



Saffron Walden Town Council Action Plan and Priorities from May 2019 to May 2023 As adopted Full Council October 2019 – Minute Reference FC075-19 refers

The following action plan seeks to identify and prioritise activities and objectives for Saffron Walden Town Council for the forthcoming term. It is not an exhaustive list and only seeks to recognise those exceptional projects for delivery in 2020 and beyond and does not take account of or consider services and responsibilities delivered on a routine basis by Saffron Walden Town Council.

The projects accord with budgets as set and projected and Council acknowledges the importance of operating within agreed budgets. Council confirms its commitment to maintaining the existing high levels of financial control and reporting.

Key to RAG Table (Red, Amber, Green)	
The examples given below are not an exhaustive list and simply seek to offer some generic examples of the project status. Some or all of the issues identified may apply	
	<p>Issues or queries with the project which may include: Overspend on budget requiring review of budget/funding streams Delays against milestones Quality issues Resourcing concerns are critical</p>
	<p>Highlighting potential issues or queries with the project which may include: Overspend on budget (manageable) Potential delay against milestones Quality issues – advisory but no problems anticipated with final delivery Resourcing concerns</p>
	<p>No issues or queries with the project Expenditure is as per budget Project on plan to complete on time Quality at expected levels. No resource problems</p>
	<p>Project Completed</p>

Ref No	Initiative	Outcomes	Cttee	Situation	Partners	Timeline	Reason for RAG status	Money set aside in budget (B) or EMR and period	Additional financial comments
1	Enhance and create new sports facilities in the town (Lime Avenue)	Delivery of new and improved sporting facilities for residents and visitors to Saffron Walden	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> 1. Legal discussions and negotiations continue with Persimmon Homes regarding transfer of Lime Avenue football pitches. SWTC Solicitor advised that a draft lease is imminent March 2020) 2. Draft lease received October 2020, several queries and anomalies awaiting resolution from PH. Media campaign supported with local community. Continued pressure exerted on PH to meet their obligations, including letter sent to Chair, CEO and Directors of PH in October 2020 - no reply to date <p>May 2021:</p> <ol style="list-style-type: none"> 3. All docs reconciled between SWTC and PH, awaiting 3rd party. Temporary facilities ordered by PH for installation June 2021 4. SWTC in partnership with SWCFC need to carry out pitch works to bring to high spec ready for use for next season <p>Sept 2021</p> <ol style="list-style-type: none"> 5. Temporary changing facilities installed, awaiting completion (utilities, CCTV etc) 6. Pitch works completed by SWTC and SWCFC 7. Docs still to be signed by all parties concerned. All docs are in conformity and in agreed form, simply awaiting signature by a 3rd party (this being connected to the indemnity insurance required by SWTC to indemnity SWTC and SW residents against works carried out by PH and 3rd party prior to transfer for land) 8. Catons Lane Football Club has planning permission for extension to current welcome/turnstile area and this could be revised to incorporate needs of SW Community Football club, negating the need for any permanent facilities at Lime Avenue <p>Jan 2022</p> <ol style="list-style-type: none"> 9. Presentation received from SWFC Dec 2021, SWTC supportive of their proposed planning application (amended from that previously submitted and referenced in 8 above) 10. PH continually failing to deliver on transfer <p>Feb / March 2022</p> <ol style="list-style-type: none"> 11. Land transfer from Persimmon Homes to SWTC completed 12. Ongoing discussions with residents regarding access to land (gates) 13. S106 monies received from Persimmon and allocated at A & S March meeting, see A & S report for info 	Local community UDC EALC Funders	<p>Summer 2021 – part completed (installation) A/W completion of legal docs</p> <p>Feb 2022 – transfer completed for both Lime Ave and Tudor Park</p>	Primary project complete	<p>£141K index linked S106 money – payment received from Persimmon Homes and allocated as follows:</p> <p>£50k Tudor Park £38k vehicle replacement £53k Lime Ave Pavilion</p>	

