

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 **14th October 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. 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

9th October 2024

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 09.09.2024

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 12.09.2024 (Approved minutes) • Planning and Transport 23.09.2024 (draft minutes) • Finance and Establishment 16.09.2024 (draft minutes) • Assets and Services 23.09.2024 (draft minutes)
8	<p>Uttlesford District Council - Local Council Tax Support (LCTS)</p> <p>UDC is consulting on its proposed LCTS scheme for 2025/26 which proposes that the LCTS scheme for 2025/26 is maintained on the same basis as this year, therefore the proposals are to:</p> <ul style="list-style-type: none"> (a) freeze the contribution rate so that the amount that LCTS claimants pay towards their Council Tax bill will be kept at 12.5%. This remains the lowest contribution rate in Essex, and (b) to continue to protect pensioners, vulnerable and disabled residents and their carers on a low income <p>Further details are found online at: https://uttlesford.moderngov.co.uk/documents/s36978/Local%20Council%20Tax%20Support%20Scheme%20Proposals%20-%202025-26.pdf Council is requested to consider any response to the consultation, with a closing date of Monday 28th October 2024</p>
9	<p>Clerk's Update</p> <p>At the February 2024 Council meeting, it was resolved to provide the update report on a regular basis, being three times annually.</p> <ul style="list-style-type: none"> (a) To note the attached update report on activities and events since February 2024. This report has been compiled to offer a summary of major and key activities and priorities to all Councillors. (b) To consider the recommendation within the report to disband the Speed Working Group, acknowledging the membership of this group is duplicated within the membership of the P & T Committee. It is further recommended that speeding issues are acknowledged as a standing item within the P & T Committee meetings.
10	<p>Climate Change & Environment Working Group Quarterly Update</p> <p>The Climate Change Action Plan states a quarterly update will be provided to the Full Council meeting. Attached is a report updating council on the CC&E WG progress made in the past quarter.</p>

11	<p>Policies</p> <p>To consider re-adoption of the Council’s climate change policy, details as attached (no changes are proposed).</p>
12	<p>Road Traffic Accidents at Debden Road / Borough Lane junction</p> <p>There has been a series of road traffic collisions at the junction of Debden Road / Borough Lane. Local residents report the following incidents:</p> <ul style="list-style-type: none"> a) 26.06.23: Report of a three car RTA; lady's leg crushed; others suffered minor injuries; b) 02.10.2023: Report of RTA damage to his property that occurred in 2022; local resident requests barriers and 20mph speed limit c) 14.02.2024: Resident reports RTA between van and car; d) 18.03.2024: Resident reports RTA causing damage to his house e) 02.04.2024: Resident reports RTA where lorry causes damage to traffic lights f) 03.06.2024: Resident reports an accident: no children involved g) 25.06.2024: Resident reports near collision between bus and lorry both of which mounted the pavement and narrowly avoided colliding with his house h) 25.07.2024: Resident reports an accident. i) 17.09.2024: Resident reports an accident in Debden Road. j) 04.10.2024: Resident reports personal injury accident at the junction. <p>Officers and Councillors have raised grave concerns with ECC and Essex Police, requesting both/either party to take urgent action and to keep all informed of preventative measures. At time of issuing agenda, no specific information has been received and all parties continue to chase for an urgent response.</p> <p>Council is requested to note the above information and to consider any further courses of action to ensure those responsible for road safety take immediate and appropriate action.</p>
13	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
14	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings:</p> <p>(a) Parish Standards Training, offered by UDC Legal Team.</p> <p>The training is open to all Parish/Town Clerks and Councillors within the District. It will be delivered by legal staff from Uttlesford District Council and will cover a range of matters around the Code of Conduct and predetermination.</p> <ul style="list-style-type: none"> • Tuesday 26th November, 2pm • Tuesday 26th November, 6pm

	<p>Both sessions will be held at the Council Offices (London Road, Saffron Walden), but there will be the option to also attend virtually via Microsoft Teams. There will be 50 spaces available on each session and these will be allocated on a first come, first serve basis.</p> <p>Interested Councillors are encouraged to book directly, UDC Parish Council Standards Training (office.com)</p> <p>or book via the Office (kieran@saffronwalden.gov.uk)</p> <p>Please advise the Office of any training attended, for recording purposes.</p>
15	<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>
16	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for 11th November 2024 at 7.30pm in Town Hall</p>
17	<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>
18	<p>Tourist Information Centre</p> <p>To consider the attached report detailing the findings and recommendations from the Tourist Information Centre Working Group.</p>