



Saffron Walden Town Council
Action Plan and Priorities from May 2019 to May 2023
As adopted Full Council October 2019 – Minute Reference FC075-19 refers

The following action plan seeks to identify and prioritise activities and objectives for Saffron Walden Town Council for the forthcoming term. It is not an exhaustive list and only seeks to recognise those exceptional projects for delivery in 2020 and beyond and does not take account of or consider services and responsibilities delivered on a routine basis by Saffron Walden Town Council.

The projects accord with budgets as set and projected and Council acknowledges the importance of operating within agreed budgets. Council confirms its commitment to maintaining the existing high levels of financial control and reporting.

Ref No	Initiative	Outcomes	Committee	Situation	Partners	Timeline
1	Creation of a new community centre in Saffron Walden	Delivery of new and improved community facilities for Saffron Walden	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> indicative plans drawn up for proposed location at Lime Avenue on land to be transferred to SWTC on 125 lease agreement. Review of funding opportunities Review of loan opportunities Review of build costs and priorities Paused while other possible opportunities are explored <p>Update May 2021</p> <ol style="list-style-type: none"> Other opportunities being explored, ref A & S Committee May 2021 and options being considered for joint use of building <p>Update Sept 2021</p> <ol style="list-style-type: none"> Progression continues on all available options including: <ol style="list-style-type: none"> Lime Avenue (note S106 money awaited) Linden Homes site (note S106 money awaited) Review of SWTC owned assets Project paused in recognition of considerable increase in costs post covid (materials and labour currently at exceptionally high prices) 	Local community UDC EALC Funders Prospective builders	Project purposefully paused due to covid impact on costs. To further note the connectivity of this aspiration with the local plan which may itself deliver new centres and/or S106 monies to fund same
2	Refurbish, replace and provide new play equipment including the feasibility of a new play area	Delivery of new and improved play areas for children and young people	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> Financial position reassessed. Opportunity to vire monies from all play budgets which could enable new installation 20/21 October 2020 – A & S established working group to progress. Works on Contract Finder. Initial works anticipated to commence April 2021 <p>Update May 2021</p> <ol style="list-style-type: none"> Scheduled for installation w/c 25.05.21 <p>Update Sept 2021</p> <ol style="list-style-type: none"> GA play area completed, official opening scheduled 9th September 2021. Consider use of Contract Finder for indicative quotes for both AAPF and Little Walden – this will allow SWTC to apply for external grants and funding (to be actioned asap, CIF funding closing 17.09.21) Working Group reconvened with first meeting held on 03.09.21 to review requirements at AAPF and Little Walden, and to discuss needs with Little Walden 	Local community UDC EALC Funders	<p>Installation due May 2021 – completed</p> <p>Refurb of AAPF and Little Walden anticipated 2022/23</p>



