

**SAFFRON WALDEN  
ANNUAL TOWN MEETING**  
**Tuesday 6<sup>th</sup> May 2025 7.30pm**  
The Town Hall, Market Street  
Saffron Walden, CB10 1HZ



*This meeting is open to everybody in Saffron Walden and it is a great opportunity to meet Saffron Walden Town Councillors.*

*Community groups in Saffron Walden who have benefitted from funding and support from the Town Council will present details of their activities.*

## Contents

Contents .....	1
<b>Notice of Public Meeting .....</b>	<b>2</b>
<b>3 - Mayor's Report Cllr Deryk Eke.....</b>	<b>9</b>
<b>4a- Assets &amp; Services Committee Chair's Report .....</b>	<b>11</b>
<b>4b - Finance &amp; Establishment Committee .....</b>	<b>13</b>
<b>4c - Planning &amp; Transport Committee Chair's Report .....</b>	<b>15</b>
<b>5a- Jubilee Hub .....</b>	<b>17</b>
<b>5b – Uttlesford Community Travel .....</b>	<b>20</b>
<b>5c – Citizens Advice .....</b>	<b>21</b>
<b>5d – Saffron Hall .....</b>	<b>24</b>
<b>5e- Saffron Walden Arts Trust.....</b>	<b>25</b>
<b>5f- Saffron Walden Initiative .....</b>	<b>27</b>
<b>5g - Saffron Walden Youth Outreach Project .....</b>	<b>28</b>
<b>5h- Saffron Screen.....</b>	<b>31</b>

## **Notice of Public Meeting**

### **Saffron Walden Annual Town Meeting**

The Annual Town Meeting of Electors will be held in The Town Hall, Saffron Walden on: Tuesday 6 May commencing at 7.30pm

**All Electors & members of press are welcome to attend.**



The Town Hall  
Market Street  
Saffron Walden  
CB10 1HZ  
Tel: 01799 516501

#### **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/>

A handwritten signature in black ink, appearing to be 'Deryk Eke'.

**Councillor Deryk Eke, Town Mayor**

**Wednesday 23 April 2025**

1	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence</p>
2	<p><b>Minutes</b></p> <p>To verify the minutes of the previous Town Meeting held on 8 April 2024.</p>
3	<p><b>Mayor's Annual Report</b></p> <p>Report to be presented by the Mayor Cllr Eke.</p>
4	<p><b>Annual Reports by Chairs of Committee's</b></p> <p>Reports to be received and presented, these being:</p> <p>a) Assets &amp; Services – Cllr Hawke-Smith, Committee Chair</p> <p>b) Finance &amp; Establishment – Cllr de Vries, Committee Chair</p> <p>c) Planning &amp; Transport – Cllr McLellan, Committee Chair</p>
5	<p><b>Community Reports</b></p> <p>To receive presentations from Community Groups who have received grant funding or support from Saffron Walden Town Council in 2024/25, to include:</p> <p>a. Jubilee Hub partnership (UCAN, Enterprise East and SWTC)</p> <p>b. Uttlesford Community Travel</p> <p>c. Citizens Advice</p> <p>d. Saffron Hall</p> <p>e. Saffron Walden Arts Trust</p> <p>f. Saffron Walden Initiative</p> <p>g. Saffron Walden Youth Outreach Project</p> <p>h. Saffron Screen (sends apologies)</p>
6	<p><b>Questions from Electors</b></p> <p>Electors who have questions or proposals for discussion at the meeting are requested to submit them in writing to the offices of Saffron Walden Town Council, The Town Hall Market Street, Saffron Walden, CB10 1HZ or via email to enquiries@saffronwalden.gov.uk no later than noon on Thursday 17 April.</p> <p>Questions may still be taken from the floor at the meeting and a response to those may be supplied at a later date, allowing the Council opportunity to provide an informed response.</p> <p>Those asking questions (in writing or at the meeting) are asked to provide documentary identification (i.e., driver's license or a council tax bill) showing the individuals name and residential address; aiding officers to cross reference the electoral roll, ensuring only those entitled to ask questions (Saffron Walden residents) do so.</p>
7	<p><b>Closing from the Mayor</b></p> <p>On conclusion of the Annual Town Meeting, attendees are invited to join the Mayor and Councillors for light refreshments.</p>

**Draft Minutes of the Saffron Walden Annual Town Meeting 2024**

**Date of meeting:** Monday 8<sup>th</sup> April 2024, 7.30pm at The Town Hall, Saffron Walden

**Present Councillors:** Cllrs Asker (Chair), Curtis, de Vries, Eke, Freeman, Gadd, Hawke-Smith, McLellan, Meloy, Porch and Reeve.