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2a	Refurbish, replace and provide new play equipment including the feasibility of a new play area GOLDEN ACRE	Delivery of new and improved play areas for children and young people	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> Financial position reassessed. Opportunity to vire monies from all play budgets which could enable new installation 20/21 October 2020 – A & S established working group to progress. Works on Contract Finder. Initial works anticipated to commence April 2021 <p>May 2021</p> <ol style="list-style-type: none"> Scheduled for installation w/c 25.05.21 <p>Sept 2021</p> <p>GA play area completed, officially opened on 9th September</p>		2021			
2b	Refurbish, replace and provide new play equipment including the feasibility of a new play area AAPF / Little Walden	Delivery of new and improved play areas for children and young people	Assets & Services	<p>Sept 2021</p> <ol style="list-style-type: none"> GA play area completed, official opening scheduled 9th September 2021. Consider use of Contract Finder for indicative quotes for both AAPF and Little Walden – this will allow SWTC to apply for external grants and funding (to be actioned asap, CIF funding closing 17.09.21) Working Group reconvened with first meeting held on 03.09.21 to review requirements at AAPF and Little Walden, and to discuss needs with Little Walden <p>Feb / March 2022</p> <ol style="list-style-type: none"> WG reconvened, meetings held to consider preferred location Public consultation on both the play area and splash park launched – responses to be analysed April 2022 Expressions of interest for both play area and splash park uploaded to Contract Finder Funding opportunities explored Indicative cost £150k play area and £250k splash park <p>January 2023</p> <ol style="list-style-type: none"> Order for AAPF placed and works scheduled for completion Feb/March 2023 Query on works to Little Walden: these works purposefully postponed until circa June 2023 to ascertain if any ex-AAPF equipment is suitable for relocation and/or subject to community consultation <p>May 2023</p> <ol style="list-style-type: none"> Installation nearing completion. Formal opening date to be arranged 	Local community UDC EALC Fundors	Refurb of AAPF and Little Walden anticipated autumn 2023	Order for AAPF play area placed Sept 2022	<p>currently holding:</p> <p>£10,807 LWR (Petlands) play area refurbishment (EMR code 9275) Plus £2,500 from 2023/24 budget = £13,307 for Little Walden</p> <p>£65,168 AAMPF refurbishment/replacement (EMR code 9290) plus £61,554 action plan initiatives (EMR 9325) and £3,950 Budget (9270)</p> <p>Order placed for total of £130,671 includes removal of old equipment, resurfacing, new equipment</p>	
3	Water Park	Delivery of some form of water park or facility for the town	A & S	<p>Sept 2021</p> <ol style="list-style-type: none"> To be presented to September Assets Committee meeting with a view to establishing a working group to investigate the feasibility 			Note the increased utility costs and need for facilities.		Monies set aside for AAPF (Ref 2) could be

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				<p>Jan 2022</p> <ol style="list-style-type: none"> 2. WG yet to met – to be progressed asap, need to note the link of this work to the play area WG <p>Feb / March 2022</p> <ol style="list-style-type: none"> 3. WG reconvened, meetings held to consider preferred location 4. Public consultation on both the play area and splash park launched 5. Expressions of interest for both play area and splash park uploaded to Contract Finder 6. Utility companies contacted regarding proposals for splash park to determine viability 7. Funding opportunities explored 8. Must consider ongoing maintenance/annual charges for future budgets (if splash park progresses) 9. Indicative cost £150k play area and £250k splash park 10. Requests sent to utility companies regarding installation/permissions etc 11. Public consultation concluded March 2022, results being analysed <p>September 2022</p> <ol style="list-style-type: none"> 12. Public consultation results analysed. Good public support for project but many note the need for facilities to be located with splash park, to include toilets and refreshment kiosk <p>January 2023</p> <ol style="list-style-type: none"> 13. Project purposefully paused in recognition of increased utility costs and need to include extra facilities which do not currently form part of the budget 			Council to determine continuance or otherwise of this project		reutilised for water park?
4	New Office Accommodation and/or storage facility	Obtaining of cost-effective office space for SWTC compliant with current legislation		<p>Sept 2021</p> <ol style="list-style-type: none"> 1. To continue seeking alternative office accommodation in recognition that the use of the Town Hall on a permanent basis is unsustainable 2. To seek SWTC owned facility for the storage of tools, equipment and machinery <p>Jan 2022</p> <ol style="list-style-type: none"> 3. Number of options reviewed and being progressed; largely now waiting on 3rd parties to revert with responses to queries <p>Feb / March 2022</p> <ol style="list-style-type: none"> 4. Continue awaiting advice from 3rd parties, number of options continue to be explored 5. Revised business plan to be presented to ECC (Clerk to progress) <p>September 2022</p> <ol style="list-style-type: none"> 6. Acquisition of new premises adjacent to the Town Hall to include the provision of office space and accommodation for SWTC staff. There is a schedule of works (not repeated here) in relation to the former Nat West bank building, providing a timeline and costing of all proposed works 			Project on target but note the increasing need for alternative office accommodation compounded by increased use of town hall	£28k (EMR code 9320)	

