

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 9<sup>th</sup> May 2022** commencing at **7.30pm** (or if later, on conclusion of the preceding Annual Meeting) 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**

4<sup>th</sup> May 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 newly elected Town Mayor

6	<p><b>To verify the Minutes of the Town Council meetings as follows:</b></p> <p>Full Council 11.04.2022</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 14.04.2022 (Approved minutes)</li> <li>● Planning and Transport 27.04.2022 (draft minutes)</li> <li>● Finance and Establishment 19.04.2022 (draft minutes)</li> <li>● Assets and Services 25.04.2022 (draft minutes)</li> </ul>
8	<p><b>Saffron Story Interpretation Board</b></p> <p>The Heritage Development Group have been granted listed building consent and advertising consent to proceed with the manufacture of the ‘Saffron Story’ Interpretation board to be installed on the Town Hall.</p> <p>The Heritage Development Group will be in attendance to present the final design to Council. Council is requested to consider the final design and any comments, enabling the Heritage Development Group to proceed with the project, installing the board onto the Town Hall as previously agreed by Council.</p>
9	<p><b>Actual Year End Carry Forwards / Budget 2022/23</b></p> <p>To receive and consider the actual, carry forward figures from the 2021/22 budget into the 2022/23 budget. The figures as presented are recommended for adoption and carry forward into the 2022/23 budget from the Finance &amp; Establishment meeting (under Min Ref F &amp; E 058-22)</p>
10	<p><b>Climate Emergency Action Plan</b></p> <p>To consider adoption of the proposed Climate Emergency Action Plan, details as attached</p>
11	<p><b>Uttlesford District Council – DEFRA Funding Bid</b></p> <p>To consider opportunities for joint working with UDC in delivering air quality initiatives for Saffron Walden – details as attached.</p>
12	<p><b>Chase New Homes – Friends School Site</b></p> <p>Chase New Homes have submitted their planning application directly to the planning inspector for 96 dwellings at the former Friends School site, which will be considered by the Planning &amp; Transport committee on 12.05.2022.</p>

	<p>(Application details here - <a href="https://www.gov.uk/guidance/section-62a-planning-application-s62a220000002-former-friends-school-mount-pleasant-rd-saffron-walden-cb11-3eb">https://www.gov.uk/guidance/section-62a-planning-application-s62a220000002-former-friends-school-mount-pleasant-rd-saffron-walden-cb11-3eb</a> )</p> <p>Council is requested to consider, in principle, whether it would be interested in taking on the public open space, including the tennis courts and swimming pool, this would be in accordance with the SWTC Policy on Developer Contributions and wish list. For SWTC to consider this as a sustainable option S160 monies must be sought.</p>
13	<p><b>Policies</b></p> <p>The following policies are proposed to be re-adopted, with proposed changes in red:</p> <p>a) Standing Orders b) Financial Regulations</p>
14	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
15	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
16	<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>
17	<p><b>Date and time of Next Meeting</b></p> <p>The next meeting is scheduled for Monday 13<sup>th</sup> June 2022 at 7.30pm in The Town Hall.</p> <p>To note –</p> <ul style="list-style-type: none"> <li>• <b>Ceremonial Mayor Making</b> process - Saturday 14<sup>th</sup> May 2022. The Mayor will have assumed his/her responsibilities at the start of the Annual General Meeting (9<sup>th</sup> May) and this is the ceremonial event.</li> <li>• <b>Jubilee Weekend</b> (Thursday 2<sup>nd</sup> June-Sunday 5<sup>th</sup> June) The Community Together day will take place on the Friday 3<sup>rd</sup> June, if Cllrs are available any time between 9am-5pm to help run the SWTC stall and/or the craft stall we ask that you please let officers know.</li> <li>• <b>Sunday 5<sup>th</sup> June – St Mary’s Church Service</b> As part of this year’s celebrations of the Platinum Jubilee of Her Majesty Queen Elizabeth II, St Mary’s Church, Saffron Walden have invited SWTC to their Civic Service which will be held on Sunday 5<sup>th</sup> June, starting at 10.00am. Cllrs are asked to confirm whether they can attend.</li> </ul>

18	<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>
19	<p><b>Saffron Walden Neighbourhood Plan</b></p> <p>Council is asked to consider the report as attached. To note - this item is considered as confidential as specifically requested by Uttlesford District Council officers.</p>
20	<p><b>Town Council Assets</b></p> <p>In accordance with Min Ref FC278-21 (Full Council, September 2021), negotiations have progressed regarding the resolution reached at the meeting. Council is requested to consider the report as attached and the recommendations therein. This matter is considered commercially confidential.</p>