**Officers:** Lisa Courtney, Town Clerk; Georgia Arnold, Deputy Town Clerk; Kieran Chapman Office Administrator and Colette Kerr, Events and Activities Officer.

**Public:** Approximately 40 members of the public

AM 01-24	<p><b>Apologies for absence</b> Apologies were received and accepted from Cllr Jones.</p>
AM 02-24	<p><b>Minutes</b> Minutes from the meeting held on 14.03.2023 were accepted as a true and accurate record of the meeting and were agreed and signed by the Chairman.</p>
AM 03-24	<p><b>Mayor's Annual Report</b>  The Mayor's report was noted and she passed on her thanks to SWTC officers; she congratulated the Town Clerk for achieving the Local Council Award Scheme Gold Award Status and thanked the Operations Manager for leading the refurbishment of number 5 Market Place, the former Natwest Bank.</p>
AM 04-24	<p><b>Annual Reports by Chairs of Committees</b>  The committee chairs each spoke and summarised their written reports.</p> <ul style="list-style-type: none"> <li>a) <b>Assets &amp; Services</b> Cllr Hawke-Smith (Deputy Chair) thanked committee members and officers for their continued support. It was noted several memorable events have occurred this year including the Coronation of the King; and introduction of the 'Pop-Up Markets'. It was noted SWTC has re-opened the former Garden Rooms, now Jubilee Hub and is offering a weekly free programme in partnership with UCAN and Enterprise East CIC. He gave thanks to former Councillor Kirstie Frost, who had been the Committee Chair.</li> <li>b) <b>Finance &amp; Establishment</b> Cllr de Vries, Chair of the F&amp;E committee, spoke further to his written report and thanked SWTC officers and congratulated the Town Clerk for completing her degree in community governance and noted SWTC has for a third year received a gold award for its HR affairs.</li> <li>c) <b>Planning &amp; Transport</b> Cllr Hawke-Smith, Chair of the P&amp;T committee spoke further to the written report and thanked the Deputy Town Clerk and County Cllr Gadd for their continued support.</li> </ul>
AM	<p><b>Community Reports</b></p>

05-24	<p><i>Representatives of the following groups spoke and summarised their written reports:</i></p> <ul style="list-style-type: none"> <li>a) <i>Citizen’s Advice Uttlesford</i> <i>A representative spoke further to their written report, noting the service is increasingly busy each year and grateful for SWTC’s continued support.</i></li> <li>b) <i>Uttlesford community Transport</i> <i>Apologies were accepted and the written report was noted.</i></li> <li>c) <i>Youth Outreach Project (YOP)</i> <i>A representative thanked the Mayor for choosing YOP as a Mayoral charity for 2023/24. It was noted YOP is in its 30<sup>th</sup> year and the service offering is increasing with support from SWTC and new volunteers.</i></li> <li>d) <i>Royal British Legion</i> <i>Thanked SWTC for their continued support in the Remembrance Day Parade arrangements.</i></li> <li>e) <i>Uttlesford Foodbank</i> <i>Presented and explained the number of referrals continue to increase each year.</i></li> <li>f) <i>Saffron Walden Round Table</i> <i>Thanked SWTC for their continued officer support and free of charge hire of the common most recently for the Easter Egg trial.</i></li> <li>g) <i>Saffron Walden Initiative</i> <i>Thanked SWTC officers for their support in running the annual dance in the square and late-night shopping events and SWTC for the awarded grants.</i></li> <li>h) <i>Elmo Miniatures</i> <i>Apologies were accepted and the written report was noted.</i></li> <li>i) <i>Musical Theatre</i> <i>Apologies were accepted and the written report was noted.</i></li> </ul>
AM 06-24	<p><b>Questions from Electors</b></p> <p><i>The Mayor opened questions from the public.</i></p> <ul style="list-style-type: none"> <li>a) <i>A pre-submitted question from John Tennant was answered prior to the meeting in writing and further discussion was had during the meeting, as follows:</i> <ul style="list-style-type: none"> <li>i. <i>Was the Greggs leasehold advertised locally and is it suitable for Saffron Walden?</i> <i>The written response already provided to Mr Tenant was summarised, noting that Greggs had originally been interested in purchasing the building and contacted SWTC’s advisors with interest in leasing the building.</i>  <i>Some members of the public present expressed the view that Greggs could be detrimental to local cafes.</i></li> <li>ii. <i>Mr Tenant asked if the lease agreement with Greggs was finalised.</i>  <i>The Town Mayor responded that whilst the lease was not yet signed, it was nearing conclusion.</i></li> <li>iii. <i>Has or will SWTC submit a response to Essex Highways regarding the proposal to install traffic lights on Church Street?</i></li> </ul> </li> </ul>

