHWAYS	
P & RT 134-19	<p>Road Traffic Regulation Act 1984 Section 14(1)</p> <p>There were no traffic regulation orders to note.</p>
PLANNING	
P & RT 135-19	<p>Committee considered and commented upon the following Planning Applications:</p>
A	<p>UTT/19/3020/HHF Single storey side extension 20 Victoria Avenue Saffron Walden CB11 3AE</p> <p>No objections.</p>
B	<p>UTT/19/3031/HHF Conversion of existing storage building to residential annexe including the demolition and rebuild of the upper storey. 7 Audley Road Saffron Walden CB11 3HW</p> <p>No objections subject to the property remaining in single ownership.</p>

Signed as a true and accurate record

Minutes of the Planning & Road Traffic Committee 9th January 2019

C	<p>UTT/19/2978/CLP Change existing dining room window to a bifold door 41 Audley Road Saffron Walden CB11 3HD</p> <p>No objections.</p>
D	<p>UTT/19/3017/HHF Single and 2-Storey rear extension and side dormer 42 Summerhill Road Saffron Walden CB11 4AJ</p> <p>Committee noted that this creates an extra bedroom and had no objections subject to there being sufficient parking for the increased size of property.</p>
E	<p>UTT/19/3012/CLE Use solely as a residential property began more than 4 years ago 12 The Old Cement Kilns Thaxted Road Saffron Walden Essex CB10 2UQ</p> <p>No objections.</p>
F	<p>UTT/19/2830/FUL Proposed change of use of Skylark Ward from C2 (hospital) to D1 (GP surgery) including the erection of a single storey extension and the creation of additional parking. Saffron Walden Hospital Radwinter Road Saffron Walden Essex CB11 3HY</p> <p>No objections.</p>
G	<p>UTT/19/3144/HHF Insertion of a new bay window at the rear of the property 7 Mount Pleasant Road Saffron Walden CB11 3EA</p> <p>Cllrs Gadd and Hawke-Smith declared generic non-pecuniary interests as they know the applicant and withdrew from this item.</p> <p>No objections.</p>
H & I	<p>UTT/19/3122/HHF Replace existing single storey extension 19-21 Gold Street Saffron Walden Essex CB10 1EJ</p> <p>UTT/19/3123/LB Demolition of existing single storey extension and erection of single storey extension with roof lantern. Internal alteration to include a wider opening in rear wall, removal of window and creation of WC. 19-21 Gold Street Saffron Walden Essex CB10 1EJ</p> <p>Cllr Hawke-Smith declared a generic non-pecuniary interest as he knows the applicant and withdrew from this item.</p> <p>No objections.</p>
J	<p>UTT/19/3083/HHF Proposed single storey rear extension 15 Beeches Close Saffron Walden CB11 4BU</p>

	Noted that the proposed extension runs along the boundary line, no objections subject to there being no objections from neighbours.
L	UTT/19/3161/HHF Proposed two storey side and single storey side and rear extension 15 Church Field Saffron Walden Essex CB11 4BG No objections.
P & RT 136-19	<p>Urgent Information Items</p> <p>Any items to verbally report for information only.</p> <p>1) Committee received an update being replies received from UDC planning on previous responses to application UTT/19/2838/DOV and the following was noted:</p> <p><u>Affordable Housing</u> The TC has no further comment on this.</p> <p><u>Buses</u> the original objection stands. Members raised the issue i) that the site is steep and that residents at the top coming home with shopping would need a bus that runs to the top of the site and ii) that the permission is for <i>up to</i> 150 houses, and therefore that there is no obligation to build the full 150.</p> <p><u>Section 106</u> members accept the proposed wording and scheduling, but note that the scheduling places the funds at risk should the site buildout stall for reasons advantageous to the developer and beyond the control of UDC or the TC.</p> <p>2) Committee noted a verbal update on the discharge of Condition 8 attached to UTT/19/2977/DOC, and made no further comment.</p> <p>3) Cllr Porch raised the matter of responses awaited from UDC on pre-planning meeting notes relating to Friends School and Printpak. The officer was asked / authorised to continue asking for these notes.</p>
P & RT 137-19	<p>Date and time of Next Meeting</p> <p>Thursday 23rd January 2020, 7.30pm Council Chamber, Town Hall</p>

The Chairman closed the meeting at 8.50 pm.

