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

## **Summons & Agenda**

You are summoned to attend a MEETING of SAFFRON WALDEN TOWN COUNCIL to be held in the COUNCIL CHAMBER of the TOWN HALL, Market Square, Saffron Walden, CB10 1HR on **Monday 9<sup>th</sup> March 2020** commencing at 7.30pm to transact the business as set out in the agenda below.

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### **Meetings and the Public**

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. If at the meeting, please approach the Officer present to make yourself known.

### **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**

Most Council and Committee meetings are recorded by the Town Council with the recording being uploaded to a publicly accessible website. If you address the Council or Committee and do not wish to be recorded, please make this known to a Council Officer in advance of the meeting.

**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**

**4<sup>th</sup> March 2020**

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1	<b>Apologies for absence</b>  To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b>  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.
3	<b>Public Speaking Time</b>  For the public or press to ask questions of the Council on matters relating to the agenda.
4	<b>County Councillor Update</b>  To receive a written or verbal update and report from Cllr Moran, with particular reference to the following matters:  (a) High Street Paving Works: To confirm if works are to commence in March 2020 (b) Little Walden Road: To confirm if works are to commence in March 2020 (c) Debden Road: To receive a verbal update following an onsite meeting to consider the flooding issues (d) Audley End Road: To receive a verbal update following an onsite meeting regarding the speed limit

	<p>(e) Traffic Management Survey for SW: To consider any further progress or monies which may be available from S106 to fund any survey</p> <p>(f) Church Street / Museum Street: To receive a verbal update following an onsite meeting regarding traffic movement</p> <p>(g) Cycling Initiatives: To receive a verbal update regarding future opportunities</p> <p>(h) ECC budget: to receive further details from Cllr Moran of the ECC budget as set/approved.</p>
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 meeting as follows:</b></p> <p>Full Council 10<sup>th</sup> February 2020</p>
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 13<sup>th</sup> February 2020 (approved minutes)</li> <li>• Planning and Road Traffic 27<sup>th</sup> February 2020 (draft minutes)</li> <li>• Finance and Establishment 17<sup>th</sup> February 2020 (draft minutes)</li> <li>• Assets and Services 24<sup>th</sup> February 2020 (draft minutes)</li> </ul>
8	<p><b>Mayoral Selection from May 2020 - Future arrangements for the nomination and election of Town Mayor and proposed position of Leader</b></p> <p>To consider future arrangements for the nomination and election of the Town Mayor, as per details attached, having regard to the proposal to create a new role of Leader.</p> <p>To consider nominations for the positions of both Mayor and Deputy Mayor for 2020/21 in accordance with the Council's published policy "Mayoral Selection".</p>
9	<p><b>Citizens Advice Uttlesford</b></p> <p>To receive and consider a response to the letter as attached from Citizens Advice Uttlesford. To further consider any nominated Councillor to attend meetings as suggested within the letter.</p>
10	<p><b>Quarterly report and update on the Town Council's Priorities</b></p> <p>To receive and note the report as attached being the quarterly update provided to Council</p>

11	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
12	<p><b>Additional Forthcoming Meetings</b></p> <p>(a) HMS Lapwing Association – Saffron Walden Reunion – Saturday 21<sup>st</sup> March 2020 at 2.30pm. A Memorial Service will be held at the Close Garden, Saffron Walden to which the Town Mayor and all Councillors are invited. The Mayor will lay a wreath in memory of the loss of the Saffron Walden adopted ship and the crew.</p> <p>(b) To note the Velo Essex 2020 ride proposed in and around Essex which will include Saffron Walden – Sunday 20<sup>th</sup> September. Further details are awaited from Essex County Council and Uttlesford District Council regarding the precise road and proposed road closures and will be notified to Council once available.</p>
13	<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>
14	<p><b>Date and time of Next Meeting(s)</b></p> <p>Annual Parish Meeting: Monday 30<sup>th</sup> March 2020 from 7pm in the Assembly Hall, Town Hall</p> <p>Full Council: Monday 14<sup>th</sup> April 2020, 7.30pm Council Chamber, Town Hall</p>