*Cllr Gadd responded and explained Essex Highways has recently questioned the feasibility of the scheme and until the full planning application of the Swards End site comes forward the traffic lights scheme will not be fully determined.*

- b) Barbara Light sought clarification regarding Greggs' first interest in the former Nat West Building and details of the lease arrangements.*

*Ms Light was referred to the question already responded to from Mr Tenant.*

- c) Martyn Everitt expressed a view that the decision to retain the Tourist Information Centre at No 1 Market Place was a good idea. He asked if staffing reductions will take place, affecting the quality and timeliness of the service.*

*The Mayor responded that the Town Council remains committed to the TIC service and opportunities are being taken to review and refresh the service offering. She could not provide specific advice on what that review would look like as it was still underway but noted no specific decisions have been made at this juncture.*

- d) A pre-submitted question from Richard Gilyead was considered. Mr Gilyead requested details of the Council's involvement in vehicular speeding mitigation.*

*The Town Clerks response (already provided in writing to Mr Gilyead) was read to those present explaining SWTC frequently liaises with the Town Policing Team in requesting additional patrols. SWTC is further researching feasibility and costs in purchasing a VAS (Vehicle Activated Sign) and this matter will be progressed via the Town Council's Planning & Transport Committee.*

- e) A pre-submitted from Judith Rodden was answered prior to the meeting in writing and further discussion was had during the meeting, as follows:*

- i. The costs involved in the former Natwest Bank renovation and are the works completed.*

*The Town Clerk explained the renovations are mostly complete and SWTC officers have moved into the first floor; the three flats will be publicised for rental in the coming weeks and the ground floor will be commercially let and occupied within the coming months. Information was not readily to hand regarding specific costs to date, but these would be presented to a future June Full Council meeting (anticipated June 2024).*

- f) Jim Ketteridge asked questions about the current location and storage of the table, previously kept in the Council Chamber.*

*The Town Mayor provided assurances that the table and chairs were currently in storage and are in a good condition.*

*Jim Ketteridge proposed a motion to the meeting:*

*"I propose to this annual parish meeting that the civic furniture currently in store, is restored in its rightful place in the Council Chamber". The motion was seconded by Andrew Ketteridge.*

*Jim Ketteridge confirmed the motion was not a request for, or a question for any parish poll, but was a question for this annual parish meeting for those present to discuss.*

*There followed a series of statements and questions from members of the public present regarding the future usage of the Council table and chairs. The Town Mayor noted that Council had previously provided a commitment it would consider the longer-term need and use of the table and chairs, referring to the Assets & Services Committee meeting on 28.03.22.*

*A vote was taken amongst those present, and eligible to vote:*

*In favour of the motion from Mr Ketteridge: 15*

*Against the motion: 8*

*Abstentions: 8*

*It was agreed the motion as presented would be further considered at a future Town Council meeting.*

- g) A resident of Little Walden asked who their ward councillors are and when SWTC responds to planning applications does it review any previous applications on the same site.*

*Cllr Hawke-Smith explained Uttlesford District Council is the planning authority and SWTC does respond to applications and consider previous applications and how SWTC previously responded.*

