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**To: The Mayor and Members of Saffron Walden Town Council**

## **Summons & Agenda**

You are summoned to attend the FULL COUNCIL of the TOWN COUNCIL of SAFFRON WALDEN to be held via the video conference service Zoom on Monday 14<sup>th</sup> September 2020 commencing at 7.30pm to transact the business as set out in the agenda below.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from Act reads: *“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”*

### **Zoom Details:**

Join Zoom Meeting

<https://us02web.zoom.us/j/84938574371>

Meeting ID: 849 3857 4371

### **Phone:**

One tap mobile

+442039017895 | 84938574371# United Kingdom

+441314601196 | 84938574371# United Kingdom

Dial by your location

+44 203 901 7895 United Kingdom | +44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom | +44 203 481 5237 United Kingdom

+1 669 900 9128 US (San Jose)

## **Meetings and the Public**

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during public speaking time) in Town Council meetings.

Town Council meetings will be hosted on the Zoom Platform. Details enabling members of the public to view the meeting and ask questions (under the public speaking time) will be given for each meeting in the introduction as above (see Zoom link on page 1 of this agenda for details)

Members of the public and press are welcome to attend any of the Council's Full Council or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk) or phone 01799 516501

The agenda may be split into two parts. Most of the business will be dealt with in Part I which is open to the public. Part II (if applicable) includes items which may be discussed in the absence of the press or public, as they deal with information which is personal or sensitive for some other reason. The press and public will be asked to leave the meeting before Part II items are discussed.

Members of the public are permitted to ask questions at any of these meetings, with each meeting including an agenda item for questions from the public. Members of the public are not required to register in advance of the meeting but it may be useful if you notify your intention to speak either in advance of or at the meeting by emailing: [townclerk@saffronwalden.gov.uk](mailto:townclerk@saffronwalden.gov.uk). If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

### **~~Facilities for people with disabilities~~**

~~The Council Offices has facilities for wheelchair users, including lifts and toilets.~~

### **~~Fire/emergency evacuation procedure~~**

~~If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest designated fire exit. You will be directed to the nearest exit by a designated officer. It is vital you follow their instructions.~~

### **For information about this meeting please contact the Town Council:**

Telephone: 01799 516501 / Email: [enquiries@saffronwalden.gov.uk](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

### **Recording of meetings**

Whilst meetings are being conducted under the Coronavirus Act 2020, meetings will not be recorded.

### **General Data Protection Regulations (GDPR) 2018:**

For details of the Town Council's Privacy Notice, please visit our website: <http://saffronwalden.gov.uk/policies/>



**Lisa Courtney, Town Clerk**

**9<sup>th</sup> September 2020**

1	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence</p>
2	<p><b>To receive any Declarations of Interest</b></p> <p>Members and officers are invited to make any declarations of interests that they may have in relation to items on the agenda and are reminded to make any declarations at any stage during the meeting if it then becomes apparent that this may be required when a particular item or issue is considered.</p>
3	<p><b>Public Speaking Time</b></p> <p>For the public or press to ask questions of the Council on matters relating to the agenda.</p>
4	<p><b>County Councillor Update</b></p> <p>To receive a written or verbal update and report from Cllr Moran, with particular reference to the following matters:</p> <ul style="list-style-type: none"> <li>(a) Ashdon Road Zebra Crossing</li> <li>(b) George Street Paving Repairs To respond to the query regarding quality and nature of works completed.</li> <li>(c) Paving / surface by St Clare’s Hospice shop Cllr Moran has formally submitted a request for a feasibility study of the site and this is awaited.</li> <li>(d) ECC Cycling Officer / SW Cycling Schemes Progression of any meeting or progress regarding cycling opportunities and initiatives in SW; to include an update on any anticipated meeting with the ECC Cycling Officer</li> <li>(e) High Street Paving</li> <li>(f) Museum Street Crossing Progression of the Town Council’s outstanding request for improvements to pedestrian access</li> <li>(g) Bollard at The Old Sun Inn Progression of SWTC’s LHP application</li> </ul>
5	<p><b>Mayor’s Communications</b></p> <p>To receive a written and/or verbal update from the Mayor</p>
6	<p><b>To verify the Minutes of the Town Council meetings as follows:</b></p>

