

The Town Hall  
Market Place  
Saffron Walden  
CB10 1HR

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 10 February 2025** 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](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 1HR 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**

5<sup>th</sup> February 2025

1	<b>Apologies for absence</b> To receive apologies and consider requests for approved absence
2	<b>To receive any Declarations of Interest</b> 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> 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> (a) 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> To receive a verbal update from the Town Mayor
6	<b>To verify the Minutes of the Town Council meetings as follows:</b> Full Council 13.01.2025
7	<b>To receive Minutes from Committee meetings as follows:</b> 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. <ul style="list-style-type: none"><li>• Planning and Transport 09.01.2025 (Approved minutes)</li><li>• Planning and Transport 23.01.2025 (draft minutes)</li><li>• Finance and Establishment 20.01.2025 (draft minutes)</li><li>• Assets and Services 27.01.2025 (draft minutes)</li></ul>

8	<p><b>Lapwing Service</b></p> <p>The HMS Lapwing 80<sup>th</sup> anniversary remembrance service takes place at Close Garden from 2.30pm on Saturday, 22 March.</p> <p>This will be a robed event for all councillors; robes can be collected from the Council Chamber on Wednesday, 19 March from 8.30am – 4pm. Please confirm your attendance with the Mayoral secretary.</p>
9	<p><b>Land at Harris Yard</b></p> <p>The attached report regarding the option to adopt land at Harris Yard was considered at the January 2025 Assets and Services Committee Meeting, it was resolved to recommend the Full Council does not adopt the land, Council is asked to consider the report and the Assets and Services Committee recommendation.</p>
10	<p><b>Government Consultation Code of Conduct</b></p> <p>The Government has launched a consultation, seeking views on introducing a mandatory minimum code of conduct for local authorities in England. Full Council agreed at the January meeting the Mayor, Town Clerk and Deputy Town Clerk would prepare a draft response for consideration at the February Full Council meeting. Council is asked to consider the attached report, with the proposed response.</p>
11	<p><b>Officer Update Report</b></p> <p>Council is asked to note the written update report on the progress of Council business and activities since October 2024. This report has been compiled to offer an overview summary of major and key activities and priorities to all Councillors.</p>
12	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
13	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
14	<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>
15	<p><b>Date and time of Next Meeting</b></p> <p>The next meeting is scheduled for Monday 10<sup>th</sup> March 2025 at 7.30pm in the Town Hall Saffron Walden.</p>