*The Mayor explained she is a Little Walden and Castle Ward representative alongside Cllrs Curtis, Porch, Freeman and there is a current vacancy available. Cllr Curits has visited Little Walden in the past with the village hall committee. Cllr Curtis agreed to speak outside of this meeting with the Little Walden resident.*

- h) Barbara Light asked why the precept is higher than District and County Council and what the current SWTC reserve figures are.*

*The Clerk advised the end of year balances are in the process of being finalised for the year and full details would be provided to Ms Light outside of this meeting, once year end was concluded.*

*Cllr Gadd explained precept levels for both District and County Councils are capped, which is why SWTC is higher than Uttlesford and Essex. He further noted that SWTC had historically and purposefully retained an increase at 2% per annum, when inflation was running at 10%. SWTC is committed to providing value for money to local residents, hence the rationale of reviewing areas for cost efficiencies and opportunities to increase income. He noted that SWTC reserves and budgets are extremely well managed to allow for the long-term maintenance of its assets. Cllr Gadd further noted that the Council's reserves were largely depleted in 2015 (under a different Administration) and that since 2015, Council had been mindful of the need to set aside monies for longer term, specific projects and activities.*

	<p>i) <i>Andrew Ketteridge expressed disappointment that the Council was unable to respond to specific financial questions at this meeting.</i></p> <p><i>The Clerk responded that it was impossible to pre-empt every question which may be asked at the annual parish meeting and in offering a more informed response, some of the more detailed questions would be responded to outside of this meeting.</i></p>
<p>AM 07-24</p>	<p><b>Closing from the Mayor</b></p> <p><i>The Town Mayor thanked attendees and noted that as her term of office came to a close, she had been privileged and proud in serving the local community as Mayor.</i></p> <p><i>The Mayor thanked all attendees, including those who presented and invited all to remain for light refreshments after the meeting.</i></p>

*The Town Mayor closed the meeting at 9.30pm*

DRAFT 2024 TOWN MEETING MINUTES



## **Annual Parish Meeting – 6 May 2025**

### **3 - Mayor's Report Cllr Deryk Eke**

I am honored to have served as Saffron Walden Town Mayor and Council Leader for the past year.

The Town Council continues to provide excellent services to our residents, covering a wide range of responsibilities including open spaces, the Cemetery, Public Conveniences, Bridge End Gardens, the Town Hall, Golden Acre Community Centre, the Market, allotments, and play areas - amongst other things.

We do not, however, have direct control over the roads, pavements, street lamps etc. These are the responsibility of ECC, but we do continue to chase ECC to fulfil their responsibilities and encourage all residents to report any issues directly to ECC via their website and/or county councillor.

In common with most councils SWTC struggles to achieve sufficient funding to maintain and improve its usual high standard of service provision from year to year. But we don't rest on our laurels, our officers strive to sweat our assets and maximise income through innovative use of those assets. Income from wedding hirings in the Town Hall have risen 29% over the past year. The market and pop-up markets have increased their income by 15.5%.

In 2024 SWTC completed the conversion to the former NatWest bank into a retail unit on the ground floor, offices for the council on the 1st floor and flats on the 2<sup>nd</sup> and 3<sup>rd</sup> floors. This has given us an income stream realising some £60,000 in year one.

The Council took over the running of the Jubilee Hub from UDC last year. In partnership with Enterprise East and UCAN, it is a community centre with a focus on family, children and young people, through to the elderly. It is now a thriving venue used every day of the week with a full programme of events catering for all our community. We have also completed a new patio area outside the hub creating a sunny space for residents to sit and enjoy the gardens and the band stand when in use!

Talking of gardens, Bridge End Gardens deserve a mention, not only because visitors come to SW specifically to enjoy them but because we hire them for weddings and receptions and even music video promotions and pantomimes, thus maximising their income potential too.

Our Golden Acre community centre has also benefited from improvements in energy saving through new double-glazed windows and solar panels and income from this asset has risen 98% in ten years.

The full programme of free events throughout the year has continued to entertain the youngsters, and not so young, in the market square, town hall and on the common. I was delighted to open proceedings at the Beach on the Common and the Mayoress and I manned the ice cream stall on the common and, at a later event in the market square, with proceeds going to my charities, MIND and Uttlesford Citizens' Advice.

