

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 9<sup>th</sup> September 2024** 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 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**

4<sup>th</sup> September 2024

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 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	<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> a. Full Council 08.07.2024 b. Full Council Extraordinary 08.08.2024

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 08.08.2024 (Approved minutes)</li> <li>● Planning and Transport 22.08.2024 (draft minutes)</li> <li>● Finance and Establishment 15.07.2024 (draft minutes)</li> <li>● Assets and Services 22.07.2024 (draft minutes)</li> </ul>
8	<p><b>Committee and working group membership</b></p> <p>(a) Cllr Parker was elected in June 2024 and has since attended committee and working group meetings to gain some experience of the remit of each, although she has not yet been formally appointed to any committees or working groups.</p> <p>(b) Some WGs have been inquorate due to low attendance (minimum of 3 required for a WG to be quorate).</p> <p>Council is requested to:</p> <p>(c) Determine Cllr Parker's membership to committees and working groups.</p> <p>(d) To determine the request from Cllr Abercrombie to move from the F &amp; E Committee to A &amp; S</p> <p>(e) To consider increasing the membership to Working Groups generally, decreasing the opportunities for inquorate or cancelled meetings (4 WG meetings have not been quorate in 2024).</p> <p>(f) To consider the current committee membership, allowing Members to move to other Committees, whilst maintaining appropriate Committee membership numbers.</p> <p>(g) To consider continuance of the Peer Challenge Review, conducted by the Local Government Association (LGA) and membership of this WG. In recent correspondence with the LGA, works could recommence in January 2025 on this initiative</p> <p>The attached reports (8a-b) detail:</p> <ul style="list-style-type: none"> <li>● Current committee and working group membership, as originally formed at the Annual General Meeting held in May 2024.</li> <li>● Timetable of meetings for each Working Group, as determined by the WGs.</li> </ul>
9	<p><b>Budget Working Group Terms of Reference</b></p> <p>To receive and consider the draft ToR as agreed and recommended by the Budget Working Group; presented to Full Council for consideration and potential ratification.</p>

10	<p><b>Priorities Update Report</b></p> <p>To note the attached update on the councils adopted action plan of priorities.</p> <p>Council is specifically requested to consider continuance of project numbers, as identified on page one of the project report.</p>
11	<p><b>Update on proposals to refresh the SW Neighbourhood Plan</b></p> <p>At the June FC meeting, Council agreed the following (minute extract below FC 113-24):</p> <p><i>It was Resolved:</i></p> <ul style="list-style-type: none"> <li>a) <i>To receive and note the Town Clerk's update and advice with thanks;</i></li> <li>b) <i>To carry this matter forward for further consideration at the September 2024 meeting when further information may be known about the UDC local plan.</i></li> <li>c) <i>Resourcing for any refreshed NP should form an integral part of the draft budget for 2025/26.</i></li> </ul> <p>Council is requested to note that the post of a NP Co-ordinator (or consultant) is included in first draft 2025/26 budget and the continuance of this project will be determined through the establishment of the 2025/26 budget.</p>
12	<p><b>Uttlesford Local Plan Regulation 19</b></p> <p>UDC has launched its consultation on the draft Reg 19 Local Plan closing 3 October more details can be read at <a href="https://www.uttlesford.gov.uk/reg-19-consultation">https://www.uttlesford.gov.uk/reg-19-consultation</a></p> <p>For information, a response will be prepared for Saffron Walden Town Council by the Planning Committee Chair and Deputy alongside officers as agreed at the planning and transport committee meeting held on 8 August 2024.</p>
13	<p><b>Financial Regulations</b></p> <p>The National Association of Local Councils has issued a revised financial regulation template.</p> <p>Attached are the proposed financial regulations for Council's consideration and proposed adoption as considered and recommended by the Finance and Establishment Committee at their July meeting (Min Ref F&amp;E115-24)</p>
14	<p><b>Final recommendations for Essex County Council boundaries published</b></p> <p>The Local Government Boundary Commission for England has published its findings to the for the future electoral arrangements for Essex county Council these can be found online at <a href="https://www.lgbce.org.uk/all-reviews/essex">https://www.lgbce.org.uk/all-reviews/essex</a> for information.</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> <p>Uttlesford District Council is hosting Standards Training for Town and Parish Councillors, covering a range of matters around the code of conduct. The following sessions are available:</p> <p>(1) Tuesday 17th September (2pm – 4pm) in person at UDC Litle Canfield Depot (note change of venue from UDC offices) or via Teams</p> <p>(2) Tuesday 17<sup>th</sup> September (6pm – 8pm) in person at UDC offices, London Road or via Teams</p> <p>To book your place complete the online form and inform SWTC officers to update its training record: <a href="https://forms.office.com/Pages/ResponsePage.aspx?id=PwixROzyvEm5E5wmaKm6Zv8RtxMOYNRAk7qf-EowCnRUMDBWMTRIQtdRMFRYV0ZEV0VRRDBWUDY0WC4u">https://forms.office.com/Pages/ResponsePage.aspx?id=PwixROzyvEm5E5wmaKm6Zv8RtxMOYNRAk7qf-EowCnRUMDBWMTRIQtdRMFRYV0ZEV0VRRDBWUDY0WC4u</a></p>
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>
18	<p><b>Date and time of Next Meeting</b></p> <p>The next meeting is scheduled for 14 October 2024 at 7.30pm in the Town Hall Saffron Walden.</p>