

The Town 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 Saffron Walden** on Monday **14th February 2022** 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. 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. If you wish to register at the meeting, please indicate your desire to speak at the allocated Public Speaking Time.

Please note that due to necessary Covid19 mitigation measures, admission to the meeting may be restricted as room capacity is currently limited. Members of the public will be admitted on a first come first served basis and the meeting room will be open to the public from approximately 7.20 pm. The capacity for each meeting will include the staff and Councillors present and members of the public will be permitted to the maximum capacity of the room. Members of the public are requested to wear a face mask at all times and sit in the seats designated for the public. If you would like more information about how the Town Council has made the meeting arrangements as Covid secure as possible please contact the Town Clerk.

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

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 February 2022

1	Apologies for absence To receive apologies and consider requests for approved absence
2	To receive any Declarations of Interest 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	Public Speaking Time For the public or press to ask questions of the Council on matters relating to the agenda.
4	Essex County Councillor Update To receive a written or verbal update and report from Cllr P Gadd.
5	Mayor's Communications To receive a verbal update from the Town Mayor

6	<p>To verify the Minutes of the Town Council meetings as follows:</p> <p>Full Council 10th January 2022</p>
7	<p>To receive Minutes from Committee meetings as follows:</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"> • Planning and Transport Tuesday 4th January 2022 (approved minutes) • Planning and Transport Thursday 13th January 2022 (approved minutes) • Planning and Transport Thursday 27th January 2022 (draft minutes) • Finance and Establishment 17th January 2022 (draft minutes) • Assets and Services 24th January 2022 (draft minutes)
8	<p>Meeting Dates</p> <p>A revised meeting dates calendar is attached for information; this is for the period March-June 2022.</p> <p>It is proposed that the Annual Town Meeting date is changed to the 4th April 2022 at 7pm (previously 7th March 2022) – this will allow the meeting to take place in The Town Hall. Committee Chair’s will then be contacted to write their annual reports.</p>
9	<p>Mayoral Selection</p> <p>In accordance with the Mayoral Selection Policy, nominations for the Town Mayor and Deputy Mayor for 2022/23 are to be submitted to the Town Clerk by Monday 7th March.</p> <p>Copies of the policy and nomination form are attached.</p>
10	<p>Policies</p> <p>Committee is requested to review and consider any amendments of the following policy; a copy is attached.</p> <p style="padding-left: 40px;">a) Vexatious Policy – no amendments proposed</p> <p>Recommendation: To consider the policy as attached and to set the review date for October for policies going forward, so they will all be reviewed together, negating the need for a constant review and monitoring of all policies.</p>
11	<p>Road Closure Consultation</p> <p>The results from the Town Centre Road Closure consultation will be presented to the Assets and Services Committee on Monday 28th February, any recommendations will then be presented to Full Council on Monday 14th March.</p>

12	<p>Persimmon Homes</p> <p>To note the transfer documents have all been signed by SWTC and held by the Town Council’s solicitors. All matters with Persimmon Homes are either finally reconciled and/or legal undertakings are in place for Persimmon Homes to complete outstanding issues (the only outstanding matter being remedial work involving a 3rd party). The process cannot be formally completed until all parties (including 3rd parties) have signed and completed transfer documents. Formal and completed transfer is anticipated imminently.</p>
13	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
14	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p>
15	<p>Urgent Information Items</p> <p>Any items to report for information only. This item is included for information sharing only and Council is not permitted to determine matters under this agenda item</p>
16	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 14th March at 7.30pm in The Town Hall.</p>
17	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</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>
18	<p>Saffron Walden Neighbourhood Plan</p> <p>In progressing the SWNP, the external examiner has made comments to the submitted plan, as per the attached details.</p> <p>The external examiner recommends a series of actions as detailed in the attached, recommending that a public consultation takes place for two weeks, commencing earliest on Tuesday 15th February 2022 (subject to this Full Council meeting).</p> <p>The Town Council and the NP Working Group has previously considered the examiner’s report and determined to proceed with the NP (this is recorded in Min Ref FC301-21 November 2021), noting that whilst the proposed amendments are considered significant by the examiner, the plan is still ambitious (as also noted by the examiner) and seeks to form and shape the future of Saffron Walden. The external examiner writes “I can see much work has been put into the production of the Plan over a long time period; in many</p>

ways it is an ambitious and comprehensive document. It has many policies that will guide development in the area and be valuable”.

Council is requested to:

(a) Affirm its commitment to proceeding with the Neighbourhood Plan as written, recognising the comments received from the external examiner

(b) Note that the process is being queried by SWTC as it is not clear from the attached examiner’s report if SWTC has further opportunity to present information in support of any of the policies recommended by the examiner for change.

The examiner’s report remains confidential at this present time to ensure that there is no confusion or misunderstanding regarding the commencement of the public consultation period. To issue the document now (in advance of the formal public consultation period) may compromise or disqualify the formal public consultation period.