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				<p>January 2023</p> <p>7. Works continue to progress, SWTC staff will be located on 2nd and 3rd floor of the building and a schedule of works (separate to this) informs the sequencing, cost and timing of works</p> <p>8. Temporarily, SWTC occupying other rooms in the Town Hall to allow rental of the Committee Room</p> <p>May 2023</p> <p>9. Following formal report to FC April 2023, a revised schedule of works and use of Nos 3 and 5 Market Place were discussed and agreed. Staff to now be based on 1st floor with 2nd and 3rd floors converted to residential</p>					
5	Implement better pedestrian use of the Market Square, including considering part or full pedestrianisation	<p>Improved pedestrian access in and around the town centre</p> <p>Removal of vehicles from the town centre, thereby reducing air pollution and the impact on air quality</p> <p>Potential to create a café' style environment in the town centre, thereby encouraging footfall and dwell time</p>	Assets & Services (given tie-in and impact on the Market)	<p>2020 and earlier</p> <p>1. Formal request submitted to ECC and NEPP summer 2018.</p> <p>2. Indicatively accepted as part of LHP process subject to LHP budget being agreed Jan 2020 (SWTC Officers to progress and attend Jan 2020 LHP meeting). Process agreed at LHP in Jan 2020 – a/w further update from ECC Highways. SWTC Officers progressing</p> <p>3. Road closed under Covid-19 regulations, ECC exercising their rights under the Coronavirus Act 2020 to temporarily close roads. Informal consultation to date evidences majority support but the pressures on retail is noted. Discussions held with ECC regarding formal consultation process (to commence early 2021) regarding any permanency of the road closures</p> <p>May 2021</p> <p>4. Discussions continue with ECC, UDC and BID regarding options,</p> <p>5. Funding bid submitted to UDC (covid funding), outcome awaited</p> <p>6. Need to progress re consultants</p> <p>Sept 2021</p> <p>7. Phase 1 of the consultation closed 31.08.21, results are currently being reviewed and analysed</p> <p>8. Phase 2 (Oct/Nov 2021) will present findings of the phase 1 consultation and make specific proposals for residents/businesses to comment on/vote on</p> <p>9. Need bespoke plans / artists impressions for the Phase 2 works</p> <p>10. Should the decision be reached to (partly?) close the Market Square, barriers will be required to separate vehicles from the pedestrianised area. Note budgetary need to provision for barriers (if needed)</p> <p>11. Note new advice from ECC (25.8.21) that we cannot amend the temporary TRO and therefore it must remain in its current form until their expiry (mid Jan 2022).</p>	UDC ECC (via the LHP scheme) NEPP Local Community Retailers BID	<p>Phase 1: Summer 2021</p> <p>Phase 2: 2nd round of consultation: Oct/Nov 2021</p> <p>Phase 3: Implementation of preferred scheme – dependant on ECC schedule of works</p>	Project on target for delivery as scheduled	<p>£2,000 set aside under budget 4135</p> <p>Could utilise the money from UDC clean air grant?</p>	

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				<p>12. Community Events and Activities & Events Officer post advertised – remit to seek funding for and host events. More events anticipated once individual in post, many of these could take place in Market Square</p> <p>Jan 2022</p> <p>13. Reports provided to A & S, summarising findings of Phase 1 consultation 14. Phase 2 consultation launched, closing 24.01.22 with 3 preferred options 15. Confirmation current temporary TRO will be removed mid Jan 2022 (that installed under covid) 16. Phase 2 analysis anticipated March 2022</p> <p>Feb / March 2022</p> <p>17. Analysis of phase 2 consultation to A & S Feb 2022, with recommendation to FC 18. FC to determine March 2022 and to submit formal request to ECC (as highway authority) 19. Subject to the outcome of Council’s resolution (18 above) and the statutory public consultation, SWTC to consider funding for any pedestrianisation / square closure 20. March A & S and FC meetings – agreed to make formal request to ECC for pedestrianisation of Market Square in accordance with reports presented</p> <p>May 2022</p> <p>21. LHP requests formalised and sent to ECC, note that UDC’s DEFRA funding may fund some of this activity.</p> <p>September 2022</p> <p>22. SWTC’s request for pedestrianisation is in the “evaluation” stage with ECC. 23. UDC parking report (unpublished) supports pedestrianisation of Market Square</p> <p>January 2023</p> <p>24. The request remains with ECC, and was considered as part of their Local Highway Panel process (at its meeting on 16.3.23). Approval is anticipated end by end of March 2023.</p> <p>May 2023</p> <p>25. Awaiting LHP meeting to confirm amended TRO for the market, only once this is concluded can the TRO for pedestrianisation be confirmed.</p>					
6	Completion of the town’s Neighbourhood Plan to create a stronger future for the town	<p>To deliver the town’s Neighbourhood Plan, affording greater protection from poor and speculative development.</p> <p>To deliver on the outcomes and priorities of the matters</p>	Planning & Road Traffic (NP must be endorsed by Full Council)	<p>2020 and earlier:</p> <ol style="list-style-type: none"> 1. Considerable informal public consultation and involvement concluded. 2. Need to initiate regulatory process – Regulation 14 formal consultation 3. Reg 14 consultation launched, closing 10th March 2020 (although this may be extended). Responses being collated for presentation to a future NP and Council meeting 4. Reg 14 consultation period completed. NP presented to external verifier for review and feedback before formal commencement of Reg 15. NP WG to meet 	Local community UDC Planning		SWNP is now a “material consideration” in the determination of planning applications in SW	<p>£1,786 (budget code 4610)</p> <p>Could be vired to item 5 above, as NP now complete</p>	