In terms of Mayoral events, it's been quite a busy year. I was invited to wave the starting flag for the women's Ride London event which commenced in the market square with the teams being interviewed on live radio before setting off on their marathon.

In June we commemorated the 80<sup>th</sup> anniversary of VD Day both at the war memorial and with the lighting of the beacon on the common, something I will repeat for the 80<sup>th</sup> anniversary of VE day on 8th May. Later in the month there were various fellow Mayoral event including the Suffolk Day celebrations attended by several Mayors in full Civic dress on one of the hottest days of the year.

Highlights of the following months included taking the salute at Carver Barracks Freedom of Uttlesford Parade in the market square and inspecting the troops. It was also an honour and privilege to present the year 6 awards at Dame Bradbury's school and to attend SWCH's summer concert.

November is always memorable with lantern making for the Christmas lights switch on, Remembrance Sunday followed by Armistice Day. I'm pleased to report the lantern parade and Christmas lights switch on went without a hitch. December saw the Christmas market and grotto, St Mary's Christmas Tree Service and on Christmas day we visited the community hospital and care homes around town. The St Marys' Christmas Services (two of them), were both packed out. The first being more for families with young children was delightful and I was amazed by the generosity of everyone attending both services.

Another stand out event we attended this year was the RAB Mokta awards for years 3 to 6. The Mayoress and I were invited to judge 3 pupils from each year group who gave a presentation on any subject of their choice, for 2 minutes. The standard of presentation was outstanding, and I think I could learn a few things from them.

Last but no means least, I have to mention SW won the Sunday Times Best Place To Live in England. In my view, and I may be a bit bias, I think it is all down to a great council making SW the best place to live.



## **Annual Parish Meeting – 6 May 2025**

### **4a- Assets & Services Committee Chair's Report**

**from Cllr Patrick Hawke-Smith**

I have had the privilege of chairing the Assets & Services (A&S) Committee on a monthly basis during another busy and productive years for the Town Council. The Committee plays a key role in the life of Saffron Walden by supervising and supporting Council officers to manage our properties and other assets and provide services to residents and visitors.

#### **Assets**

Council assets include some important public buildings, properties and open spaces – for instance:

- the Town Hall and the adjoining 3-5 Market Place;
- Golden Acre community centre;
- Jubilee Garden and the Jubilee Hub;
- the Common;
- Bridge End Garden;
- the Cemetery;
- the Anglo-American playing fields and those at Herbert's farm, Crabtrees and Little Walden;
- the market place, where we run a thriving twice-weekly market, which has won national awards and been recognised as one of the prime attractions of Saffron Walden.

We have made significant progress over the past year in various areas - examples include:

- the completion of the conversion of 3-5 Market Place from a former bank into new Town Council offices, fair-rent flats for local residents, and premises for Greggs the bakers, creating a mixture of worthwhile uses for this significant building;
- the start of work to upgrade the playpark at Little Walden, providing new play equipment chosen in consultation with local children and families;
- securing external grants to enable work to be undertaken on installing solar panels on the Crabtrees clubhouse and on improving the energy efficiency of the Bridge End Garden glasshouses;
- construction of a new depot adjacent to the Cemetery, providing secure, accessible and cost-effective storage for the Council's machinery and equipment;
- the improvement of the Jubilee Garden by the creation of a seating terrace next to the Jubilee Hub building.

Thanks are due to the Council's Operations Manager, Terry Frostick, and the other members of the Operations team, for leading and implementing these projects, alongside their ongoing work to maintain and improve our buildings and open spaces.

## Services

With its suite of venues, the Town Council not only keeps them in good order but also seeks to bring the public into them by putting on a programme of engaging and accessible events. Our Events and Activities Officer, Colette Kerr, works with many colleagues to help organise this. Among our regular events are school holiday activities including the summertime beach on the Common and free concerts in the Jubilee Garden bandstand, seasonal festivities like the lantern parade and Christmas lights switch-on in the Market Place, and car boot sales on the Common throughout the year. The team strive to raise funds for these activities and make them affordable for all residents, particularly disadvantaged groups.