PLANNING & ROAD TRAFFIC COMMITTEE**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the PLANNING & ROAD TRAFFIC COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **THURSDAY 23rd January 2020 at 7.30pm**

Councillors: Cllrs Freeman, Gadd, Hawke-Smith, McLellan, Porch, Roberts

Officers: Chloë Fiddy

P & RT 138-19	Apologies for absence Apologies for absence were received and accepted from Cllr Toy.
P & RT 139-19	Declarations of Interest It was noted that Cllr Freeman had a generic non-pecuniary interest as member of UDC planning committee. It was noted that Cllr Porch had a pecuniary interest in agenda item 6c (as the applicant), and that all Cllrs in attendance had a non-pecuniary interest in item 6c (as the applicant is known to them). It was noted that Cllrs McLellan and Gadd had non-pecuniary interests in item 6i (as the applicant is known to them).
P & RT 140-19	Public Speaking Time No members of the public attended.
P & RT 141-19	Minutes of Previous Meeting The minutes of the previous meeting were approved and signed.
HIGHWAYS	
P & RT 142-19	Road Traffic Regulation Act 1984 Section 14(1) Committee noted: The intended closure of Audley End Road, due to commence on 24th February 2020 for 3 days 09.30-14.30). The closure is required for the safety of the public and workforce while Essex County Council undertakes carriageway haunch. Replace sign and lay/ compact plannings in overrun.[sic]
PLANNING	
P & RT 143-19	Committee considered and commented upon the following Planning Applications:
A	To consider revisions to the application:

	<p>UTT/19/2355/DFO Approval of Reserved Matters following outline application UTT/18/0824/OP details of layout, scale, landscaping and appearance relating to the development of the site to provide 150 residential dwellings (Use Class C3) and associated infrastructure works. Land East Of Thaxted Road Saffron Walden Essex</p> <p>Revisions are to landscape and highway.</p> <p>Cllr Freeman recused himself from this item as a member of the UDC planning committee. Cllr Gadd took the Chair.</p> <p>Committee confirmed that the original objections to the previous application remained. Committee noted that one of its objections to the previous application was the lack of green space, and that the new application proposed even less green space.</p> <p>Cllr Freeman returned to the Chair.</p>
B	<p>Premises Application</p> <p>Premises application for The Piano, 12 Market Row, Saffron Walden, CB10 1HB. The application is for the supply of alcohol ON the premises Monday to Friday 1200-2100, Saturday 1100-2100 and Sunday 1200-1700.</p> <p>No objections.</p>
C	<p>UTT/20/0038/LB Insertion of new door between bedrooms 6 Church Street Saffron Walden Essex CB10 1JW</p> <p>Cllr Porch left the room for the deliberation of this item.</p> <p>No objections subject to approval by conservation officer.</p> <p>Cllr Porch returned to the room.</p>
D	<p>UTT/20/0043/PDE Proposed single storey rear extension - extending 5m from rear wall, maximum height 3.76m and height to eaves 2.25m 22 Gibson Gardens Saffron Walden Essex CB10 1AW</p> <p>No objections.</p>
E	<p>UTT/20/0008/FUL S73a Retrospective application for the change of use from HMO to 4 no. bedsit flats Turnip Hall Radwinter Road Saffron Walden Essex</p> <p>No objections.</p>
F	<p>UTT/19/3177/HHF Alterations to garage roof from flat roof to pitched and tiled roof over garage and front door/porch. 15 Mannings Close Saffron Walden Essex CB11 4BD</p> <p>No objections.</p>

