

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

MINUTES of the PLANNING & ROAD TRAFFIC COMMITTEE held via ZOOM on **THURSDAY 9<sup>th</sup> July 2020 at 7.30pm**

**Councillors:** Porch (committee chair), De Vries, Freeman, Gadd, Hawke-Smith, Roberts

**Officers:** Chloë Fiddy

**Members of the public:** N Campbell, L Dunderdale, Ginny Eley, G Hawley J Keel, D Kent, J Rodden, B Wells

P & RT 217-19	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllr McLellan.</p>
P & RT 218-19	<p><b>Declarations of Interest</b></p> <p>Cllr Freeman, declared a general non-pecuniary interest as members of Uttlesford District Council.</p> <p>Cllr De Vries declared a non pecuniary interest in item 8a as the applicant is a neighbour.</p>
P & RT 219-19	<p><b>Minutes of Previous Meeting</b></p> <p>The minutes of the previous meeting were approved, subject to an amendment that Cllr McLellan had given apologies and a correction to the date of the next meeting.</p>
P & RT 220-19	<p><b>Public speaking time</b></p> <p>D Kent spoke on the international and national importance of maintaining the Old Sun Inn, and the costs her personally incurs to do so and the regular damage incurred. He noted that SWTC has made many requests for a build out and bollards to protect the building and that so far ECC has not put this on a list of works to be carried out.</p> <p>Cllr Gadd said that ECC Cllr Moran would be asked about this on Monday 13<sup>th</sup> at SWTC Full Council meeting</p> <p>D Kent then spoke on the subject of parking on Church Street, in that there is not enough resident parking available.</p> <p>N Campbell then spoke on the subject of parking in Museum Street, in that there is not enough resident parking available.</p> <p>B Wells spoke against merging Museum Street and Castle Street schemes.</p> <p>G Hawley spoke against parking on Hill Street.</p>

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

Minutes of the Planning & Road Traffic Committee 11<sup>th</sup> June 2020

	J Keel and G Eley spoke in favour of parking on Hill Street
<b>HIGHWAYS</b>	
P & RT 221-19	<p><b>Residents' parking on Chaters Hill, Museum Street, Church Street and Saffron Walden generally</b></p> <p>The officer provided an update and a reminder on previous actions regarding resident parking in Saffron Walden.</p> <p>This included the resident request for parking on Chaters Hill.</p> <p>Officers have previously requested that UDC/NEPP provide details of all schemes in place, numbers of spaces and numbers of permits issued for each, so as to take an holistic view of the current situation before making recommendations on amendments to schemes.</p>
P & RT 222-19	<p><b>Zebra Crossing on Peaslands Road</b></p> <p>Committee noted that a new zebra crossing is being installed on Peaslands Road between Winstanley Way and Thaxted Road.</p> <p>Works begin on July 13<sup>th</sup> and will take 6 days – the road will be closed during this time.</p>
<b>PLANNING APPLICATIONS</b>	
P & RT 223-19	<p><b>Pavement licences</b></p> <p>Committee to decided upon a blanket response for applications for pavement licences made under the new fast-track process set out in the Business and Planning Bill 2019-2021. To be submitted as follows:</p> <p><b><u>Saffron Walden Town Council – advance response to any requests for Pavement Licences</u></b></p> <p><i>The government has issued draft plans to introduce pavement licences for restaurants, pubs and others selling food and drink. These proposals are intended to allow these businesses to operate safely and hopefully survive the current downturn in business that they have suffered due to Covid 19.</i></p> <p><i>We are fully in favour of supporting this initiative, subject to safety considerations being met, such as described in paragraph 4.2 of the <u>draft guidance</u>, and, specifically for Saffron Walden, subject to consideration of the market.</i></p> <p><i>The market operates on Market Square and King Street on Tuesdays and Saturdays and our traders have existing bookings. Therefore our presumption is that there is not the physical space available for cafés and restaurants on these streets to have tables and chairs outside on these days, unless a way can be found for them to work without compromising the market traders, or the social distancing measures that SWTC has put in place for the safe operation of the market.</i></p> <p><i>In considering licence applications please note that consideration is being given to opening up the roads on a Monday to allow disabled people full access to the town by car.</i></p>