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3	Refurbish Hill Street toilets to make them cleaner and safer to use	Improved public town facilities, addressing complaints regarding the condition of the toilets	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> 1. Opportunities being explored to change toilet seats/pan and to decorate facilities, including shrink-wrapping of doors with advertising opportunities. Internal repairs and redecoration to be carried out by SWTC staff 2. Cleaning regimes increased (x3 per day) during Covid, positive difference noticed. 3. October 2020, HST awarded "Platinum Award" from "Loo of the Year" <p>Update May 2021</p> <ol style="list-style-type: none"> 4. Query continuance given increased cleaning regime and zero complaints for a significant time <p>Update Sept 2021</p> <ol style="list-style-type: none"> 5. Council to note continuance of this project, retaining funding for routine repair and refurbishment works. This will include changing of internal toilet mechanisms. Toilets to be redecorated 2022. 	Local Community TIC Retailers BID UDC	Ongoing given need for remedial works
4	Enhance and create new sports facilities in the town (Lime Avenue)	Delivery of new and improved sporting facilities for residents and visitors to Saffron Walden	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> 1. Legal discussions and negotiations continue with Persimmon Homes regarding transfer of Lime Avenue football pitches. SWTC Solicitor advised that a draft lease is imminent March 2020) 2. Draft lease received October 2020, several queries and anomalies awaiting resolution from PH. Media campaign supported with local community. Continued pressure exerted on PH to meet their obligations, including letter sent to Chair, CEO and Directors of PH in October 2020 - no reply to date <p>Update May 2021:</p> <ol style="list-style-type: none"> 3. All docs reconciled between SWTC and PH, awaiting 3rd party. Temporary facilities ordered by PH for installation June 2021 4. SWTC in partnership with SWCFC need to carry out pitch works to bring to high spec ready for use for next season <p>Update Sept 2021</p> <ol style="list-style-type: none"> 5. Temporary changing facilities installed, awaiting completion (utilities, CCTV etc) 6. Pitch works completed by SWTC and SWCFC 7. Docs still to be signed by all parties concerned. All docs are in conformity and in agreed form, simply awaiting signature by a 3rd party (this being connected to the indemnity insurance required by SWTC to indemnify SWTC and SW residents against works carried out by PH and 3rd party prior to transfer for land) 8. Catons Lane Football Club has planning permission for extension to current welcome/turnstile area and this could be revised to incorporate needs of SW Community Football club, negating the need for any permanent facilities at Lime Avenue 	Local community UDC EALC Fundors	Summer 2021 – part completed (installation) A/W completion of legal docs
5	Implement better pedestrian use of the Market Square, including considering part or full pedestrianisation	<p>Improved pedestrian access in and around the town centre</p> <p>Removal of vehicles from the town centre, thereby reducing air pollution and the impact on air quality</p> <p>Potential to create a café' style environment in the town centre, thereby</p>	Assets & Services (given tie-in and impact on the Market)	<p>2020 and earlier</p> <ol style="list-style-type: none"> 1. Formal request submitted to ECC and NEPP summer 2018. 2. Indicatively accepted as part of LHP process subject to LHP budget being agreed Jan 2020 (SWTC Officers to progress and attend Jan 2020 LHP meeting). Process agreed at LHP in Jan 2020 – a/w further update from ECC Highways. SWTC Officers progressing 3. Road closed under Covid-19 regulations, ECC exercising their rights under the Coronavirus Act 2020 to temporarily close roads. Informal consultation to date evidences majority support but the pressures on retail is noted. Discussions held with ECC regarding formal consultation process (to commence early 2021) regarding any permanency of the road closures 	UDC ECC (via the LHP scheme) NEPP Local Community Retailers BID	<p>Phase 1: Summer 2021</p> <p>Phase 2: 2nd round of consultation: Oct/Nov 2021</p> <p>Phase 3: Implementation of preferred scheme – dependant on ECC schedule of works</p>