G	<p>UTT/19/3176/HHF Proposed Single Storey Side/Rear Extension. Changes to Existing Porch and Internal Alterations. 11 Beeches Close Saffron Walden CB11 4BU</p> <p>No objections subject to no objections from neighbours.</p>
H	<p>UTT/19/3066/HHF Erection of first floor extension above the existing kitchen and single storey rear extension with internal alterations. 32 East Street Saffron Walden CB10 1LS</p> <p>No objections.</p>
I	<p>UTT/20/0078/HHF Demolition of existing garage and erection of detached garage/workshop with studio above 22 Mandeville Road Saffron Walden CB11 4AQ</p> <p>No objections.</p>
J	<p>UTT/20/0069/HHF Demolition of outbuilding and erection of garden room Vine Cottage 6A Common Hill Saffron Walden Essex CB10 1JG</p> <p>No objections.</p>
	<p>UTT/20/0064/HHF First floor rear extension, garage conversion, internal remodelling and external works including adding a parking bay and reconfiguring retaining wall to contain parking bay. 18A Pleasant Valley Saffron Walden CB11 4AP</p> <p>No objections.</p>
	<p>UTT/20/0054/HHF Two storey rear extension 39 Farmadine Saffron Walden CB11 3HR</p> <p>No objections subject to parking being adequate (noting that this creates two extra bedrooms).</p>
	<p>APP/C1570/W/19/3241526</p> <p>Committee noted that the above (Homebase) appeal enquiry is due to be held on the 17th March, and to note that the Planning Authority will continue to defend reasons for refusal: 1 (loss of retail provision) and 2 and 3 (impact of building), but not reason for refusal 4 (parking).</p>
P & RT 144-19	<p>Urgent Information Items</p> <p>There were no urgent information items.</p>
P & RT 145-19	<p>Date and time of Next Meeting</p> <p>Thursday 13th February 2020, 7.30pm Council Chamber, Town Hall</p>

The Chairman closed the meeting at 8.50 pm.

Signed as a true and accurate record

Minutes of the Planning & Road Traffic Committee 23rd January 2019

FINANCE & ESTABLISHMENT COMMITTEE

SAFFRON WALDEN TOWN COUNCIL

MINUTES of the FINANCE & ESTABLISHMENT COMMITTEE MEETING held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 20th January 2020** at 7.30pm

Present:

Councillors: Freeman, Gadd (substitute for Eke), Hawke-Smith, Light (substitute for Fairhurst), Porch

Officers: Lisa Courtney, Town Clerk and David Broomfield, Responsible Financial Officer

Members of Public: Representatives in support of grant applications being:

Kim Clarke for United in Kind, Nick Head for Saffron Walden Round Table, Justin Curtis for Saffron Walden Building Society Community Choir

	In the absence of the Committee Chair, the meeting was chaired by Cllr Gadd
F & E 001-20	Apologies for absence Apologies were received and accepted from: Cllrs A Coote, S Coote, Eke, Fairhurst, Millward, Toy
F & E 002-20	To receive any Declarations of Interest Cllrs Freeman and Light declared generic non-pecuniary interests as District Councillors for Uttlesford District Council
F & E 003-20	Public Speaking Time There was none, other than that in support of the grant applications (as noted below).
	With the permission of the Committee, the Chair brought forward agenda items 9 (a) – (d)
F & E 004-20	Grant Applications It was resolved to grant the following applications: (a) United in Kind - £136.68 for hall hire (from 2019/20 budget) (b) Saffron Walden Round Table - £1,500 towards free of charge hire of the Common for 2020 Carnival (from 2020/21 budget) It was noted that the Round Table may also require free of charge use of Bridge End Gardens / Town Hall hire and that this would be subject to a separate application (to be received)