P & RT 224-19	<b>Committee considered and commented upon the following Planning Applications:</b>
A	UTT/20/1226/FUL   Conversion of light industrial unit into a gymnasium. Change of use to class D2.   46 Shire Hill Saffron Walden Essex CB11 3AQ  Noted no objections
P & RT 225-19	<b>Notification of Public Enquiry for Planning Appeal for Homebase Site</b>  Committee noted that the public enquiry for the planning appeal is to be held as a virtual meeting opening on 21 <sup>st</sup> July at 10am.  It was <b>Resolved</b> to register to speak.
P & RT 226-19	<b>Update on ongoing significant applications</b>  There was no update to provide.
P & RT 227-19	<b>Urgent Information Items</b>  The officer was asked about a Highways meeting held earlier in the week at which ECC noted that the populations in Saffron Walden and environs were too small to merit cycling strategy spending. The officer provided an update on confirmation that single-direction cycle lanes can be installed which are 1.5m instead of the previously stated 3m. Cllr Gadd asked the officer to revert to ECC and request that cycling schemes previously refused by ECC for not meeting the 3m lane width might now be reconsidered for 1.5m width.
P & RT 228-19	<b>Date and time of Next Meeting</b>  Thursday 23 <sup>rd</sup> July 2020, by ZOOM at 7.30pm

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 via ZOOM on **THURSDAY 23<sup>rd</sup> July 2020 at 7.30pm**

**Councillors:** Porch (committee chair), Freeman, Gadd,

**Officers:** Chloë Fiddy

**Members of the public:**

P & RT 229-19	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Asker, De Vries, McLellan, Hawke-Smith and Roberts
P & RT 230-19	<b>Declarations of Interest</b>  Cllr Freeman declared a general non-pecuniary interest as member of Uttlesford District Council.
P & RT 231-19	<b>Minutes of Previous Meeting</b>  The minutes of the previous meeting were approved.
P & RT 232-19	<b>Public speaking time</b>  None attended
<b>HIGHWAYS</b>	
P & RT 233-19	<b>There were no highways items</b>
<b>PLANNING APPLICATIONS</b>	
P & RT 234-19	<b>Committee considered and commented upon the following Planning Applications:</b>
A	UTT/20/1526/HHF   Single storey flat roof rear extension   5 Clutton Road Saffron Walden CB10 2GQ  No objections but note neighbour comment about block plan being inaccurate, this should be corrected if necessary.
B	UTT/20/1586/HHF   Part two storey part single storey rear extension.   21 Carnation Drive Saffron Walden CB10 2BE  No objections

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

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C	<p>UTT/20/1563/CLP   Single storey side extension   39 Landscape View Saffron Walden CB11 4AT</p> <p>No objection</p>
D	<p>UTT/20/1545/CLP   Loft conversion with rear dormer and rooflights   5 Mapletoft Avenue Saffron Walden CB10 2GX</p> <p>No objections subject to parking arrangements for this property being adequate</p>
E	<p>UTT/20/1581/NMA   Non material amendment to UTT/20/0891/FUL - Additional railings.   Former Police Station East Street Saffron Walden Essex</p> <p>Was approved before the meeting.</p>
F	<p>UTT/20/1668/CLP   Removal of wooden slats from cupola and replace with composite boarding   Garage Court At Westfields Saffron Walden Essex</p> <p>No objection</p>
G	<p>UTT/20/1666/HHF   Erection of single storey extensions   The Orchard New Road Saffron Walden Essex CB10 1LP</p> <p>No objections</p>
H	<p>UTT/20/1644/CLE   Changes made to planning approval ref: UTT/0839/12/FUL, substantially completed over 4 years ago   18 Farmadine Grove Saffron Walden CB11 3DR</p> <p>No objections</p>
I	<p>UTT/20/1640/HHF   Replace flat roof over garage and porch with pitched roof to match adjoining property (no. 22)   24 Peal Road Saffron Walden Essex CB11 3ET</p> <p>No objections</p>
J	<p>UTT/20/1608/HHF   First floor extension, proposed fenestration to rear/side, and internal remodelling.   35 Newport Road Saffron Walden CB11 4BS</p> <p>No objections</p>
P & RT 235-19	<p><b>Update on ongoing significant applications</b></p> <p>Committee reviewed the proposals at the former Printpak site, it was agreed that the officer would discuss parking further with UDC planning officers.</p>
P & RT 236-19	<p><b>Urgent Information Items</b></p> <p>Cllr Gadd provided an update on the appeal inquiry at the Homebase site. He spoke at the appeal on behalf of the Town Council expressing the council's objections to the proposals. The appeal inquiry is ongoing.</p>

