

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 **11th September 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

6th September 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	Updates from 3rd parties – for information only (a) To receive a written or verbal update and report from Cllr P Gadd as the Essex County Councillor (b) To receive a written or verbal update and report from UDC Councillors on any matters which may be particularly pertinent to Saffron Walden
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 10.07.2023

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 13.07.2023 (Approved minutes) • Planning and Transport 27.07.2023 (Approved minutes) • Planning and Transport 10.08.2023 (Approved minutes) • Planning and Transport 24.08.2023 (draft minutes) • Finance and Establishment 17.07.2023 (draft minutes) • Assets and Services 24.08.2023 (draft minutes)
8	<p>Policies</p> <p>Council is recommended to re-adopt the following policies with a three-year review date, notably no changes are proposed:</p> <ul style="list-style-type: none"> a) Community Engagement b) Scheme of Delegation c) Anti-Harassment, bullying and dignity <p>The following policy is proposed for re-adoption with proposed changes in red text, these changes are in line with the Uttlesford District Council revised template policy.</p> <ul style="list-style-type: none"> d) Co-option policy
9	<p>Priorities 2023-2027</p> <p>Council is asked to review the attached proposed priorities for the period 2023-2027 with a view to adopting the principles of these priorities. The scheduling and delivery of each priority will form an integral consideration of the 2024/25 budget review process.</p> <p>It is proposed the 2023-27 priorities are further reviewed in January 2024, once the 2024/25 budget is confirmed.</p>
10	<p>Police engagement day</p> <ul style="list-style-type: none"> a) Notes from Meeting In August, Council was invited to attend an engagement day with the Police team. Council posed a series of questions, answers to which are attached for information only. b) Meeting regarding Police Specials Cllrs are further invited to attend a meeting with Essex Police to discuss the appointment and retention of Police Specials. This will be on Wednesday 25th October at 11:00am at the Town Hall.

11	<p>Budget Timetable & Working Group</p> <p>In preparation for setting the 2024/25 budget, a draft timetable is provided with proposed dates and process for setting of the budget.</p> <p>Council is requested to:</p> <ul style="list-style-type: none"> (a) Adopt the timetable as proposed and (b) To establish membership to the Budget Working Group. The first meeting is proposed for October, date tbc.
12	<p>Business Improvement District Referendum</p> <p>At the July 2023 Council meeting, Council noted the BID referendum was in favour for a second five-year term. At this meeting, Council posed a series of questions for the BID and responses are attached within the written report for information only.</p>
13	<p>Twin Town Visit</p> <p>SWTC recently received a visit from its Twin Town, Bad Wildungen, attached is a written report detailing the successful activities.</p>
14	<p>Community Governance Review – Realignment of parish boundary</p> <p>Council previously agreed to request an extension of the Saffron Walden parish boundary to incorporate the field on Radwinter Road, informally referred to as the Rosconn site. This development site has been granted planning permission (under appeal) for 233 dwellings; it currently sits in the Swards End ward.</p> <p>In progressing with the request for community governance review, Uttlesford District Council has issued the attached timeline, providing details of the process and consultation procedure. Both SWTC and Swards End Parish Council requested this boundary review, in support of the proposed changes to realign the boundary.</p>
15	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
16	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p> <ul style="list-style-type: none"> a) Local Council Liaison Forum (LCLF) Council is invited to attend the Uttlesford District Council LCLF taking place Tuesday 12th September at 7pm in the UDC offices, London Road. The focus of the meeting will be an update on the local plan. Council is asked to confirm attendees.

	<p>b) Heritage Development Group (HDG) Council is invited to attend the HDG meeting taking place on Wednesday 20th September at 10am in The Community Link, Market Street. The meeting is to discuss a potential future Model Army art installation, artist Ian Wolter will present drawings and maquettes for his proposed sculpture relating to the 1647 debates. Council is asked to confirm attendees.</p>
17	<p>Dance in the Square – Saffron Walden Initiative (SWI) SWI has written to SWTC to thank the Council and its staff for funding towards Dance in the Square and for the staffing/resourcing support provided both before and during the event. Council is requested to note this thanks from SWI.</p>
18	<p>Urgent Information Items 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>
19	<p>Date and time of Next Meeting The next meeting is scheduled for 9th October 2023 at 7.30pm in the Town Hall Saffron Walden</p>