	<p>(c) Heritage Development Group - £210.00 for free of charge Town Hall hire (from 2020/21 budget)</p> <p>(d) Thaxted Centre for the Disabled - £300 towards running costs (from 2019/20 budget)</p> <p>(e) Saffron Walden Building Society Community Choir - £300 towards event costs (from 2019/20 budget)</p> <p>The following grant was adjourned:</p> <p>Support for Sight - £5,000 towards running costs. Mr Gary Hyams, CEO to be invited to attend a future meeting to speak in support of the funding request.</p>
F & E 005-20	<p>Minutes of the Finance & Establishment Committee 16th December 2019</p> <p>The minutes of the previous Finance & Establishment Committee were accepted as a true and accurate record of the meeting and were signed by the Chairman</p>
Financial Matters	
F & E 006-20	<p>Expenditure – to be authorised</p> <p>(a) Payment of the accounts received since 16th December 2019 were approved.</p> <p>(b) Payment of accounts for (for cheques already issued) since 16th December 2019 were approved.</p>
F & E 007-20	<p>Tourist Information Centre (TIC) Details</p> <p>Committee received and noted the following details:</p> <p>(a) Profit & Loss Account for TIC</p> <p>(b) Monthly report from TIC received with thanks to the TIC Team</p> <p>(c) TIC Shop Sales</p> <p>(d) TIC footfall statistics</p>
F & E 008-20	<p>Monthly Reports</p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements.</p> <p>(b) Cash Book – showing all income and expenditure for the previous ended month for December November 2019</p> <p>(c) Payments by Supplier for December 2019</p> <p>(d) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.</p>

Signed as a true and accurate record

Minutes of the Finance & Establishment Committee January 2020



F & E 009-20	<p>Committee Hi-Light Reports</p> <p>Committee received and noted the Hi-Light reports.</p>
F & E 010-20	<p>Government Consultation Unauthorised Encampments</p> <p>It was Resolved:</p> <p>To postpone this matter pending an information session to be attended by the Operations Manager and that this consultation be brought forward to the February Committee meeting with a proposed, draft response.</p>
F & E 011-20	<p>Polling Station Costs</p> <p>Committee noted the response received from UDC regarding the Town Council's queries on the polling station costs. The RFO was requested to ascertain if UDC receive any government grant or funding towards the cost of general elections and if so, this income should be off-set against the polling station costs/expenditure and therefore ultimately set-off against the charge to SWTC.</p>
F & E 012-20	<p>Urgent Information Items</p> <p>The Town Clerk advised that she wished to update the Committee on a personnel matter and that this update be heard as a confidential item; this was agreed.</p>
F & E 013-20	<p>Date and time of Next Meeting</p> <p>Monday 17th February 2020, 7.30pm in the Council Chamber, Town Hall, Saffron Walden.</p>
F & E 014-20	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</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>
F & E 015-20	<p>Verbal Update on Staffing Matters</p> <p>The Clerk noted the need to carry out a review of two posts where the job descriptions and activities of the roles had changed significantly since the previous review (end 2018). Committee agreed that this was an acceptable course of action and looked forward to receiving details of the reviews in due course.</p>

The Chairman closed the meeting at 8.45pm

ASSET & SERVICES COMMITTEE
SAFFRON WALDEN TOWN COUNCIL

MINUTES of the ASSETS & SERVICES COMMITTEE held in the COUNCIL CHAMBER of the TOWN HALL on **Monday 27th January 2020** at 7.30pm

Present: Councillors De Vries, Freeman, Frost, Gadd (Chair), Light, Roberts

Officers: Lisa Courtney, Town Clerk | Terry Frostick, Operations Manager

Members of the public: Mr John Powers and Mr Malcolm Nash in respect of Min Ref A & S 005-20

