

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, Saffron Walden on Monday **14<sup>th</sup> March 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](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.

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](mailto: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> March 2022

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>Essex 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 verbal update from the Town Mayor

6	<p><b>To verify the Minutes of the Town Council meetings as follows:</b></p> <p>Full Council 14.02.2022 and 23.02.2022 (draft minutes)</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 Transport 10.02.2022 (Approved minutes)</li> <li>• Planning and Transport 24.02.2022 (draft minutes)</li> <li>• Finance and Establishment 21.02.2022 (draft minutes)</li> <li>• Assets and Services 28.02.2022 (draft minutes)</li> </ul>
8	<p><b>Nominations to the positions of Town Mayor and Deputy Mayor</b></p> <p><b>Mayor and Deputy Mayor from May 2022 to serve for one year</b></p> <p>To consider nominations for the positions of both Mayor and Deputy Mayor for 2022/23 in accordance with the Council's published Mayoral Selection policy, found <a href="#">here</a>.</p> <p>In accordance with the above policy, valid nominations have been received for both positions, being:</p> <p>Nomination to Mayor: Cllr James de Vries Nominated by Cllr Richard Freeman / Seconded by Cllr Louise Millward</p> <p>Nomination to Deputy Mayor: Cllr Richard Freeman Nominated by Cllr James de Vries / Seconded by Cllr Louise Millward</p> <p>All of the above nominations seek to be nominations only and the election of all positions will be formalised at the Town Council's Annual Meeting scheduled for Monday 9<sup>th</sup> May 2022.</p>
9	<p><b>Town Centre Road Closures Consultation</b></p> <p>The road closure consultation closed in January and analysis was presented to Assets and Services Committee on 28<sup>th</sup> February, an extract of the draft minutes, reference 022-22 is below:</p> <p><i>“Committee unanimously agreed to support the principle of a partial road closure and this proposal will be presented to Full Council in March. It was resolved that an additional report will be presented to Full Council to agree suitable timings for the partial road closure as the favoured option was all of the time but Officers noted that decisions should be mindful of residents who live in the Centre.”</i></p>

	<p>Attached are the same reports presented to Assets &amp; Services Committee, with a supplementary report to consider whether this partial road closure is in place all of the time or limited to certain periods.</p> <p>Once resolved the request will then be submitted to Essex Highways.</p>
10	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
11	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
12	<p><b>Urgent Information Items</b></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>
13	<p><b>Date and time of Next Meeting</b></p> <p>The Annual Town Meeting is scheduled for Monday 4<sup>th</sup> April at 7pm in The Town Hall and the next Full Council meeting is scheduled for 11<sup>th</sup> April 2022 at 7.30pm in The Town Hall.</p>