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

Minutes of the Planning & Road Traffic Committee 23<sup>rd</sup> July 2020

<p>P &amp; RT 237-19</p>	<p><b>Date and time of Next Meeting</b></p> <p>Thursday 13th<sup>rd</sup> August 2020, by ZOOM at 7.30pm</p>
<p>P &amp; RT 238-19</p>	<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>
<p>P &amp; RT 239-19</p>	<p><b>Public Footpaths and open space</b></p> <p>Committee discussed provision of footpaths and open space in Saffron Walden. It was <b>Resolved</b> that the Clerk would contact Clerk at neighbouring parishes and progress review of footpaths and open space.</p>

The Chairman closed the meeting at 20.30 pm.

**PLANNING & ROAD TRAFFIC COMMITTEE**

**SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the PLANNING & ROAD TRAFFIC COMMITTEE held via ZOOM on **THURSDAY 13<sup>th</sup> August 2020 at 7.30pm**

**Councillors:** Asker (from Min Ref P & RT 250-W), Freeman, Gadd, Hawke-Smith, McLellan, Porch (Chair), Roberts

**Officers:** Lisa Courtney, Town Clerk

**Members of the public:** Mr David Corke, representative from the Organic Countryside CiC, Louise Dunderdale from The Reporter newspaper

<p>P &amp; RT 240-19</p>	<p><b>Apologies for absence</b></p> <p>Apologies were received and accepted from Cllrs Asker (for late arrival) and De Vries</p>
<p>P &amp; RT 241-19</p>	<p><b>Declarations of Interest</b></p> <p>Cllr Freeman declared a general non-pecuniary interest as member of Uttlesford District Council.</p> <p>Cllr Hawke-Smith declared a personal interest in Min Ref P &amp; RT 256-19 as a member of Organic Countryside CiC and did not participate in the voting on this matter</p> <p>Cllrs Gadd, McLellan and Roberts declared personal interests in Min Ref P &amp; RT 256-19 as members of Essex Wildlife Trust and did not participate in the voting on this matter</p> <p>Cllr Porch declared a pecuniary interest in Min Ref P &amp; RT 250-19 T as the owner of the property and left the meeting during discussion and determination of this matter</p> <p>Cllr Gadd declared a personal interest in Min Ref P &amp; RT 250-19 N, R, S, X as the applicants are known to him and he did not participate in the discussion or determination of these matters</p> <p>Cllr McLellan declared a personal interest in Min Ref P &amp; RT 250-19 X as the applicant is known to him and he did not participate in the discussion or determination of this matter</p>
<p>P &amp; RT 242-19</p>	<p><b>Public speaking time</b></p> <p>The Committee agreed that Mr Corke would be allowed to speak during consideration of Min Ref P &amp; RT 256-19</p>
<p>P &amp; RT 243-19</p>	<p><b>Minutes of Previous Meeting</b></p> <p>The minutes of the previous meeting were accepted as a true and accurate record of the meeting and signed by the Chair.</p>

