

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 **9th October 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

4th October 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 11.09.2023

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"> a) Planning and Transport 14.09.2023 (draft minutes) b) Finance and Establishment 18.09.2023 (draft minutes) c) Assets and Services 25.09.2023 (draft minutes)
8	<p>Heritage Development Group 1647 Memorial Sculpture Project</p> <p>The HDG is considering installing a memorial sculpture to commemorate the 1647 democratic debates. At time of writing this agenda the HDG is still determining whether to proceed with the project, should the group agree to the project, council is asked if it supports the project in principle or not. Attached is an image of the proposed sculpture.</p>
9	<p>Policies</p> <p>The following policies are proposed for re-adoption with no changes:</p> <ul style="list-style-type: none"> a) Motion on Climate Change b) Green Initiatives c) Health & Safety d) Financial Regulations e) Co-Option f) Environmental Policy Statement
10	<p>Uttlesford Local Plan – Regulation 18</p> <p>The draft Local Plan has been published on the District Council website for consideration at their 4 October meeting, found below.</p> <p>https://uttlesford.moderngov.co.uk/ieListDocuments.aspx?CId=510&MId=6263&Ver=4&utm_medium=email&utm_source=govdelivery</p> <p>Assuming UDC resolve to launch the public consultation, this will be live from 3rd November – 15 December.</p> <p>SWTC is recommended to appoint a working group to form a response outside this meeting. This draft response will then be presented along with a proposed response to the Full Council meeting on 13th November 2023.</p>
11	<p>Essex County Council Draft Waste Strategy</p> <p>ECC has prepared a draft waste strategy which is currently open for consultation closing 22 November 2023, details found here: https://www.essex.gov.uk/wastestrategy</p> <p>Council is recommended to appoint a small working group to respond to the survey outside this meeting with officers.</p>
12	<p>Community Governance Review of Parishes</p>

	<p>SWTC and Swards End Parish Council jointly requested Uttlesford District Council to initiate a community governance review. The review requested that the land known as north Shire Hill, currently sitting in the parish of Swards End, is transferred to the Saffron Walden Town Council parished area. This land forms part of the planning application UTT/21/2509/OP and Council had previously and formally agreed to this boundary change.</p> <p>UDC has begun this review and opened the public consultation regarding the proposal which closes 13 November.</p> <p>Council is recommended to respond to the consultation in support of the proposal, aligning with the original request from SWTC and Swards End Parish Council to amend the boundary.</p>
13	<p>Uttlesford District Council budget 2024/25</p> <p>UDC has invited residents, town and parish councils to take part in this year's consultation on UDC's spending priorities for 2024/25.</p> <p>It is recommended a working group including the Mayor, Leader and officers to respond outside this meeting; Council may wish to provide some general guidance to any proposed response.</p> <p>The consultation can be found at https://letstalk.uttlesford.gov.uk/uttlesford-district-council-budget-2024-25 closing Sunday 5 November 2023.</p>
14	<p>Local Government Association and National Association Local Council's Corporate Peer Challenge</p> <p>The LGA and NALC offer the opportunity for large councils to be chosen for a corporate peer review.</p> <p>The LGA and NALC offer this free service for five selected councils annually, further details on the review process and how it is undertaken is attached.</p> <p>Council is asked to consider whether officers should pursue this further, requesting that SWTC is considered under this review programme.</p>
15	<p>Equipment Purchase and Disposal</p> <p>Council is asked to note the following for information only, regarding the purchase of a Toro LTF3000 4WD Heavy duty flail mower from Reesink Turfcare.</p> <p>The purchase has been funded from Vehicle Plant & Equipment Replacement Ear Marked Reserve (9140). The net cost is £50,925.44.</p> <p>The Council sold redundant equipment for £23,300. This has been returned to Vehicle Plant & Equipment Replacement Ear Marked Reserve (9140) and is being used to offset the cost of the Toro. The balance remaining in Ear Marked Reserve (9140) is £41,881.</p>
16	<p>Uttlesford District Council Polling Stations Review</p>

	<p>UDC is seeking comments on the Saffron Walden Castle Ward polling station, being a mobile unit at Homebase car park. UDC is seeking comments on its suitability and accessibility. The formal notice can be read here https://www.uttlesford.gov.uk/article/8767/Polling-places-review-2023-24 closing Monday 13 November.</p> <p>It is recommended to respond to the consultation noting the mobile unit is not the most accessible due to the nature of the small car park, alternative locations could perhaps be sought outside the Ward and/or at local educational establishments.</p>
17	<p>National Association Local Councils (NALC) Star Council Awards</p> <p>NALC's Star Council Awards are the only awards in England that recognise the local (parish and town) council sector. They celebrate local councils, councillors, young councillors, clerks and county associations' positive impact on their communities.</p> <p>Saffron Walden Town Council's Town Clerk Lisa Courtney has been successfully named a Clerk of the Year finalist for the NALC Star Council Awards 2023.</p> <p>The winners of the Star Council Awards will be announced during NALC's highly anticipated parliamentary reception, which will take place on 29 November 2023 at the House of Lords. This event promises to be a memorable celebration of the outstanding contributions made by these finalists.</p> <p>More information the awards can be found at www.nalc.gov.uk/starcouncilawards</p>
18	<p>Training</p> <p>Councillor training sessions were provided by officers in the Spring/Summer, Councillors are reminded to please provide feedback to officers and whether any sessions should be re-run.</p>
19	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p> <p>a) Attached are the minutes of the District Council Local Council Liaison Forum on Tuesday 12th September 2023.</p>
20	<p>Additional Forthcoming Meetings - To receive details of any forthcoming meetings</p> <p>a) Remembrance Day Remembrance Sunday falls on Sunday 12th November, Councillors are asked to meet at the Town Hall Council Chamber at 10am where tea and coffee will be available. Please note the Council Chamber will be open all day on Friday the 10th for robe collection. Armistice Day is on Saturday, 11 November. The Mayor will be at the War Memorial at 11am for the two-minute silence. Councillors are welcome to attend.</p>

21	<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>
22	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for 13th November 2023 at 7.30pm in the Town Hall, Saffron Walden.</p>
23	<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>
24	<p>Public Open Space Transfer</p> <p>Committee is asked to consider the attached report regarding a potential transfer in public open space.</p> <p>This is a confidential item due to commercial sensitivity</p>
25	<p>Budget 2024/25</p> <p>To receive a verbal update on the budget setting requirements.</p> <p>This is a confidential item due to commercially sensitive.</p>
26	<p>Number 5 Market Place, former Natwest Bank</p> <p>To receive a written update and projected budgetary figures for information detailing works carried out to date.</p>