

TheTown Hall  
Market Street  
Saffron Walden  
CB10 1HZ

Tel: 01799 516501



**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 in the Town Hall, Market Street, Saffron Walden on **Monday 14<sup>th</sup> June 2021** commencing at **7.30pm** to transact the business as set out in the agenda below

### **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 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  
General Enquiries – Saffron Walden Town Council Offices, The Town Hall, Market Place,  
Saffron Walden, CB10 1HZ | Website: [www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk)

## Recording of meetings

Meetings will be recorded where possible and practicable to do so.

## 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> June 2021

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 P Gadd
5	<b>Mayor's Communications</b> To receive a written and/or verbal update from the newly elected Mayor
6	<b>To verify the Minutes of the Town Council meetings as follows:</b> Full Council May 2021 – as attached Annual Meeting held on 04.05.21 – 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 Transport 13<sup>th</sup> May 2021 (approved minutes)</li> <li>• Planning and Transport 27<sup>th</sup> May 2021 (draft minutes)</li> <li>• Finance and Establishment 17<sup>th</sup> May 2021 (draft minutes)</li> <li>• Assets and Services 24<sup>th</sup> May 2021 (draft minutes)</li> </ul>
8	<p><b>Committee Membership</b></p> <p>To consider Committee Membership. At the Annual Meeting (4<sup>th</sup> May and before the Town Council elections), Council agreed that any newly elected Councillor would be a member of the Finance &amp; Establishment Committee (F &amp; E). Newly elected Cllr Gregory has a greater preference and interest in planning matters and requests membership to the Planning &amp; Transport Committee (P &amp; T) and has declined her proposed appointment to F &amp; E. There is currently a vacancy on the P &amp; T Committee. Council to:</p> <p>(a) Note that Cllr Gregory has declined Membership to F &amp; E and to determine her request to become a Member of the P &amp; T Committee</p> <p>(b) Council to determine the vacancy at the F &amp; E Committee and to appoint a Councillor to membership of this committee.</p>
9	<p><b>Community Governance Review (CGR)</b></p> <p>To consider a response to the CGR being undertaken by UDC. The public consultation runs from 1<sup>st</sup> June to 31<sup>st</sup> July 2021. Extract from information received from UDC reads:</p> <p><i>“Following the consultation period all submissions will be made public. These will all be considered and will lead to the publication of a report to the committee on behalf of the council to consider the draft proposals.</i></p> <p><i>The decision of the committee will lead to the creation of a Re-organisation Order and a request will be made to the Local Government Boundary Commission for England for a consequential Order to district ward and county electoral division boundaries, as appropriate.</i></p> <p><i>Any approved changes will take effect from the next scheduled parish council elections in 2023”</i></p> <p>Agenda papers 9 (a) – (c) refer and Council is requested to consider any response to the review process. It is noted that requested changes may include (extract from UDC correspondence): -</p>

	<ul style="list-style-type: none"> <li>• <i>“To reduce the number of members as a parish has trouble filling vacancies – we already have one such request from a Parish Council</i></li> <li>• <i>To ward or de-ward the Parish Council for administrative convenience or to reflect local identities – for example Takeley Parish Council is pretty large not to be warded; conversely Elmdon and Wenden Lofts Parish Council is relatively small electorate wise to be warded.</i></li> <li>• <i>To re-align the parish boundary to accommodate housing development – need mutual agreement – this does have an impact on other boundaries as the District Ward and the County Division boundary would need to be formally revised too. The District Council then seeks a Consequential Amendment Order from the Local Government Boundary Commission for England to change any District ward or County division boundaries. We already have one such request for this.</i></li> <li>• <i>Create a parish council were non currently exists – for example, Lindsell and Wicken Bonhunt parishes have no council but both are bigger than Little Barfield Parish Council in terms of electorate. Is there local demand and interest for having a parish council? Is there any community assets within the parish? Implications are that they can raise a precept so local parishioners’ Council Tax rises”</i></li> </ul> <p>Given any changes will not be implemented until 2023, Council should consider the current climate and demographics along with any projected figures.</p>
9	<b>Reports from other Meetings</b> - To receive a verbal update from meetings as attended.
10	<b>Additional Forthcoming Meetings</b> - To receive details of any forthcoming meetings
11	<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>
12	<p><b>Date and time of Next Meeting(s)</b></p> <p>The next meeting is scheduled for Monday 12<sup>th</sup> July 2021 at 7.30pm</p>
13	<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>

14	<b>Market Report</b> To consider the report as attached and any action arising
15	<b>Land at Ridgeon's Site</b> To consider the report as attached and any action arising