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		as identified within the Neighbourhood Plan		<p>to review comments from external verifier and final plan must be submitted to SWTC for final approval</p> <p>May 2021</p> <p>5. Reg 16 comments reviewed and response sent to UDC for forwarding to Inspector. A/W inspector's comments before launching Reg 17</p> <p>Sept 2021</p> <p>6. Slight delay in examination due to incapacity of external examiner</p> <p>7. Following changes to NPPF (July 2021), additional round of public consultation (2 weeks) being carried out, which concluded on 23.08.21</p> <p>8. Responses to this additional round of consultation have been collated and will be presented to P & T Committee 09.09.21 with a recommendation to simply note responses received</p> <p>Jan 2022</p> <p>9. SWTC reviewed responses (as per 8 above), noted with no comments.</p> <p>10. All docs submitted to external examiner and await her further advice.</p> <p>Feb / March 2022</p> <p>11. Examiner's report received, commending NP but noting the need for deletion of some policies.</p> <p>12. Feb FC meeting, agreed to proceed with SWNP, despite some policy deletions given that other retained policies are strong and ambitious</p> <p>13. Statutory period of public consultation during March. In April 2022, SWTC can expect to receive draft followed by final report from external examiner – done</p> <p>14. Responses sent to external examiner – a/w outcome of soundness of plan and Referendum date</p> <p>May 2022</p> <p>15. Plan is sound as per external examiner – scheduling Referendum date with UDC, summer/autumn 2022 anticipated</p> <p>September 2022</p> <p>16. Referendum took place on 15.09.22 – overwhelming support by local residents.</p> <p>17. SWNP to UDC Cabinet on 11.10.22 to be formally “made”</p> <p>January 2023</p> <p>18. SWNP formally made at Cabinet on 11.10.22 and now used and referenced by SWTC in response to planning applications</p>					
7	Take further positive measures towards implementing the	<ul style="list-style-type: none"> Reduced mowing and hedge cutting Prohibition of glyphosate in Town 	Full Council	<p>2020 and earlier:</p> <ol style="list-style-type: none"> Number of new green initiatives have been introduced already, ie <ul style="list-style-type: none"> Electric Town Council vehicle New battery-operated equip 	Local community SWACC UDC	Ongoing	Series of initiatives and projects pursued and	No money currently set aside	

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	Town Council's goal of being carbon neutral by 2030 and reducing plastic use	<p>Council managed green spaces</p> <ul style="list-style-type: none"> • Creation of more green spaces • Planting of new hedges and trees • Improved connectivity for walking and cycling (see initiative No 7) • Purchase of further battery-operated gardening tools and equipment (rather than petrol) • Purchase of further electrical vehicles • Support allotments and provision of local food produce • Adoption of better environmental working practices 		<p>2. Introduction of new planting regimes, introducing new trees, hedges and bushes in 2019</p> <ul style="list-style-type: none"> • Tree planting (scheduled 30th Nov) • Mowing and hedge cutting regimes reviewed and reduced where appropriate. <p>3. Review of SWTC's carbon footprint and ways to reduce / off-set</p> <p>4. To produce a climate emergency plan, noting tangible steps taken and to be taken – in hand and for completion by end 2020. This will include an evaluation of the Town Council's own carbon footprint.</p> <p>5. A/w results from carbon footprint evaluation. Draft climate emergency plan commenced by Officers. Tree planting end 2020 subject to distancing</p> <p>May 2021</p> <p>6. Draft policy ready to go; important to recognise that for any impact to be sustainable it requires resourcing both in terms of staffing and money.</p> <p>Sept 2021</p> <p>7. Draft policy ready – assuming the principles within the document are adopted, consideration must be given to the resourcing and funding of implementation schemes</p> <p>8. Included an element of this in the new Community Events & Activities Officer post (ie, need to advertise and promote events around sustainability and environmental initiatives and possible hosting of resident focus days. Market stalls and events to promote environmental initiatives).</p> <p>Jan 2022</p> <p>9. Community Events and Activities Officer in post. Looking at ECC's climate change funding and potential applications to be made by SWTC</p> <p>10. Order placed for new electric van as part of commitment to become carbon neutral</p> <p>11. New whips and trees planted in and around Lime Avenue</p> <p>Feb / March 2022</p> <p>12. New electric vehicle received</p> <p>13. Commitment made for SWTC to work with UDC and ECC in the Clean Air Day 2022 (16.06.22)</p> <p>14. Working with local schools and residents to identify others areas where trees could be planted (as per Cllr Pepper's UDC initiative)</p> <p>15. Specific funding to be agreed and set aside in pursuance of carbon neutral goals</p> <p>16. SWTC submitted joint bid to ECC with local community group, SW Community Energy, for £20k under the Climate Action Climate Fund – outcome awaited.</p> <p>September 2022</p>	District and County councillors	Autumn 2021	completed – ongoing project	Monies from the Action Plan initiative could be utilised to meet requirements = £71,093 under EMR 9325	