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

Minutes of the Planning & Road Traffic Committee 13<sup>th</sup> August 2020

<b>HIGHWAYS</b>	
P & RT 244-19	<p><b>Consideration of mandating subscription to the DBS update service for Hackney Carriage and Private Hire Drivers</b></p> <p>Committee noted the consultation, supporting the principle of the mandatory subscription</p>
P & RT 245-19	<p><b>Road Closures</b></p> <p>Details as per the agenda were noted, with particular regards to the build-out in East Street which was a long overdue commitment of the S106 agreement relating to the nearby new housing development (former police station); it was noted that Essex County Council had taken an inordinate amount of time to confirm design details with the developer.</p>
P & RT 246-19	<p><b>Limefield Pit</b></p> <p>Mr David Corke, representative from the Organic Countryside CiC, was present and spoke further to the application proposed by them for the transfer of the land from Essex Wildlife Trust to Organic Countryside CiC. It was noted the land had fallen into a bad condition and the Organic Countryside would look to “manage” the site and retain it as a nature reserve. The group may look to open the site at weekends to the public but only as managed visits, noting the need to retain the beauty of the area in its current form and to ensure compliance with the organisation’s public liability insurance. Cllr McLellan noted initial concerns raised by local residents to the facility having public access and these were considered by Mr Corke.</p> <p>It was noted that the present owners, Essex Wildlife Trust, have healthy bank balances and that they should perhaps invest in the land, restoring it to a more acceptable condition than present, prior to any transfer.</p> <p>Mr Corke requested the Town Council to consider support of the principle of the land being transferred to the Organic Countryside CiC from Essex Wildlife Trust. Cllrs Gadd, Hawke-Smith, McLellan and Roberts refrained from voting (having declared personal interests); consideration of this matter therefore deferred until the arrival of Cllr Asker to the meeting to ensure the Committee remained quorate.</p> <p>Mr Corke was thanked for his informative update on the proposals, Cllr Hawke-Smith agreed to inform Mr Corke further on the final deliberations of the Committee.</p>
<b>PLANNING APPLICATIONS</b>	
P & RT 250-19	<p><b>Committee considered and commented upon the following Planning Applications:</b></p>
A	<p>UTT/20/1171/LB Strip and line the roof over modern rear extension. Replace roof using Welsh slates 59 High Street Saffron Walden</p> <p><b>Resolved:</b> No objections, subject to the application complying with listed building consent</p>

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

Minutes of the Planning & Road Traffic Committee 13<sup>th</sup> August 2020



B	<p>UTT/20/1172/LB   Reduction in chimney height   59 High Street Saffron Walden</p> <p><b>Resolved:</b> No objections, subject to the application complying with listed building consent</p>
C	<p>UTT/20/1747/HHF   Replace existing flat roof to garage and porch with tiled pitched roof   8 Mannings Close Saffron Walden Essex CB11 4BD</p> <p><b>Resolved:</b> No objections</p>
D	<p>UTT/20/1774/NMA   Non material amendment to UTT/14/2600/FUL - All three proposed flats are to remain as two bedroom flats, no extension to the South Elevation, minor fenestration revisions.   19- 21 Ashcroft Court Church Street Saffron Walden Essex CB10 1JW</p> <p><b>Resolved:</b> No objections</p>
E	<p>UTT/20/1723/HHF   Single storey rear extension with flat green roof, conversion of existing store/garage into habitable accommodation with additional first floor extension above garage   29 Linton Close Saffron Walden CB11 3BU</p> <p><b>Resolved:</b> No objections but to raise a query with UDC regarding a potential increase in vehicles which would create additional parking needs which were did not appear to be catered for in the application.</p>
F	<p>UTT/20/1712/HHF   Single storey rear extension   28 Summerhill Road Saffron Walden CB11 4AJ</p> <p><b>Resolved:</b> No objections</p>
G	<p>UTT/20/1711/HHF   Single storey front extension   Rowans Ashdon Road Saffron Walden CB10 2AA</p> <p><b>Resolved:</b> To support the objections as raised by the Conservation Officer</p>
H	<p>UTT/20/1660/HHF   Demolition of single storey rear workshop and erection of single storey rear and two storey side extension   35 Whiteshot Way Saffron Walden CB10 2AN</p> <p><b>Resolved:</b> No objections but to raise a query with UDC regarding a potential increase in vehicles which would create additional parking needs which did not appear to be catered for in the application. To further note the development would sit proud of the existing building line of the area.</p>
I	<p>UTT/20/1484/HHF   Erection of single storey rear extension   1 Debden Road Saffron Walden CB11 4AA</p> <p><b>Resolved:</b> to object to the application, supporting the objections as raised by the neighbours and the Conservation Officer</p>

