

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 **TUESDAY 11th April 2023** 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

3rd April 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 13.03.2023

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 09.03.2023 (Approved minutes) ● Planning and Transport 23.03.2023 (draft minutes) ● Finance and Establishment 20.03.2023 (draft minutes) ● Assets and Services 27.03.2023 (draft minutes)
8	<p>Policies</p> <p>Council is recommended to re-adopt the below policies, with a review date of two years, no changes are proposed.</p> <ul style="list-style-type: none"> a) Media b) Safeguarding
9	<p>Business Improvement District (BID)</p> <p>The BID referendum will be held June 2023 and Council is requested to consider its position regarding this matter.</p> <p>Members are requested:</p> <ul style="list-style-type: none"> (a) To mandate the Town Clerk to vote at the BID referendum on behalf of the Town Council for all eligible properties. (b) To delegate the Town Clerk to consider entering into any further discussions or negotiations with the BID team regarding any levy paid by the Town Council should the referendum be successful.
10	<p>Reminder</p> <p>Councillors who are not re-elected in May are asked to please:</p> <ul style="list-style-type: none"> ● Return Samsung tablets by 11th May please ● Return robes, gloves and hats by 11th May please ● Note, emails will be suspended on Tuesday 9th May (or earlier, on receipt of the results).
11	<p>Numbers 3 and 5 Market Place (Former Natwest Bank)</p> <p>Council is asked to consider the attached report detailing works to date. The contents of this report are in the public domain to provide openness and transparency regarding works at Nos 3 and 5 Market Place. Members are requested to note the financial implications of proposed works are considered in a separate confidential report contained later in this agenda.</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 note the annual (general) meeting will take place on 15th May 2023 at 7.00pm in the Town Hall, Saffron Walden, followed by the May Full Council meeting. This meeting will be for all newly elected Councillors following the elections on 04.05.2023.</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 meeting is scheduled for 15th May 2023 at 7.30pm (or following conclusion of the Annual (General) Meeting) in the Town Hall, Saffron Walden</p>
16	<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>
17	<p>Numbers 3 and 5 Market Place (Former Natwest Bank)</p> <p>Council is asked to consider the attached report financial projects of the project.</p> <p>This report is taken as a Part 2 confidential item given the commercial sensitivity of the details, acknowledging the Council will go out to tender on a number of proposals and it is inappropriate to therefore include draft budgets in the public domain.</p>