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				<p>to offer community activities and increase footfall in town – primary objectives achieved</p> <p>12. Launch of youth consultation – asking children and young people what activities they would like to see in SW, closing 21.03.22</p> <p>13. Subject to outcome of consultation, SWTC to enter into SLA with a youth provider to deliver the requirements of the consultation</p> <p>14. A & S March Committee meeting approved principle of SLA with YOP and to fund £5k for 6 months delivery, pending confirmed SLA and consultation outcome</p> <p>September 2022</p> <p>15. Youth consultation completed, results of which have helped to inform the content of the SLA with SWYOP</p> <p>16. Draft SLA discussed with SWYOP</p> <p>January 2023</p> <p>17. Draft SLA drawn up, ready for signing, awaiting SWYOP. SWTC is committing to annual support of £10k pa towards youth activities with a SLA prescribing some of the projects and activities.</p> <p>May 2023</p> <p>18. SLA with YOP agreed and signed. Awaiting revised funding streams from UDC for confirmation of 2023/24 budget</p>					
9	To continue working with Essex Highways to address town highway issues, including residents' parking, pedestrian access and cycling	<p>To improve pedestrian, cycling and vehicular movement in and around Saffron Walden</p> <p>Identification of potholes and drainage issues in town and reporting of same to ECC which will lead to improved road and paving surfaces</p>	Planning & Road Traffic	<p>2020/2021</p> <ol style="list-style-type: none"> SWTC priority schemes submitted February 2016 and resubmitted to ECC November 2019. Clarification from ECC sought regarding implementation of the Essex 2018 Cycling Plan for Uttlesford – response awaited Highways meeting taken place with Cllr Moran (ECC) and as reported to FC meetings Meetings with ECC Cycling Officer and Engineers remain outstanding, these have been requested multiple times since October 2019. Queries remain including regarding pavement works in Museum Street and cycling opportunities <p>Sept 2021</p> <ol style="list-style-type: none"> Cllr Gadd (as ECC Member) actively progressing issues with ECC Monitoring and report of potholes and drainage issues, initial focus on primary routes in/out of SW – work to be carried out Sept/Oct 2021 – a/w signing off of risk assessment ECC updated re 20mph around town centre – to P & T Committee Sept 2021. List of works in progress and revised reporting mechanism devised at SWTC Linden Homes S106 money (£420k) may be reallocated for demand change schemes – a/w ECC advice (request submitted from UDC on 25.08.21) 	ECC Highways UDC County Councillor	Ongoing	Awaiting progressing of LHP requests via ECC	<p>No money currently set aside although noted that S106 monies currently held or due could be utilised – this is the request for consideration at LHP meeting in March 2022</p> <p>Note DEFRA money via UDC which could fund</p>	

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				<p>Jan 2022</p> <p>10. Linden Homes money received by ECC and confirmed can be used on demand change scheme. SWTC / UDC / ECC to collectively determine hierarchy of needs</p> <p>11. Monies to be allocated to Local Cycling, Walking and Infrastructure Plan (LCWIP)</p> <p>12. ECC carrying out statutory consultation on 20mph (refer to ECC's Walking Strategy which supports 20mph schemes) and also DfT consultation on hierarchy of road/pavement usage with priority being given to pedestrians and cyclists over cars</p> <p>Feb 2022</p> <p>13. ECC statutory consultation continues (readvertised due to ECC typo)</p> <p>14. UDC advises the S106 payments (£400k POS maintenance and £200k POS strategic) are imminently due for payment – to be progressed</p> <p>September 2022</p> <p>15. Updates required from ECC on LHP application for pedestrianisation and Linden Homes money re cycling initiatives</p> <p>January 2023</p> <p>16. Information awaited from developer and UDC regarding possible changes to S106 agreement re Linden Homes on the strategic open space.</p> <p>17. ECC has agreed monies in S106 can be used to commission Sustrans to undertake a review of the SW draft cycling schemes</p> <p>May 2023</p> <p>18. £200k POS strategic payment made to UDC. Developer theoretically content with amendment to use of monies but requires formal quotes for any anticipated project. SWTC compiling quotes for new community centre at Lime Avenue for consideration by developer.</p> <p>19. £400k POS maintenance money not yet paid. Land ready for transfer, subject to SWTC taking over management a year earlier than scheduled (with a commuted sum)</p>					
10	Close Gardens	The creation of attractive, inviting and welcoming area of public realm – acting as a gateway into town	A & S	<p>Sept 2021</p> <p>1. Subject to costs from Contract Finder, to commission works. 3rd party, external funding will be required.</p> <p>2. External funding applied for, outcome awaited</p> <p>Jan 2022</p> <p>3. No quotes returned from Contract Finder, national shortage of labour and skills</p> <p>4. Progressing alternative means of completing works</p> <p>Feb / March 2022</p>	ECC UDC Local residents		A date/timeline was never given to this project, recognising the complexity and difficulties in ownership and works required. The project is however shown	£18,670 (EMR 9272) plus £10,000 due from 2023/24 budget	Some monies spent in seeking contractor and writing schedule of works

