

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 **4 December 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

29 November 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 13.11.2023

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 09.11.2023 (Approved minutes) • Planning and Transport 23.11.2023 (draft minutes) • Finance and Establishment 28.11.2023 (draft minutes) • Assets and Services 27.11.2023 (draft minutes)
8	<p>Internal Auditor's Report</p> <p>To receive and accept the following documents as previously presented to the Finance & Establishment Committee on 28.11.23:</p> <p>a) A copy of the internal auditor's report, as attached</p> <p>With regards to the query arising in the report regarding the transparency act and publication of contracts over £5,000, the F & E Committee resolved to receive a report from Officers on this matter, addressing how to resolve the query at the February 2024 meeting.</p>
9	<p>Proposed Budget 2024/25</p> <p>To receive the proposed budget for 2024/25 which is recommend for approval by both the budget working group and the Finance and Establishment Committee (from its meeting on 28.11.23).</p> <p>Full Council is requested to consider approval of the budget as proposed. Final adoption will take place on receipt of the Band D Figures and Council is unable to confirm the final budget until the Band D figures are formally confirmed by UDC.</p> <p>For information the deadline to submit formal precept notification to the district council is anticipated to be on or around the 20th January 2024.</p>
10	<p>Local Plan Reg18 Consultation</p> <p>UDC has begun its consultation on the draft Local Plan closing 5pm Monday 18th December 2023.</p> <p>Council is asked to consider the attached response (to follow) as prepared by the working group for submission to UDC.</p>

11	<p>Mission Statement and associated statements</p> <p>SWTC’s current mission statement reads:</p> <p><i>“The Town Council is a service provider for the Saffron Walden community, an influencer and conduit for local views, working effectively and efficiently in partnership with many organisations within the Community it represents.</i></p> <p><i>Our priorities are:</i></p> <p><i>To be an efficient and effective Council.</i> <i>To improve the physical environment.</i> <i>To raise the standards of recreational facilities.</i> <i>To help represent the needs of the community.</i> <i>To encourage good governance.</i> <i>To promote the cultural and economic well-being of Saffron Walden”</i></p> <p>This mission statement is supported with a series of supporting documents on how the Council delivers value for money, leadership in planning, community engagement (particularly regarding climate change) and manages its performance as a whole.</p> <p>Council is requested to reaffirm its commitment to this mission statement and to re-adopt (with no proposed changes) the supporting statements, as attached.</p>
12	<p>SWTC Priorities</p> <p>Council is asked to consider the attached report and scheduling of its priorities (as adopted in September 2023) for the action plan period of 2023-2027.</p>
13	<p>Mayoral Chain Policy</p> <p>It is recommended to re-adopt the policy with no changes and a five year review date.</p>
14	<p>UDC Parking Review</p> <p>Council is requested and consider to note the following information / report:</p> <ul style="list-style-type: none"> (a) UDC has issued details of the parking review conducted in 2022/23. The review raises a series of questions and opportunities for UDC and will be fully considered at a future Town Council P & T Committee meeting; (b) UDC will further be reviewing and considering its parking charges for public car parks in the Uttlesford area. It is anticipated that UDC Officers will present proposals to a UDC Cabinet meeting in December 2023, followed by a formal 21 day public consultation; (c) Notably the car park review identified that Catons Lane (owned freehold by SWTC) sits outside of any parking regime or charging mechanism and the opportunity presents for this car park to be included in the UDC parking review, as noted in (b) above;

	<p>(d) Further details are presented in the attached report (to follow) and Council is requested to consider the inclusion of the Catons Lane car park in the public consultation on charging, enabling this car park to be later included in a service level agreement and charging process with UDC.</p>
15	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
16	<p>Additional Forthcoming Meetings - To receive details of any forthcoming meetings</p>
17	<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>
18	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 15th January 2024 at 7.30pm in The Town Hall Saffron Walden.</p>
19	<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>
20	<p>Public Open Space Transfer - <i>This is a confidential item as it is commercially sensitivity</i></p> <p>Council is requested to consider the attached report regarding a potential transfer in public open space and to note the recommendation from the Assets & Services Committee meeting of 27.11.23, being (extract from draft minutes reads):</p> <p><i>“Committee considered the written confidential paper and acknowledged the financial contribution payable by the developer is not certain at this stage. It was noted committee is requested to resolve a recommendation to Council and that this Committee was not itself authorised to determine the matter but should make a firm recommendation to Council.</i></p> <p><i>It was Resolved:</i></p> <p><i>To recommend progression of Option D within the attached report, for no less than the proposed contribution and to seek more where additional aspects might be transferred”</i></p>

21	<p>Occupancy / Lease Agreement for Nos 3/5 Market Place (former Nat West Bank building)</p> <p>The following motion (received in accordance with the Council's Standing Orders) has been received from Cllr Porch; Council is requested to consider the motion as proposed:</p> <p><i>"I, Cllr Richard Porch formally request that the Town Council reconsiders its position regarding the letting of Nos 3 and 5 Market Place. Any such reconsideration must include a full, fair and appropriate review and consideration of the business plan and proposals as submitted by Enterprise East Group to the TIC Working Group.</i></p> <p><i>I further request that this consideration is given now at the Council meeting, in recognition that solicitors have been instructed to act with regards to the lease agreement with a 3rd party for Nos 3 and 5 Market place.</i></p> <p><i>Should council be minded to reconsider its position regarding the current lease arrangements, that it receives and hears tonight a full business case from the Enterprise East Group regarding their proposals for No 5 Market Place"</i></p>
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