Special additional events over the past year have included:

- commemoration of the D-Day Normandy landings on their 80<sup>th</sup> anniversary, with the lighting of a beacon on the Common;
- new Pop-up Start-up Markets on the Common and in the Town Hall, to give an outlet to local start-ups, including various producers, traders and other enterprises;
- The Freedom of Uttlesford Parade for 33 Engineer Regiment, based at Carver Barracks in Wimbish, on 28<sup>th</sup> July in Saffron Walden.

At the same time, much has been done to ensure the future of the Youth Outreach Programme (YOP), in which the Town Council is a lead partner. Longer-term grant funding has been secured from Uttlesford District Council a service-level agreement established with our preferred youth service provider, and better relations developed with the Essex County Council Youth Services team. The YOP provides youth clubs and other opportunities for children and teenagers in and around Saffron Walden, offering practical and emotional support to this sometimes overlooked part of our community and their families. Special thanks are due to Colette for her commitment to the Programme.

Last but not least, the Tourist Information Centre, a valuable facility for Saffron Walden run by the Town Council, has continued offering a warm welcome and essential advice to all its visitors, many of whom are local, and generated extra income through an attractive range of products and services for sale.

April 2025



**Annual Parish Meeting – 6 May 2025**  
**4b - Finance & Establishment Committee**  
**Chair’s Report – from Cllr James de Vries**

The Finance and Establishment Committee oversees the management of the Town Council’s finance, and the “Establishment” element covers staffing and resourcing matters.

**Finance**

The committee approved the 2025/26 budget with a 5.3% increase to the annual rates.

The budget recognises an increased revenue following another fantastic year of bookings, activities and events for which we are very grateful to the continuous and committed efforts of our Town Council officers and staff, it also reflects an increase in the day-to-day costs currently being experienced across the country.

The purchase and refurbishment of Nos 3 and 5 Market Place is now fully complete, and the buildings are occupied. Town Council officers and staff have now fully settled into the upstairs offices and a long-term tenant has now moved into the ground floor of both units and the Town Council are now receiving the expected income from the project, including rental from the second/third floor flats.

**Small Grants & Hall Hire**

The Town Council has awarded several grants and free of charge Town Hall hire to a variety of local community groups, as well as granting free use of The Common and Bridge End Gardens. Grants awarded 2024/25 include:

<b>Free of Charge Hall Hire/spaces Grants 2024-25</b>			
	Budget		£5,000.00
25/06/2024	Crucial Crew UDC	£450.00	
25/06/2024	Fete de la Musique Grant	£1,254.00	
30/08/2024	Grant Dance in Square	£1,236.13	
24/09/2024	SW U3A	£123.00	
30/08/2024	Grant R Abbott	£150.00	
09/09/2024	SWI Dance in Square	£500.00	
21/10/2024	SW Choral Society. Music scores	£179.00	
30/10/2024	RoundTable CommonHire	£450.00	
05/11/2024	RoundTable Electric	£150.00	
16/12/2024	Santa Dash	£150.00	
	<b>Total Awarded</b>	<b>£4,642.13</b>	

<b>Small Grants 2024-25</b>			
	Budget		£4,000.00
30/04/2024	Hope Community grant	£500.00	
20/05/2024	Elmes Gaming event	£250.00	
04/06/2024	Enterprise East	£1,121.00	
25/06/2024	Crucial Crew UDC	£2,050.00	
	<b>Total Awarded</b>	<b>£3,921.00</b>	
<b>Resilience Grant (Ukraine)</b>			
30/09/2024	Language books	£96.84	

### **Tourist Information Centre (TIC)**

The income from the TIC has maintained its rise and has again this year exceeded expectations in shop sales by £2,000. The Committee receives monthly profit/loss accounts for the TIC service in addition to a quarterly report from staff, providing updates on activities and successes over the year.

### **Establishment / Policies**

F&E have reviewed and adopted a range of policies and procedures in 2024/2025 including the Investment Policy and Debt Management Office Return, Sexual Harassment Policy, Reserves (General and Ear-Marked), Privacy Policy, Access to Information Policy, Menopause Guidelines & the Complaints Policy.