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				<p>5. Permission received from UDC to fell diseased trees in Close Gardens, trees felled</p> <p>6. Meeting anticipated with contractor who may be able to organise the traffic management requirements on behalf of SWTC, leaving SWTC staff to carry out the physical tidying, weeding and replanting works. Note this will still require the iron railing works to be separately contracted</p> <p>September 2022</p> <p>7. Planning permission sought and approved for works to the area. The schedule of works will inform the sequence and process of each step of the refurbishment programme</p> <p>8. Grants will need to be applied for to fund the works and ideas/suggestions are being progressed with local community groups</p> <p>January 2023</p> <p>9. Need to arrange formal transfer of land to SWTC</p> <p>10. Progress on grant opportunities. Consider establishment of community group to submit bids</p> <p>11. Planning permission granted for repair/refurbishment works</p> <p>12. Could consider internal borrowing in 2023/24 to allow these works to progress (est total project cost £70k)</p> <p>May 2023</p> <p>13. No further update, project unintentionally paused due to capacity issues</p>			as amber to identify that funds are needed in order to progress further		
11	Refurbish Hill Street toilets to make them cleaner and safer to use	Improved public town facilities, addressing complaints regarding the condition of the toilets	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> Opportunities being explored to change toilet seats/pan and to decorate facilities, including shrink-wrapping of doors with advertising opportunities. Internal repairs and redecoration to be carried out by SWTC staff Cleaning regimes increased (x3 per day) during Covid, positive difference noticed. October 2020, HST awarded "Platinum Award" from "Loo of the Year" <p>May 2021</p> <ol style="list-style-type: none"> Query continuance given increased cleaning regime and zero complaints for a significant time <p>Sept 2021</p> <ol style="list-style-type: none"> Council to note continuance of this project, retaining funding for routine repair and refurbishment works. This will include changing of internal toilet mechanisms. Toilets to be redecorated 2022. <p>Feb 2022</p> <ol style="list-style-type: none"> SWTC Officers to include in schedule of works for 2022 (likely winter) Works may include replastering, tiling and doors 	Local Community TIC Retailers BID UDC	Ongoing given need for remedial works	Toilets in excellent order and condition. Platinum award won in 2 consecutive years	£21,258 EMR (EMR code 9190)	This has been reduced by £10k as monies vired over to other budgets in 2022/23 recognising that a total refurb of toilets is no longer required or necessary

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				<p>September 2022</p> <p>8. Works have not been completed as deemed non-essential at this present time. The toilets are in very good state of repair and the project can be c/fwd to a later date/time</p> <p>January 2023</p> <p>9. Review current cisterns and system, some upgrades may be required – work scheduled for 2023/24</p>					
12	Improve access and paths in Bridge End Garden, particularly for the disabled	An improvement in pedestrian access for all with a particular focus on improved access for the disabled	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> BEG Management Plan formally adopted by SWTC. Work has commenced on feasibility of works, including indicative costs Paths / paving renewed throughout summer 2020, largely by in-house staff. [Work now completed] <p>May 2021</p> <ol style="list-style-type: none"> Significant amount of works achieved during 2020/21 to hardscaping, including paths, gates, walls, ponds, storage and composting. Planting plan revisited and working with Liz Lake to progress <p>Sept 2021</p> <ol style="list-style-type: none"> Works identified in management plan have either been substantially completed or, as appropriate, are now incorporated into routine maintenance schedules Walls require repointing and cleaning Tree management plan being written – this is not a H & S or health of tree check, this is about looking at appropriateness of each tree in its current location, impact on its surroundings and anticipating any future issues with the trees Volunteering recommenced, now twice weekly (previously twice monthly) <p>Jan 2022</p> <ol style="list-style-type: none"> Need to progress tree management plan Volunteering working well New staffing structure at BEG working well <p>March 2022</p> <ol style="list-style-type: none"> New Chair of FoBEG anticipated – already established good relationship and have an agreed focus of priorities <p>September 2022</p> <ol style="list-style-type: none"> Very positive and encouraging relationship with the new Chair of There have been some very high profile and successful visits and training events at BEG, both raising the profile of the gardens and also encouraging/increasing footfall Summer events and activities held in BEG, including partnership working with Saffron Hall and school visits 	<p>Friends of BEG</p> <p>Fry Family (freeholder of property)</p> <p>Historic England</p> <p>UDC</p> <p>Planning & Conservation</p>	<p>Summer 2020 – completed</p> <p>Other works ongoing, slightly delayed due to resourcing deficit which is now reconciled</p>	<p>Works back on schedule following resourcing deficit</p>	<p>£23,719 EMR (Paths, walls, statues) (EMR code 9123) plus new contribution £10k in 2023/24 budget</p>	<p>5 year plan £1,000 a year from 2023-24</p>