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Minutes of the Planning & Road Traffic Committee 13<sup>th</sup> August 2020

J	<p>UTT/20/1485/LB   Erection of single storey rear extension   1 Debden Road Saffron Walden CB11 4AA</p> <p><b>Resolved:</b> to object to the application, supporting the objections as raised by the neighbours and the Conservation Officer</p>
K	<p>UTT/20/1789/HHF   Installation of replacement timber windows   2 Johnsons Court Church Street Saffron Walden Essex CB10 1JJ</p> <p><b>Resolved:</b> No objections</p>
L	<p>UTT/20/1775/HHF   Single storey rear extension   14 Clay Pit Piece Saffron Walden CB11 4DR</p> <p><b>Resolved:</b> No objections</p>
M	<p>UTT/20/1786/DOC   Application to discharge condition 2 (internal details) attached to UTT/20/0406/LB   14 London Road Saffron Walden CB11 4ED</p> <p><b>Resolved:</b> No objections</p>
N	<p>UTT/20/1788/CLE   Certificate of lawfulness for the existing use of the stables building as a single dwellinghouse   Butlers Farmhouse Butlers Lane Saffron Walden CB10</p> <p>Cllr Gadd abstained from discussion and voting on this application, having declared a personal interest</p> <p><b>Resolved:</b> No objections</p>
O	<p>UTT/20/1772/HHF   Part ground floor, part first floor rear extension.   84 Little Walden Road Saffron Walden Essex CB10 2DW</p> <p><b>Resolved:</b> No objections but to raise a query with UDC regarding a potential increase in vehicles which would create additional parking needs which did not appear to be catered for in the application. Alternative parking could only be provided for on Little Walden Road which is already congested with parked cars.</p>
P	<p>UTT/20/1848/CLP   Installation of timber framed/cladded single storey garage at rear of property   Park Farm Cottage Little Walden Road Saffron Walden Essex CB10 1XB</p> <p><b>Resolved:</b> No objections</p>
Q	<p>UTT/20/1846/FUL   Change of use from class A1 (retail) to mixed use A1 (retail) and B1(a) offices   26-28 Ground Floor Church Street Saffron Walden CB10 1JQ</p> <p><b>Resolved:</b> No objections</p>

R & S	<p>UTT/20/1799/HHF   Two storey rear and single storey rear and side extensions and alterations.   8 Little Larchmount Saffron Walden CB11 4EF</p> <p>Cllr Gadd abstained from discussion and voting, having declared a personal interest</p> <p><b>Resolved:</b> No objections but Committee wishes to acknowledge the complaint from the neighbour and observes there should be no loss of amenity to nature as a result of any development</p>
	<p>Cllr Porch declared a pecuniary interest in the following application being the owner of the property. He left the meeting and Cllr Gadd took the Chair.</p>
T	<p>UTT/20/1890/LB   External cleaning, decorations, window repairs and general refurbishment   The Spike Radwinter Road</p> <p><b>Resolved:</b> No objections</p>
	<p>Cllr Porch returned to Chair the meeting</p>
U	<p>UTT/20/1945/HHF Proposed single storey front extension. 12 Usterdale Road Saffron Walden</p> <p><b>Resolved:</b> No objections</p>
V	<p>UTT/20/1908/HHF Proposed new access and fencing. Dewings 45 Newport Road</p> <p><b>Resolved:</b> No objections but to note that the hedge should not be removed as part of the development</p>
	<p>Cllr Asker arrived at the meeting, providing apologies for late arrival</p>
W	<p>UTT/20/1925/HHF Proposed single storey rear extension, larger replacement windows to the ground floor front elevation, conversion of garage for habitable use. The Folly, Abbey Lane.</p> <p><b>Resolved:</b> No objections</p>
X	<p>UTT/20/1825/HHF Demolition of existing garage and erection of a proposed replacement garage 22 Mandeville Road Saffron Walden</p> <p>Cllrs Gadd and McLellan abstained from discussion and voting on this application, having declared a personal interest</p> <p><b>Resolved:</b> No objections but to request UDC to add a planning condition (should the application be granted) to prevent the new garage being converted into or used as a residential dwelling at a later date.</p>
Y	<p>UTT/20/1897/FUL Demolition of existing single storey flat roofed garage, and erection of a two-storey, two-bedroom dwelling. 42 Fairycroft Road Saffron Walden</p>