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		encouraging footfall and dwell time		<p>Update May 2021</p> <ol style="list-style-type: none"> 4. Discussions continue with ECC, UDC and BID regarding options, 5. Funding bid submitted to UDC (covid funding), outcome awaited 6. Need to progress re consultants <p>Update Sept 2021</p> <ol style="list-style-type: none"> 7. Phase 1 of the consultation closed 31.08.21, results are currently being reviewed and analysed 8. Phase 2 (Oct/Nov 2021) will present findings of the phase 1 consultation and make specific proposals for residents/businesses to comment on/vote on 9. Need bespoke plans / artists impressions for the Phase 2 works 10. Should the decision be reached to (partly?) close the Market Square, barriers will be required to separate vehicles from the pedestrianised area. Note budgetary need to provision for barriers (if needed) 11. Note new advice from ECC (25.8.21) that we cannot amend the temporary TRO and therefore it must remain in its current form until their expiry (mid Jan 2022). 12. Community Events and Activities & Events Officer post advertised – remit to seek funding for and host events. More events anticipated once individual in post, many of these could take place in Market Square 		
6	Establishment of a “Sure Start” type facility to replace (in part) lost services	The provision of essential services, advice and guidance for children, young people and families.	Assets & Services	<p>2020 and earlier</p> <ol style="list-style-type: none"> 1. Potential premises for delivery of service under review and evaluation. 2. Funding streams to be explored 3. Discussed at FC February 2020. Cllrs A Coote and Millward to review and carry out a scoping report. c/fwd to future meeting for consideration once demands are known 4. On hold since March 2020 because of Covid situation <p>Update Sept 2021</p> <ol style="list-style-type: none"> 5. Propose to re-start work on such a facility, possibly as part of a wider community facility 	UDC & ECC Children and Youth Services CAB Volunteer Uttlesford Foodbank Churches Community groups working with children and young people	
7	To continue working with Essex Highways to address town highway issues, including residents’ parking, pedestrian access and cycling	<p>To improve pedestrian, cycling and vehicular movement in and around Saffron Walden</p> <p>Identification of potholes and drainage issues in town and reporting of same to ECC which will lead to improved road and paving surfaces</p>	Planning & Road Traffic	<p>2020/2021</p> <ol style="list-style-type: none"> 1. SWTC priority schemes submitted February 2016 and resubmitted to ECC November 2019. 2. Clarification from ECC sought regarding implementation of the Essex 2018 Cycling Plan for Uttlesford – response awaited 3. Highways meeting taken place with Cllr Moran (ECC) and as reported to FC meetings 4. Meetings with ECC Cycling Officer and Engineers remain outstanding, these have been requested multiple times since October 2019. Queries remain including regarding pavement works in Museum Street and cycling opportunities <p>Update Sept 2021</p> <ol style="list-style-type: none"> 5. Cllr Gadd (as ECC Member) actively progressing issues with ECC 6. Monitoring and report of potholes and drainage issues, initial focus on primary routes in/out of SW – work to be carried out Sept/Oct 2021 – a/w signing off of risk assessment 7. ECC updated re 20mph around town centre – to P & T Committee Sept 2021. 8. List of works in progress and revised reporting mechanism devised at SWTC 9. Linden Homes S106 money (£420k) may be reallocated for demand change schemes – a/w ECC advice (request submitted from UDC on 25.08.21) 	ECC Highways UDC County Councillor	Ongoing
8	Completion of the town’s Neighbourhood Plan to create a stronger future for the town	To deliver the town’s Neighbourhood Plan, affording greater protection	Planning & Road Traffic (NP must be	<p>2020 and earlier:</p> <ol style="list-style-type: none"> 1. Considerable informal public consultation and involvement concluded. 2. Need to initiate regulatory process – Regulation 14 formal consultation 	Local community UDC Planning	To launch Regulation 14, formal statutory consultation by end of 2019 – complete