A & S 001-20	<p>Apologies for absence</p> <p>Apologies were received and accepted from Cllrs Asker, A Coote, McLellan</p>
A & S 002-20	<p>Declarations of Interest</p> <p>Cllrs De Vries, Freeman and Light declared generic non-pecuniary interests as members of Uttlesford District Council</p>
A & S 003-20	<p>Minutes of the last meeting of the Assets & Services Committee</p> <p>The minutes of the Assets & Services Committee meeting held on 19th December 2019 were accepted as a true and accurate record and signed by the Chair.</p>
A & S 004-20	<p>Public Speaking Time</p> <p>There were no questions arising</p>
	<p>With the permission of the Committee, the Chair brought forward agenda item 5 – SW Town Football Club, Catons Lane</p>
A & S 005-20	<p>SW Town Football Club – Catons Lane</p> <p>Mr Powers and Mr Nash addressed Committee, providing an update on the club's proposed east side development. They advised that works will be undertaken in phases and will include changing/toilet facilities which could be used by the Herbert's Farm Teams who may use the Lime Avenue football facilities. It was</p> <p>Resolved:</p> <p>To support the principle of development and the plans as presented, subject to full plans being submitted and following the prescribed planning process.</p>
A & S 006-20	<p>Tourist Information Centre (TIC) – Standing Item</p> <p>Committee received and noted the report and thanked the TIC staff.</p>

Signed as a true and accurate record

Minutes of Assets & Services Committee 27th January 2020

A & S 007-20	<p>The Culvert / Trash Screen</p> <p>The Town Clerk updated Committee, advising the Memorandum of Understanding with Essex County Council had been agreed in principle. The installation of the trash screen is anticipated to commence end February 2020.</p>
A & S 008-20	<p>Bloor Homes / Ridgeons Site</p> <p>The Operations Manager updated Committee, noting that the developer will be off site approximately April 2020. He reported that a number of queries remain regarding the developer's obligations under the S106 agreement and the UDC S106 Officer is progressing all outstanding matters.</p> <p>It was noted that the trigger point for the delivery of many obligations was on occupation of the 75th home and therefore Bloor should deliver against all of its obligations with immediate effect or cease building.</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> (a) To bring a report forward to the February Committee meeting to record all outstanding matters; (b) That the UDC Planning Department be requested to obligate Bloor to deliver against all S106 requirements or to cease building.
A & S 009-20	<p>Letter of thanks from Saffron Players regarding Peter Pan Production</p> <p>Committee noted the contents of the letter with thanks</p>
A & S 010-20	<p>Asset of Community Value – The Gate Public House</p> <p>It was Resolved:</p> <p>To submit an application to UDC for registration of The Gate Public House as an asset of community value</p>
A & S 011-20	<p>Proposed Community Centre at Lime Avenue</p> <p>Cllr Gadd (being a member of the Working Party), updated Committee on the current situation, noting the Town Council still awaits the transfer of land from Persimmon Homes.</p>
A & S 012-20	<p>Keep Britain Tidy Campaign</p> <p>It was Resolved:</p> <ul style="list-style-type: none"> (a) That SWTC will promote and encourage people and groups to contact UDC for their litter picking kit and equipment, which is available for use on a free of charge loan basis; (b) That SWTC organises a community litter pick for a date during the Keep Britain Tidy campaign (from 20th March to 13th April 2020), at Lord Butler site (Green Mile), Anglo-American Playing Fields and Bridge End Gardens;

	(c) That SWTC informs Saffron Walden Against Climate Change (SWACC) of the environmental opportunities.
A & S 013-20	<p>Youth Initiative Working Group</p> <p>Committee considered the application as submitted; it was Resolved:</p> <p>To award a grant of £1,100 to the 1st Saffron Walden Boys Brigade, payable from the Youth Initiative Fund (balance of funds available £9,911.00)</p>
A & S 014-20	<p>Urgent Information Items</p> <p>There was no urgent business.</p>
A & S 015-20	<p>Date and time of Next Meeting</p> <p>Monday 24th February 2020, 7.30pm Council Chamber, Town Hall, Saffron Walden</p>
A & S 016-20	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</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 017-20	<p>Current Leases</p> <p>Committee considered the report as attached to the agenda. It was Resolved:</p> <p>That the Town Clerk be authorised to speak with 3rd parties and the current lease holder regarding the future of a particular asset.</p>

The Chairman closed the meeting at 8.25pm