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				<p>January 2023</p> <p>17. Management plan being updated, comms continue with Chair of BEG and schedule of works in hand</p>					
13	<p>Establishment of a "Sure Start" type facility to replace (in part) lost services – project renamed:</p> <p>Jubilee Community Hub to reflect a variety of activities, including Sure Start services, which will operate from the Jubilee Hub (aka Garden Rooms)</p>	The provision of essential services, advice and guidance for children, young people and families.	Assets & Services	<p>2020 and earlier</p> <ol style="list-style-type: none"> Potential premises for delivery of service under review and evaluation. Funding streams to be explored Discussed at FC February 2020. Cllrs A Coote and Millward to review and carry out a scoping report. c/fwd to future meeting for consideration once demands are known On hold since March 2020 because of Covid situation <p>Sept 2021</p> <ol style="list-style-type: none"> Propose to re-start work on such a facility, possibly as part of a wider community facility <p>Feb 2022</p> <ol style="list-style-type: none"> Consideration given to hosting such services from existing community facilities <p>September 2022</p> <ol style="list-style-type: none"> Plans for future premises progressing well, anticipated SWTC will receive a lease for a local community building which can be used for Sure Start type facilities. Negotiations with 3rd parties ongoing <p>January 2023</p> <ol style="list-style-type: none"> SWTC to take over 10-year lease of the Garden Rooms, Jubilee Gardens. Draft lease with solicitors for review, with a plan to occupy asap. SWTC working in partnership with 3rd parties, including UCAN, to establish timetable of community events and activities in the Garden Rooms. The template will largely consist of a community event, supported by a community café. Some repair and refurbishment works will be required prior to occupation and these form part of a significant application to be submitted to National Lottery Fund The Warm Welcome Hub will transfer to the Garden Rooms once the lease and repair works are concluded <p>May 2023</p> <ol style="list-style-type: none"> 10-year lease agreed and signed with UDC for the Garden Rooms and the attached house Welcome Hub successfully relocated to Garden Rooms SWTC working in partnership with UCAN and Enterprise East in delivering initial community events and activities. Underpinning this is a soft community engagement programme to establish key needs/wants. 	<p>UDC & ECC</p> <p>Children and Youth Services</p> <p>CAB</p> <p>Volunteer</p> <p>Uttlesford Foodbank</p> <p>Churches</p> <p>Community groups working with children and young people</p>		Awaiting contract from UDC	Jubilee Hub budget (240): £16,900 as per 2023/24 budget	

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				<p>15. Some repair and refurbishment works already carried out. Internal wall to be removed 22.5.23, providing a more flexible office space for UCAN's presence in Saffron Walden.</p> <p>16. National Lottery Bid in progress as a joint initiative between the 3 named partners</p>					
14	Complete the refurbishment of Common Hill West and Chaters Hill	To deliver an improved, environmentally friendly landscape, removing residents' parking from Common Hill West	Assets & Services	<p>1. Refurbishment of Common Hill West completed</p> <p>2. Balance of monies set aside for Chaters Hill works</p> <p>Jan 2022</p> <p>3. Need to reconcile monies set aside to ensure sufficient sums set aside for future maintenance of trash screen – must not be consumed into Chaters Hill generic repair works (internal process of separately identifying monies held)</p> <p>September 2022</p> <p>4. No change to above statement and reason for pausing still credible.</p> <p>January 2023</p> <p>5. Works to Chaters Hill scheduled for 2023/24</p>	Completed	Autumn 2019	Project date exceeded but works are not time sensitive and no concerns in delaying works in order to fit with staff resourcing	<p>£7,000 future trash screen works (EMR 9241)</p> <p>£5,362 (EMR 9240) repair works</p>	Note that monies must be set aside for future maintenance of the slade and trash screen (£7k received from ECC)
15	Improve public safety by continuing to improve our CCTV systems and consideration of other crime prevention measures	Creation of a safe place to live, work and socialise in which people feel safe	Finance & Establishment	<p>2020 and earlier:</p> <ol style="list-style-type: none"> Review of CCTV systems, including analysis of each installation and compliance with codes of practices SWTC funded PCSO, commenced employment October 2019 Joint initiative meeting arranged with other partners to review crime and community safety including a review of the PCSO powers and possible enforcement Meeting scheduled 6th December 2019 – Cllr Toy to Chair Joint initiative meeting held Dec 2019, positive outcomes. SLA awaiting completion (subject to a few outstanding queries) Tasking meetings to be held with UDC March 2020 Tasking meetings did not take place due to Covid-19. SWTC Officers continue to have frequent dialogue and updates with funded PCSO SLA returned to UDC and funding for 2020/21 paid to date Funding for continuation of post in 2021/22 included in the budget for 2021/22 Vacancies within SW Community Policing Team noted and queried with UDC <p>Sept 2021</p> <p>12. Continued funding included in draft budget for 2022/23</p> <p>Jan 2022</p> <p>13. Town Centre system continues to operate effectively</p> <p>Feb / March 2022</p>	Essex Police UDC Safer Communities Team Police & Crime Commissioner Youth services	Ongoing	Ongoing works, routinely reviewed	<p>£10,000 EMR (EMR code 9050)</p> <p>£13,000 (budget) with £9063 spent 2022/23 on upgrade/repair works</p>	