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		<p>from poor and speculative development.</p> <p>To deliver on the outcomes and priorities of the matters as identified within the Neighbourhood Plan</p>	endorsed by Full Council)	<p>3. Reg 14 consultation launched, closing 10th March 2020 (although this may be extended). Responses being collated for presentation to a future NP and Council meeting</p> <p>4. Reg 14 consultation period completed. NP presented to external verifier for review and feedback before formal commencement of Reg 15. NP WG to meet to review comments from external verifier and final plan must be submitted to SWTC for final approval</p> <p>May 2021 update</p> <p>5. Reg 16 comments reviewed and response sent to UDC for forwarding to Inspector. A/W inspector's comments before launching Reg 17</p> <p>Sept 2021 update</p> <p>6. Slight delay in examination due to incapacity of external examiner</p> <p>7. Following changes to NPPF (July 2021), additional round of public consultation (2 weeks) being carried out, which concluded on 23.08.21</p> <p>8. Responses to this additional round of consultation have been collated and will be presented to P & T Committee 09.09.21 with a recommendation to simply note responses received</p>		A Referendum in autumn 2021 had been anticipated but this is now delayed following the additional statutory consultation (resulting from the revised NPPF). Referendum date tbc, likely spring 2022
9	Improve access and paths in Bridge End Garden, particularly for the disabled	An improvement in pedestrian access for all with a particular focus on improved access for the disabled	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> BEG Management Plan formally adopted by SWTC. Work has commenced on feasibility of works, including indicative costs Paths / paving renewed throughout summer 2020, largely by in-house staff. [Work now completed] <p>May 2021 update</p> <ol style="list-style-type: none"> Significant amount of works achieved during 2020/21 to hardscaping, including paths, gates, walls, ponds, storage and composting. Planting plan revisited and working with Liz Lake to progress <p>Sept 2021 update</p> <ol style="list-style-type: none"> Works identified in management plan have either been substantially completed or, as appropriate, are now incorporated into routine maintenance schedules Walls require repointing and cleaning Tree management plan being written – this is not a H & S or health of tree check, this is about looking at appropriateness of each tree in its current location, impact on its surroundings and anticipating any future issues with the trees Volunteering recommenced, now twice weekly (previously twice monthly) 	<p>Friends of BEG</p> <p>Fry Family (freeholder of property)</p> <p>Historic England</p> <p>UDC Planning & Conservation</p>	<p>Summer 2020 – completed</p> <p>Other works ongoing, slightly delayed due to resourcing deficit which is now reconciled</p>
10	Complete the refurbishment of Common Hill West	To deliver an improved, environmentally friendly landscape, removing residents' parking from Common Hill West	Assets & Services	Completed	Completed	Autumn 2019
11	Take further positive measures towards implementing the Town Council's goal of being carbon neutral by 2030 and reducing plastic use	<ul style="list-style-type: none"> Reduced mowing and hedge cutting Prohibition of glyphosate in Town Council managed green spaces Creation of more green spaces Planting of new hedges and trees 	Full Council	<p>2020 and earlier:</p> <ol style="list-style-type: none"> Number of new green initiatives have been introduced already, ie <ul style="list-style-type: none"> Electric Town Council vehicle New battery-operated equip Introduction of new planting regimes, introducing new trees, hedges and bushes in 2019 <ul style="list-style-type: none"> Tree planting (scheduled 30th Nov) Mowing and hedge cutting regimes reviewed and reduced where appropriate. Review of SWTC's carbon footprint and ways to reduce / off-set 	<p>Local community</p> <p>SWACC</p> <p>UDC</p> <p>District and County councillors</p>	Ongoing



