

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 **13 November 2023** commencing at **7.30pm** to transact the business as set out in the agenda below.

***REMINDER: Cllr Eldred, Vice Chair of Essex Association of Local Councils will be attending from 6.45pm to present SWTC with the Quality Gold Award at 7pm. The Town Hall will be open from approx. 6.40pm with light refreshments available.***

### **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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto: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](mailto: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](http://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**

8 November 2023

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| 1 | <b>Apologies for absence</b><br>To receive apologies and consider requests for approved absence   |
| 2 | <b>To receive any Declarations of Interest</b><br>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 | <b>Public Speaking Time</b><br>For the public or press to ask questions of the Council on matters relating to the agenda.   |
| 4 | <b>Updates from 3<sup>rd</sup> parties – for information only</b><br>(a) To receive a written or verbal update and report from Cllr P Gadd as the Essex County Councillor<br>(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 | <b>Mayor's Communications</b><br>To receive a verbal update from the Town Mayor   |
| 6 | <b>To verify the Minutes of the Town Council meetings as follows:</b><br>a) Full Council 09.10.2023<br>b) Full Council 30.10.2023   |

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| 7  | <p><b>To receive Minutes from Committee meetings as follows:</b></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"> <li>• Planning and Transport 12.10.2023 (Approved minutes)</li> <li>• Planning and Transport 26.10.2023 (draft minutes)</li> <li>• Finance and Establishment 16.10.2023 (draft minutes)</li> <li>• Finance and Establishment 23.10.2023 (draft minutes)</li> <li>• Assets and Services 23.10.2023 (draft minutes)</li> </ul> |
| 8  | <p><b>Uttlesford Local Plan Regulation 18 Consultation</b></p> <p>For information, the working group and officers are due to meet in November to finalise a draft response to the consultation (closing 15 December), the draft response will be presented to Council at the December meeting for consideration.</p>   |
| 9  | <p><b>Accounts and Accounting Statements</b></p> <p>In accordance with Standing Orders, each Councillor is to be supplied with the following documents as attached:</p> <ul style="list-style-type: none"> <li>(a) Receipts and payments for 2<sup>nd</sup> quarter</li> <li>(b) Aggregate receipts and payments year to date</li> <li>(c) Balances held at the end of the current quarter (to 30<sup>th</sup> September 2023)</li> </ul> <p>Council is requested to receive and note details as attached. These details are already currently provided on a monthly basis to the Finance &amp; Establishment Committee</p>                                  |
| 10 | <p><b>Annual Governance Review 2022/2023</b></p> <p>The accounts for 2022/23 have been signed off by the external auditor, committee is asked to note the attached written report. These reports have been presented and noted by the Finance and Establishment Committee.</p>   |
| 11 | <p><b>Essex Waste Strategy Consultation</b></p> <p>Following the October Council meeting, Council is asked to consider a draft response to the draft Essex Waste Strategy consultation.</p> <p>A draft response will be shared separate to the agenda.</p>   |

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| 12 | <p><b>Well Green Close</b></p> <p>Following the extraordinary Full Council meeting, discussions have progressed with the owner of Well Green Close. A written update will be circulated separate to the agenda for consideration with recommendations.</p>  |
| 13 | <p><b>Working Group – Public Right of Way and Public Open Spaces</b></p> <p>At the October extraordinary Council meeting, it was requested to consider establishment of a working group to review areas in Saffron Walden which might require registering as a PROW or POS.</p> <p>Council is asked to establish a working group to progress this project.</p> <p>It must be noted this is a large project which will require a budget (to obtain land registrations at circa £6 per document) and officers to firstly establish areas which could be disputed.</p>   |
| 14 | <p><b>Police Fire and Crime Commissioner Precept Survey</b></p> <p>The Police, Fire and Crime Commissioner (PFCC) for Essex is asking county residents for their policing and community safety priorities to identify public appetite for investing more in Essex Police and Essex Fire and Rescue Service.</p> <p>Councillors are encouraged to share the survey and respond in a personal capacity, acknowledging questions are subjective, the survey can be found at <a href="https://www.smartsurvey.co.uk/s/MVKC3H/">https://www.smartsurvey.co.uk/s/MVKC3H/</a> closing 21 November 2023.</p>            |
| 15 | <p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>  |
| 16 | <p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p> <ul style="list-style-type: none"> <li>• Little Walden’s Remembrance Day service will take place Saturday 11 November</li> <li>• Saffron Walden’s Armistice Day service will take place Sunday 12 November<br/>Councillors are reminded to collect their robes prior from the Town Hall on Friday 10 November.</li> <li>• The next Uttlesford District Council area Parish meeting will take place on 21 November at 7pm via Zoom, agenda attached, councillors are asked to confirm attendance.</li> </ul> |
| 17 | <p><b>Urgent Information Items</b></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>   |

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| 18 | <p><b>Date and time of Next Meeting</b></p> <p>The next meeting is scheduled for Monday 4<sup>th</sup> December 2023 at 7.30pm in The Town Hall Saffron Walden</p> <p>Please note all Council meetings in December are brought forward on week due to Christmas and there will only be one Planning and Transport Committee meeting.</p>   |
| 19 | <p><b>Confidential Item – Exclusion of Press and Public (Part II meeting)</b></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> <p>This item is confidential because it involves employee personal information, publishing would breach data protection</p> |
| 20 | <p><b>2024/25 Budget</b></p> <p>To receive a confidential report regarding proposed service changes, impacting on the 2024/25 budget.</p>  |