

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 **13th February 2023** 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.

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

8th February 2023

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	To verify the Minutes of the Town Council meetings as follows: Full Council 09.01.2023

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 12.01.2023 (approved minutes) • Planning and Transport 26.01.2023 (draft minutes) • Finance and Establishment 16.01.2023 (draft minutes) • Assets and Services 23.01.2023 (draft minutes)
8	<p>SWTC Action Plan and Priorities from May 2019 to May 2023</p> <p>To receive and note the attached action plan / priorities evidencing progress of major projects and activities.</p>
9	<p>Policies</p> <p>The following policies are proposed for re-adoption:</p> <ol style="list-style-type: none"> a) Standing orders, in line with the National Association of Local Councils model contract – with a review date of one year. b) Co-Option – with a review date of three years. c) Roles of Mayor and Leader - with a review date of three years.
10	<p>Community Governance Review – Parish Border</p> <p>Council is requested to consider the attached written report and recommendations.</p> <p>The report recommends requesting UDC to initiate a Community Governance Review (CGR) to incorporate the land known as north Shire Hill, which now forms part of planning application UTT/21/2509/OP. The land currently sits in Seward’s End Parish and Seward End Parish Council is in support of the scheme as agreed at their February Council meeting.</p>
11	<p>Rural Services Network Sounding Boards</p> <p>The Rural Services Network is establishing two virtual panels from members of their Rural Market Town Group and Village Services Group. One panel will focus on young people and one on older people.</p> <p>RSN has asked if Councils would like to nominate members who might have an interest in becoming part of the panels.</p> <p>Council is asked therefore to consider whether to nominate any members and if so who.</p>

12	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
13	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p>
14	<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>
15	<p>Date and time of Next Meeting</p> <p>The next Full Council meeting is scheduled for Monday 13th March 2023 at 7.30pm.</p> <p>The Annual Town Meeting of electors is scheduled for Tuesday 14th March 2023 at 7.30pm.</p> <p>Both are in the Town Hall, Saffron Walden.</p>