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

Minutes of the Planning & Road Traffic Committee 13<sup>th</sup> August 2020

	<p><b>Resolved:</b> To object to the application as it does not comply with local parking guidelines. The development will result in a loss of parking provision and will additionally create a further demand for parking. To further object on the grounds of overdevelopment in the area.</p>
P& RT 251-19	<p><b>Limefield Pit</b></p> <p>With the arrival of Cllr Asker to the meeting, voting would now be quorate. It was</p> <p><b>Resolved:</b> to support the principle of the land transfer from Essex Wildlife Trust to the Organic Countryside CiC</p> <p>Cllrs Gadd, Hawke-Smith, McLellan and Roberts abstained from voting having declared personal interests</p>
P & RT 252-19	<p><b>Update on ongoing significant applications</b></p> <p>Committee noted that discussions were ongoing regarding parking requirements at the PrintPak site.</p>
P & RT 253-19	<p><b>Urgent Information Items</b></p> <p>Cllr Gadd noted that the Committee name should be changed from Planning and Road Traffic to Planning and Transport, to embrace all modes of transport in and round the town. This matter to be considered at the next Full Council meeting</p> <p>Cllr McLellan noted the website needed updating regarding Committee membership</p>
P & RT 254-19	<p><b>Date and time of Next Meeting</b></p> <p>Thursday 27<sup>th</sup> August July 2020, by ZOOM at 7.30pm</p>

The Chairman closed the meeting at 8.52pm

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

MINUTES of the PLANNING & ROAD TRAFFIC COMMITTEE held via ZOOM on **THURSDAY 27<sup>th</sup> August 2020 at 7.30pm**

**Councillors:** Porch (Chair) Freeman, Hawke-Smith, McLellan and Roberts

**Officers:** Chloë Fiddy

**Members of the public:** None

P & RT 255-19	<b>Apologies for absence</b> Apologies were received and accepted from Cllrs Asker, De Vries, Gadd and McLellan
P & RT 256-19	<b>Declarations of Interest</b> Cllr Freeman declared a general non-pecuniary interest as member of Uttlesford District Council.
P & RT 257-19	<b>Public speaking time</b> No members of the public attended
P & RT 258-19	<b>Minutes of Previous Meeting</b> The minutes of the previous meeting were accepted as a true and accurate record of the meeting and signed by the Chair.
<b>HIGHWAYS</b>	
P & RT 259-19	<b>Surfaces around trees on High Street</b> Committee considered different surfacing solutions around the trees on the High Street. It was <b>Resolved</b> to request the opinion of the Tree Officer at Uttlesford District Council
<b>PLANNING APPLICATIONS</b>	
P & RT 260-19	<b>Committee considered and commented upon the following Planning Applications:</b>
A	<b>UTT/20/2049/NMA</b>   Non material amendment to UTT/18/2366/FUL - Feature anthracite grey cladding band added to the left hand side of the front entrance canopy. Cladding to the rear and sides of the lift core to the roof changed from profiled cladding to flat metal cladding as per the original approval. External light relocated from the Thaxted Road elevation to the rear elevation due to a clash with the signage   Site At Thaxted Road Former Civic Amenity And Granite Site Thaxted Road Saffron Walden Essex

