

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 11th November 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

6th November 2024

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| 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: (a) Full Council 14.10.2024 |

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| | <p>(b) The last set of notes from the TIC Working Group. The WG was disbanded at the October Full Council meeting therefore it is appropriate for Council to receive and approve the last set of notes.</p> |
| 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 10.10.2024 (approved minutes) • Planning and Transport 24.10.2024 (draft minutes) • Finance and Establishment 21.10.2024 (draft minutes) • Assets and Services 28.10.2024 (draft minutes) |
| 8 | <p>Annual Governance Review 2023/24</p> <p>The accounts for 2023/24 have been signed off by the external auditor. Council is requested to note the attached reports. These reports have been presented and noted by the Finance and Establishment Committee.</p> |
| 9 | <p>Accounts and Accounting Statements</p> <p>In accordance with Standing Orders, each Councillor is to be supplied with the following documents as attached:</p> <p>(a) Receipts and payments for 2nd quarter</p> <p>(b) Aggregate receipts and payments year to date</p> <p>(c) Balances held at the end of the current quarter (to 30th September 2024)</p> <p>Council is requested to receive and note details as attached. These details are already currently provided on a monthly basis to the Finance & Establishment Committee</p> |
| 10 | <p>Consultation on Remote/Hybrid Attendance and Proxy Voting</p> <p>The Government has launched a consultation on the detail and practical implications of allowing remote and hybrid attendance and proxy voting at local authority meetings in England.</p> <p>Details are online at: https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meeting</p> <p>A copy of the consultation is further attached, and Council is requested to consider a response to this consultation and/or to delegate the response to the Town Mayor/Clerk (in this eventuality guidance is sought regarding any response).</p> |

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| 11 | <p>Little Walden Play Area Working Group</p> <p>At the May 2024 Annual Meeting, it was agreed to appoint to the LWR play area working group membership in December 2024. Subsequent to this agreement, SWTC has successfully gained grant funding of £10k from UDC under the Shared Prosperity Fund towards the play area refurbishment programme.</p> <p>It is therefore appropriate to appoint the Play Area Working Group at this November meeting so that work can commence to meet the timeline of the grant (i.e., monies must be spent by 31.03.25). Initial works will include a public consultation to inform the design works.</p> <p>Council is requested to:</p> <ul style="list-style-type: none"> (a) Appoint membership to the LW Play Area Working Group and; (b) To determine the Terms of Reference of this WG, proposals as attached. |
| 12 | <p>Splash Park Working Group</p> <p>Following a recommendation from the October Assets & Services Committee meeting, Council is requested to consider expanding the Terms of Reference and remit of the Splash Park Working Group to incorporate a review of works required to the One Minit Skatepark and to assess the validity of using S106 monies for either/or both projects.</p> <p>Proposed revised TOR are attached for Council's consideration.</p> |
| 13 | <p>Local Government Peer Review Working Group</p> <p>At the September 2024 Full Council meeting, the Peer Review Working Group was re-established with council agreeing to progress with the project. The Working Group was established with Cllrs: Asker, Curtis, Eke, Reeve and Porch.</p> <p>The WG met on 1st November 2024, and at the first meeting focused on the purpose, attributes and benefit of the peer review. A variety of documents were considered by the WG including a SWOT analysis of the process. From this informed position, the WG makes the following recommendation to Council:</p> <ul style="list-style-type: none"> (a) That a timetable is established in conjunction with the Local Government Association and the National Association of Local Councils to deliver this project. (b) That the WG membership is increased. Council is asked to consider the appointment of additional councillors. |
| 14 | <p>Community Safety in Uttlesford</p> <p>UDC is hosting a survey seeking views on crime and community safety in Uttlesford, closing 29 November 2024, details of which can be found here https://www.uttlesford.gov.uk/community-safety-in-uttlesford-survey a copy of the survey is attached.</p> |

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| | <p>UDC will use the results to inform the future direction of its Community Safety Partnership.</p> <p>A copy of the consultation is further attached, and Council is requested to consider a response to this consultation and/or to delegate the response to the Town Mayor/Clerk (in this eventuality guidance is sought regarding any response).</p> |
| 15 | <p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p> |
| 16 | <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> <p>Tuesday 26th November, 2pm Tuesday 26th November, 6pm</p> <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) or book via the Office (kieran@saffronwalden.gov.uk)</p> <p>Please advise the Office of any training attended, for recording purposes.</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 2nd December 2024 at 7.30pm in the Town Hall Saffron Walden.</p> <p>Please note all council meetings are brought forward one week in December, with only one Planning and Transport Committee meeting.</p> |