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		<ul style="list-style-type: none"> Improved connectivity for walking and cycling (see initiative No 7) Purchase of further battery-operated gardening tools and equipment (rather than petrol) Purchase of further electrical vehicles Support allotments and provision of local food produce Adoption of better environmental working practices 		<p>4. To produce a climate emergency plan, noting tangible steps taken and to be taken – in hand and for completion by end 2020. This will include an evaluation of the Town Council’s own carbon footprint.</p> <p>5. A/w results from carbon footprint evaluation. Draft climate emergency plan commenced by Officers. Tree planting end 2020 subject to distancing</p> <p>May 2021 update</p> <p>6. Draft policy ready to go; important to recognise that for any impact to be sustainable it requires resourcing both in terms of staffing and money.</p> <p>Sept 2021 update</p> <p>7. Draft policy ready – assuming the principles within the document are adopted, consideration must be given to the resourcing and funding of implementation schemes</p> <p>8. Included an element of this in the new Community Events & Activities Officer post (ie, need to advertise and promote events around sustainability and environmental initiatives and possible hosting of resident focus days. Market stalls and events to promote environmental initiatives).</p>		Autumn 2021
12	Improve youth facilities, building on the current outreach projects	The creation or improvement of youth facilities offering a safe, comfortable environment for children and young people to access youth services and / or have an informal, social area	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> Continued working with various youth partners. Discussions to be had with ECC / UDC regarding funding opportunities. Town Clerk to progress. SW Youth Outreach Project successfully running Friday evening youth club from Fairycroft (with funding from SWTC) Continued youth funding received from UDC 2020/21 providing £20,000 funding for youth work in SW. Town Council’s funding scheme continues in assessing applications on merit Cllr Porch appointed Chair of Youth Partnership Group <p>May 2021 update</p> <p>6. Covid has impacted significantly on this project which needs to be reviewed and revisited to ensure that any provision is appropriate for today’s environment</p> <p>Sept 2021 update</p> <p>7. SWTC Community Engagement and Activities Officer post advertised, closing 17.09.21. Post has a part focus on youth work; this will help with engagement of young people and community work generally – see also Notes under No 11 regarding environmental work</p>	CAB Foodbank – as agencies which may refer children and yp to services UDC/ECC youth services Fairycroft Art and Music Centre	Ongoing Oct/Nov 2021 0 appointment to new post
13	Improve public safety by continuing to improve our CCTV systems and consideration of other crime prevention measures	Creation of a safe place to live, work and socialise in which people feel safe	Finance & Establishment	<p>2020 and earlier:</p> <ol style="list-style-type: none"> Review of CCTV systems, including analysis of each installation and compliance with codes of practices SWTC funded PCSO, commenced employment October 2019 Joint initiative meeting arranged with other partners to review crime and community safety including a review of the PCSO powers and possible enforcement Meeting scheduled 6th December 2019 – Cllr Toy to Chair Joint initiative meeting held Dec 2019, positive outcomes. SLA awaiting completion (subject to a few outstanding queries) Tasking meetings to be held with UDC March 2020 Tasking meetings did not take place due to Covid-19. SWTC Officers continue to have frequent dialogue and updates with funded PCSO SLA returned to UDC and funding for 2020/21 paid to date Funding for continuation of post in 2021/22 included in the budget for 2021/22 Vacancies within SW Community Policing Team noted and queried with UDC 	Essex Police UDC Safer Communities Team Police & Crime Commissioner Youth services	Ongoing



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				Sept 2021 Continued funding included in draft budget for 2022/23		
Additional proposed projects as at September 2021 – for discussion						
14	New Office Accommodation and/or storage facility	Obtaining of cost effective office space for SWTC compliant with current legislation		Sept 2021 1. To continue seeking alternative office accommodation in recognition that the use of the Town Hall on a permanent basis is unsustainable 2. To seek SWTC owned facility for the storage of tools, equipment and machinery		
15	Repair and refurbishment works to the Chapel, Cemetery	To ensure the chapel is protected and remedial works are completed as and when required and on a scheduled basis. (No repeat of the Town Hall 2015)	A & S	Sept 2021 1. Radwinter Road Cemetery Chapel is a Grade II listed building, List Entry Number 1297741. SWTC should protect the historic importance of this building and could look to better promote and use this facility. 2. An access and condition recommendation report was commissioned in summer 2021 to provide SWTC with details of any remedial works required. The works required relate to decorative rather than structural elements. Estimates for works will be obtained using Contract finder, the results of which will help to inform next steps and priorities. Should Council wish to progress with this, funding needs to be allocated – quotes awaited which will help to inform future action and options	English Heritage UDC Planning UDC Conservation Officer	
16	Close Gardens	The creation of attractive, inviting and welcoming area of public realm – acting as a gateway into town	A & S	Sept 2021 1. Subject to costs from Contract Finder, to commission works. 3 rd party, external funding will be required. 2. External funding applied for, outcome awaited	ECC UDC Local residents	
17	Water Park	Delivery of some form of water park or facility for the town	A & S	Sept 2021 1. To be presented to September Assets Committee meeting with a view to establishing a working group to investigate the feasibility		