	Full Council 8 <sup>th</sup> July 2020 – as attached
7	<p><b>To receive Minutes from Committee meetings as follows:</b></p> <p>To receive the minutes from the following Committee meetings. To note that these minutes are received for information purposes only as the relevant Committees are those which approve the minutes for accuracy.</p> <ul style="list-style-type: none"> <li>• Planning and Road Traffic 9<sup>th</sup> July 2020 (approved minutes)</li> <li>• Planning and Road Traffic 23<sup>rd</sup> July 2020 (approved minutes)</li> <li>• Planning and Road Traffic 13<sup>th</sup> August 2020 (approved minutes)</li> <li>• Planning and Road Traffic 27<sup>th</sup> August 2020 (draft minutes)</li> <li>• Finance and Establishment 20<sup>th</sup> July 2020 (draft minutes)</li> <li>• Assets and Services 27<sup>th</sup> July 2020 (draft minutes)</li> </ul>
8	<p><b>Proposed Change to name of Planning and Road Traffic Committee</b></p> <p>Council to consider changing the name of the Planning and Road Traffic Committee to <i>Planning and Transport Committee</i>, in order to better reflect the fact that the Committee deals with all modes of transport and not just road/vehicular.</p>
9	<p><b>A Community Land Trust for Saffron Walden</b></p> <p>Council to consider the attached report and to consider adoption of the recommendations therein.</p>
10	<p><b>Letter of Thanks from Uttlesford Food Bank</b></p> <p>To receive letter of thanks as attached from Uttlesford Food Bank in recognition of the Town Council's support of the charity and its service during these current difficult times</p>
11	<p><b>Town Councillor Vacancy</b></p> <p>To note that a vacancy has occurred in the parish of Little Walden, vacated by Mr Stacy Coote. Council is requested to:</p> <ol style="list-style-type: none"> <li>(a) Note this vacancy which took effect on 14 July 2020 and that in compliance with LGA 1972, s86, s87(2)(a) and s87(2)(b), the vacancy will be formally declared and publicly notified;</li> <li>(b) That if, on formal declaration of the vacancy, a poll is claimed by ten electors a bye-election must take place. Ordinarily, and in compliance with the Local Elections Rules 2002 SI2006/3305, the election must take place within 60 days of the notice of the vacancy. Under the Coronavirus Act 2020, C7, part 1 (59-61), any election will be postponed until 5<sup>th</sup> May 2021;</li> </ol>

	(c) Should no request for a bye-election be called, Council may fill this vacancy by co-option and in accordance with the <a href="#">Council's Co-option Policy</a> adopted March 2019
12	<p><b>Evaluation of SWTC Carbon Footprint</b></p> <p>Council to note that the Carbon Footprint audit for SWTC is being done by The Planet Mark, and SWTC has submitted the data required for the audit.</p>
13	<p><b>Health and Safety Policy – Statement of Intent</b></p> <p>Council is requested to adopt the H &amp; S policy as attached and as provided by the Town Council's appointed "Competent Body" for H &amp; S matters.</p>
14	<p><b>Environmental Policy Statement</b></p> <p>Council is requested to adopt the Environmental Policy Statement as attached and as provided by the Town Council's appointed "Competent Body" for H &amp; S and the environment.</p>
15	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
16	<p><b>Additional Forthcoming Meetings</b></p> <p>None to advise</p>
17	<p><b>Urgent Information Items</b></p> <p>Any items to report for information only. This item is included for information sharing only, Council is not permitted to determine matters until this agenda item</p>
18	<p><b>Date and time of Next Meeting(s)</b></p> <p>The next meeting is scheduled for Monday 12<sup>th</sup> October 2020</p>
19	<p><b>Confidential Item</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>
20	<p><b>Planning Matters</b></p> <p>Council is requested to receive details as attached and consider any further actions or response in this matter.</p>

21	<b>Town Council Offices</b> To consider report as attached.
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