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

Minutes of the Planning & Road Traffic Committee 27<sup>th</sup> August 2020

	<b>Resolved:</b> No objections
B	<p><b>UTT/20/2007/FUL</b>   Demolition of existing buildings and erection of a discount foodstore, a 70 bed care home and 49 no. retirement living apartments with access, car parking, landscaping and associated works.   Land South Of Radwinter Road (former Printpack Site) Saffron Walden</p> <p>Cllr Freeman reminded the Committee that as a member of Uttlesford District Council's Planning Committee he would be unable to express a view on this application. Cllr Freeman did not participate in this item.</p> <p><b>Resolved:</b> That the Officer would review the application in more detail and present a short report to the next planning committee.</p>
C	<p><b>UTT/20/2005/HHF</b>   Proposed single storey side extension, insertion of new glazed doors to rear and side elevation, insertion of new stair window and velux rooflight   Goodwood Seven Devils Lane Saffron Walden CB11 4BB</p> <p><b>Resolved:</b> No objections</p>
P & RT 261-19	<p><b>Update on ongoing significant applications</b></p> <p>No updates were noted.</p>
P & RT 262-19	<p><b>Urgent Information Items</b></p> <p>There were no urgent information items</p>
P & RT 263-19	<p><b>Date and time of Next Meeting</b></p> <p>Thursday 10<sup>th</sup> September 2020, by ZOOM at 7.30pm</p>

The Chairman closed the meeting at 8.15pm

**FINANCE & ESTABLISHMENT COMMITTEE****SAFFRON WALDEN TOWN COUNCIL**

MINUTES of the FINANCE & ESTABLISHMENT 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 20<sup>th</sup> July 2020** at 7.30pm

**Present (remotely via Zoom)**

Councillors: Asker, De Vries, Eke, Fairhurst, Hawke-Smith, Millward, Porch, Toy

Officers: Lisa Courtney, Town Clerk,  
David Broomfield, Responsible Financial Officer,  
Mark Starte, Rachel Thomas – Duty Managers at the Tourist Information Centre (TIC)

F & E 088-20	<b>Apologies for absence</b> Apologies were received and accepted from Cllr S Coote
F & E 089-20	<b>To receive any Declarations of Interest</b> Cllrs Asker, De Vries, Eke and Fairhurst declared generic non-pecuniary interests as District Councillors for Uttlesford District Council
F & E 090-20	<b>Public Speaking Time</b> There were no questions arising from the public
F & E 091-20	<b>Minutes of the Finance &amp; Establishment Committee June 2020</b> 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
<b>Financial Matters</b>	
F & E 092-20	<b>Expenditure – to be authorised</b>  (a) Payment of the accounts received since 15 <sup>th</sup> June 2020 were approved.  (b) Payment of accounts for (for cheques already issued) since 15 <sup>th</sup> June 2020 were approved.
F & E 093-20	<b>Tourist Information Centre (TIC) Details</b> Committee received and noted the following details:

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

Minutes of the Finance & Establishment Committee July 2020

	<p>(a) Profit &amp; Loss Account for TIC  (b) Monthly report from TIC  (c) Profit Enhancement Plan</p> <p>Officers from the TIC were present to speak further to the profit enhancement plan updated Committee on the following:</p> <p>(i) Saffron Ice cream to be sold from the TIC  (ii) The purchase of a new island unit to display stock  (iii) Telephone sales of tickets for Saffron Screen were imminent  (iv) Provision of laminating service</p> <p>Cllr De Vries provided a resume of the discussions to date on the profit enhancement plan, noting the need to create a branding. It was</p> <p><b>Resolved:</b></p> <p>That the Working Group (Cllrs De Vries, Fairhurst and TIC staff) to progress further and present a draft business plan to the October F &amp; E Committee meeting. It was further noted that Government had issued the Business and Planning Bill for the introduction of tables and chairs and that the TIC could consider an application in this respect.</p>
F & E 094-20	<p><b>Monthly Reports</b></p> <p>Committee received and noted the following monthly reports:</p> <p>(a) Bank reconciliation statement with supporting statements.  (b) Cash Book – showing all income and expenditure for the previous ended month for June 2020  (c) Income report, broken down by budget code – year to date including comparison of income year to date against the previous year.</p>
F & E 095-20	<p><b>Committee Hi-Light Reports</b></p> <p>Committee received and noted the Hi-Light reports.</p>
F & E 096-20	<p><b>Projected Income and Expenditure 2020/21 in light of Covid-19</b></p> <p>The RFO presented the projected figures, noting that the Town Council anticipated an overall loss in income of approximately £50,000 for the current financial year. It was further noted that some of this loss could be recouped via a reduced spend during the year.</p> <p>It was <b>Resolved:</b></p> <p>(a) To note the projected figures as presented. Committee was keen to continue investing in the Town Council's assets and the local economy and did not favour a</p>