SWTC Officers have been successful in securing grant funding to support a series of action points, including:

- 1) Painting of the TIC shop front (UDC Shop front fund, £1k)
- 2) LED lighting at Crabtrees MUGA (UDC sporting fund, £10k)
- 3) Climate change initiatives, including the installation of solar panels at Crabtrees and works to the greenhouses in Bridge End Gardens (UDC, Zero Carbon Fund, £19,000)
- 4) Little Walden Play Area Refurbishment (UDC Play area fund, £10k)
- 5) Community Fridge (Essex County Council, £3,000)

### **Summary**

Last year Lisa Courtney, Town Clerk of Saffron Walden town Council was nominated by The Essex Association of Local Councils as a national finalist in Town Clerk of the Year. Lisa finished in the TOP 5 in the country at a ceremony at the House of Lords and then attended the Buckingham Palace Garden Party in June 2024.

It has been an extraordinary privilege to Chair the F&E Committee for another year, and I would like to formally thank the Town Clerk, Deputy Town Clerk and Responsible Finance Officer as well as all Town Council officers and staff for their monumental efforts towards our lovely town.



## **Annual Parish Meeting – Tuesday 6<sup>th</sup> May 2025**

### **4c - Planning & Transport Committee Chair's Report from Cllr Dave McLellan**

The Planning and Traffic Committee meets twice a month to discuss upcoming planning applications, on-going transport issues and highway defects.

#### **Planning:**

As a town council we are a statutory consultee and can make comments on planning applications – whether that is a small residential extensions or large major applications. Any final decisions usually come down to the Local Planning Authority which is Uttlesford District Council. However UDC have been in special measures for the last year and developers have a right to go direct to the planning inspectorate with their applications for determination if they wish.

We have monthly meetings with the UDC planning department where we receive updates and ask questions directly on significant applications affecting Saffron Walden.

There have been 2 major applications in the last year both by Chase New homes.

- A detailed application (outline permission had already been granted) for 177 houses west of Thaxted road. This was refused by UDC and the planning inspectorate but the UDC refusal was overturned on appeal.
- An outline application for houses on the site of the old friends school playing fields, which was sent directly to the planning inspectorate, who have turned it down.

Members of the committee were given a tour of St Marks College by the developers and architects who plan to restore the buildings and convert the site into 7 private homes. It was interesting to see inside this grade 1 listed building. The application was approved by UDC in March this year.

The town council also provided input into the local plan put together by UDC which is now with the planning inspectorate for consideration.

#### **Highways and Transport:**

SWTC, working alongside the county councillor, have been pushing to get a number of transport improvement schemes delivered by Essex County Council via the Local highways panel.

In the last year we have managed to get a 20mph speed limit introduced in the town centre and pavement widening in George st.

However most of the LHP schemes have seen no progress in the last year due to a lack of willingness and resources at Essex. These include new pedestrian crossings, cycle links and part-pedestrianisation of the market square..

Working with our county councillor we continue to push Essex to repair potholes and pavement defects. Several roads have been resurfaced in the last year with others scheduled over the next couple of months.

One area that has seen considerable improvement over the past few years is the clearing of longstanding drainage issues. The drainage team at Essex have been very responsive at addressing issues and clearing blockages.

### **Neighbourhood Plan:**

The Neighbourhood plan was produced adopted in 2022 and has continued to prove useful in responding to applications. It's intended that we update the plan following the determination and implementation of UDC's local plan.

I'd like to pass my thanks to the planning and transport committee for their hard work and attendance this year.

## 5a- Jubilee Hub



### Jubilee Hub 2024-25

#### Jubilee Hub Partnership Introduction

The operational running of Jubilee Hub and its activities is shared between Saffron Walden Town Council (SWTC), Enterprise East CIC (EE) and Uttlesford Community Action Network (UCAN). The partnership brings together the experience, insight and expertise of the three community focused organisations to deliver a programme of free inclusive programme of weekly activities.

SWTC is the lease holder, with EE providing session co-ordination which focuses on youth provision, employability skills and life skills support, and UCAN providing facilities supervision, session co-ordination, volunteer centre management, and kitchen & community fridge co-ordination.