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				<p>14. CCTV system installed at Lime Avenue to protect pavilion and pitches</p> <p>15. Notification received that SW funded PCSO is moving to a new job, leaving a vacant post. No advice or info received from Essex Police or UDC regarding vacancy and/or continuance of post, reply awaited.</p> <p>16. PCSO Blest leaving post end of March 2022 – no update regarding replacement, anticipated it may be some months before replacement PCSO in post</p> <p>September 2022</p> <p>17. No update from Essex Police regarding replacement of Town PCSO, although note PC Ryan McNamara in post in SW Town Team. He is known to SWTC and we have a good working relationship. Question validity of continued funding for community PCSO</p> <p>18. The town's CCTV system continues to work well</p> <p>19. New installation to be considered for Crabtrees Football Ground given recent ASB and fire on site</p> <p>January 2023</p> <p>20. SWTC adopted new CCTV Code of Conduct October 2022</p> <p>21. PCSO funding removed from core budget given the increase in the local Neighbourhood Policing Team, with monies set aside for the support and provision of PC Specials</p> <p>22. New CCTV system being installed at Crabtrees to address ASB at the football pitch/pavilion</p> <p>May 2023</p> <p>23. New CCTV installation at Crabtrees complete</p> <p>24. Ongoing discussions with UDC regarding installation of additional CCTV cameras at Swan Meadow which should be stand-alone, independent systems operated by UDC.</p>					
16	Repair and refurbishment works to the Cemetery	To ensure the chapel is protected and remedial works are completed as and when required and on a scheduled basis. (No repeat of the Town Hall 2015)	A & S	<p>Sept 2021</p> <ol style="list-style-type: none"> 1. Radwinter Road Cemetery Chapel is a Grade II listed building, List Entry Number 1297741. SWTC should protect the historic importance of this building and could look to better promote and use this facility. 2. An access and condition recommendation report was commissioned in summer 2021 to provide SWTC with details of any remedial works required. The works required relate to decorative rather than structural elements. Estimates for works will be obtained using Contract finder, the results of which will help to inform next steps and priorities. Should Council wish to progress with this, funding needs to be allocated – quotes awaited which will help to inform future action and options <p>Jan 2022</p> <ol style="list-style-type: none"> 3. Need to progress quotes received from Contract Finder <p>September 2022</p>	English Heritage UDC Planning UDC Conservation Officer		No structural concerns to the building. Project to be completed pending resourcing and financing	£11,053 EMR (LTM, gravestones etc) (EMR Code 9150)	5 year plan £2,000 a year from 2023-24

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				<p>4. Project purposefully paused given that works are not essential and the chapel remains in good order</p> <p>January 2023</p> <p>5. Path works scheduled 2023/24</p>					
17	Creation of a new community centre in Saffron Walden	Delivery of new and improved community facilities for Saffron Walden	Assets & Services	<p>2020 and earlier:</p> <ol style="list-style-type: none"> indicative plans drawn up for proposed location at Lime Avenue on land to be transferred to SWTC on 125 lease agreement. Review of funding opportunities Review of loan opportunities Review of build costs and priorities Paused while other possible opportunities are explored <p>May 2021</p> <ol style="list-style-type: none"> Other opportunities being explored, ref A & S Committee May 2021 and options being considered for joint use of building <p>Sept 2021</p> <ol style="list-style-type: none"> Progression continues on all available options including: <ol style="list-style-type: none"> Lime Avenue (note S106 money awaited) Linden Homes site (note S106 money awaited) Review of SWTC owned assets Project paused in recognition of considerable increase in costs post covid (materials and labour currently at exceptionally high prices) <p>September 2022</p> <ol style="list-style-type: none"> Money used for the furtherance of buying alternative accommodation/income generator SWTC continues to lobby UDC and developers through the S106 process for monies/facilities for community usage. <p>May 2023</p> <ol style="list-style-type: none"> See update under item 9 Highways Works (notably contributions due from developer) 	Local community UDC EALC Funders Prospective builders	Project purposefully paused due to covid impact on costs. To further note the connectivity of this aspiration with the local plan which may itself deliver new centres and/or S106 monies to fund same	Project paused	<p>£50,000 (EMR 9340)</p> <p>Could also be funded via EMR 9325 with balance of £71,093</p>	
18	Town Hall Repairs / Refurbishment	Upkeep and maintenance of an historic and well used community facility	A & S	<p>2020 and earlier:</p> <ol style="list-style-type: none"> Monies provisioned on an annual basis to EMR for lift replacement, annual maintenance and repairs, along with long-term maintenance plans and schedules. <p>Feb 2022</p> <ol style="list-style-type: none"> Monies in EMR considered sufficient to start research works on lift replacement. Expressions of interest loaded to Contract Finder (Feb 2022), being progressed with support from external advisor given the complexity and technicality of proposed works 	Building surveyors and lift contractors	Spring 2023		<p>£31,508 (EMR code 9020)</p> <p>£81,050 (EMR code 9023) Lift quotes in, circa £70k</p>	



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				<p>4. Date for works already set aside in 2023, recognising the Town Hall will be out of commission for approximately 4 weeks whilst works are carried out.</p> <p>Jan 2023</p> <p>5. Order for replacement lift placed, works scheduled 23.01.23 to 23.02.23 from EMR 9023 budget</p> <p>6. EMR 9020 of £31,508 set aside for window replacement/glazing, lighting, stage, curtains</p> <p>May 2023</p> <p>7. New lift installed March 2023</p> <p>8. Other works inhand/ongoing</p>					