	<p>reduction or cessation of budgeted spend but noted the opportunities to be explored for additional income streams.</p> <p>(b) To note that a draft budget for 2021/22 is being reviewed which will focus on Town Council priorities, cost savings and opportunities to increase income streams.</p> <p>(c) That any draft budget for 2021/22 will be presented to Committee in September/October 2020.</p> <p>(d) To note that the mid-year settlement from UDC / Central Government is currently unknown and any reduced settlement for this year would bring the current budget into further deficit.</p> <p>(e) To request the A &amp; S Committee to reconsider its position on the payment of market rent from traders (as per Min Ref A &amp; S 065-20).</p>
F & E 097-20	<p><b>Annual Risk Assessments and Internal Controls for year ending 2020/21</b></p> <p>Committee reviewed and considered the documents as presented. It was</p> <p><b>Resolved:</b></p> <p>To adopt the documents as presented and that they be used for the year end return in 2020/21</p>
F & E 098-20	<p><b>Internal Audit</b></p> <p>It was <b>Resolved:</b></p> <p>(a) To adopt the audit plan and scope of works for the internal auditor as per details presented</p> <p>(b) To appoint Mrs V Waples as the Town Council's internal auditor for 2020/21</p>
F & E 099-20	<p><b>Crisis Fund</b></p> <p>Committee noted details of the approved grants to to the Crisis Fund as detailed on the agenda</p>
F & E 100-20	<p><b>Urgent Information Items</b></p> <p>There were no matters arising</p>
F & E 101-20	<p><b>Date and time of Next Meeting</b></p> <p>Next meeting to be held remotely (via Zoom) on Monday 21<sup>st</sup> September 2020</p>

F & E 102-20	<b>Confidential Item</b>  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
F & E 103-20	<b>Job Evaluation Scheme</b>  Committee considered the report as presented; it was <b>Resolved:</b>  To adopt the recommendations as proposed within the report with immediate effect.

The Chairman closed the meeting at 9.20pm

DRAFT

**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	<b>Apologies for absence</b> Apologies were received and accepted from Cllr A Coote
A & S 071-20	<b>Declarations of Interest</b> Cllrs Asker, Freeman and Light declared generic non-pecuniary interests as members of Uttlesford District Council.
A & S 072-20	<b>Minutes of the last meeting of the Assets &amp; Services Committee</b> The minutes of the Assets & Services Committee meeting held on 22 <sup>nd</sup> June 2020 were accepted as a true and accurate record and signed by the Chair.
A & S 073-20	<b>Public Speaking Time</b> There were questions or matters arising from the public
A & S 074-20	<b>SW Retail and Market Plans during Covid-19</b> It was <b>Resolved:</b>  (a) To receive and note the report as presented (b) To temporarily suspend Standing Orders, section 26a, enabling further discussion on Min Ref A & S 065-20 in light of new information received (c) To rescind the decision previously reached under Min Ref A & 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.

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Minutes of Assets & Services Committee 27<sup>th</sup> July 2020

	<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>
A & S 075-20	<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>
A & S 076-20	<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>
A & S 077-20	<p><b>Works at Anglo-American Playing Fields (AAPF)</b></p> <p>Committee noted the remedial works to be carried out.</p>
A & S 078-20	<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>
A & S 079-20	<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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Minutes of Assets & Services Committee 27<sup>th</sup> July 2020

	(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 .....

Minutes of Assets & Services Committee 27<sup>th</sup> July 2020