The three organisations came together in late 2022, in readiness of SWTC gaining tenancy of the building formally known as The Garden Room – the signed lease agreement between Uttlesford District Council and SWTC was announcement on 15 March 2023 and Jubilee Hub Partnership was formed! Since opening its doors in April 2023, the primary aim and objectives of Jubilee Hub has been to deliver a programme of activities and services based on local need, led by the community and delivered in partnership. It also supports SWTC's core priority: *The provision of essential services, advice and guidance for children, young people and families.*

#### **Saffron Walden Town Council (SWTC)**

As leaseholder for the premises, SWTC is responsible for health and safety compliance and monitoring which includes; testing, maintenance and training, on-call asset management, cleaning and housekeeping, and monthly checks.

Since the start of its tenure, SWTC has carried out extensive works including, office space and fit out for UCAN's office base, installation of CCTV and the creation of a new patio area adjacent to the hub. Works for patio doors to this area are currently underway with expected completion for Summer 2025.

#### **Enterprise East CIC (EE)**

EE provides a range of inclusive cross generational activities across the week at Jubilee Hub, with the aim of supporting community members to obtain employment, boost confidence and provide greater access to social support. For young people locally, the hub offers a safe space for them to socialise, reduces risks of them engaging in anti-social behaviour and provides a platform for them to voice concerns and receive support. The groups include: Employability Hub (help with CVs, application forms and job searching), Singing for the Soul (popular songs with backing tracks and dancing), Chat & Chill Youth Café (café for 11-25 year olds), Time out Club (support for young carers), Life Skills

(workshops covering essential daily tasks like ironing, cleaning, internet skills and keeping safe), and The Artist Hour (instructor led sessions with a creative atmosphere to promote mindfulness and self-expression).

On average 85 residents per week attend a EE session - and over the course of the last year, the figure is recorded at over 4,000 attendances. This provides over 12,000 hours of social interaction.

EE's contribution in kind amounts to £1300.00 per week (£65k annually), which includes; volunteer hours, external tutors / staff, EE staff, materials and equipment.

### **Uttlesford Community Action Network (UCAN)**

UCAN provides a range of social inclusion activities across the week at Jubilee Hub, with the aim of reducing loneliness and isolation, building stronger community connections and enabling people to feel that they belong and have a place where they are always welcome. The groups include Meet Up Monday (Coffee and Chat), Play and Learn (for parents and toddlers), The FellaShip ( a men's wellbeing), Cafe St Clare (social cafe), My Weight Matters (weight management) and Warm Welcome (lunch club). UCAN also run occasional talks and drop-in sessions, such as Cybersecurity, Fraud and Scams Awareness, and a Health Hub.

On average 99 residents per week attend a UCAN session - and over the course of the last year, the figure is recorded at over 5,000 attendances. This provides over 15,000 hours of social interaction. The Warm Welcome session provides 832 free lunches and a warm space for people struggling with heating bills due to the cost of living.

Alongside these activities the Volunteer Centre, based at Jubilee Hub, provides a drop in space where people can register their interest, find out more about current opportunities and be supported into volunteering. The UCAN Volunteer Centre is the third busiest in Essex, behind Colchester and Chelmsford and fulfils a much-needed function, including volunteer requirements for SWTC community events.

UCAN's contribution in kind amounts to £700.00 per week (£35k annually), which includes; annual staff costs, direct delivery costs, marketing materials refreshments and provisions for community fridge

### **Summary and the future**

To date, the Jubilee Hub services have had a positive impact to the local community since opening two years ago. The programme of activities and services are continually evolving, with local need being heard. The activity schedule is led by the community and delivered in partnership.

The hub will soon be entering an exciting phase with the opening of the kitchen – opening date to be announced! UCAN will be running the kitchen, which will improve and extend the Thursday lunch offering. Initially this provision will increase to two days each week with the aim of achieving three days per week before the end of 2025. Affordable light lunches will be available to all local residents.

FOLLOW US 



## WEEKLY ACTIVITIES WINTER 24/25

FREE drop-in activities at the Jubilee Hub. Tea & coffee provided.  
**EVERYONE WELCOME!**

OPEN  
TO ALL  
COMMUNITY  
FRIDGE  
MON-FRI!

	MORNING	AFTERNOON
MONDAY	<b>READY STEADY PLAY &amp; LEARN</b> (10–11.15am) Drop in for a tea, coffee & chat, a welcoming friendly session for family with children 0–4, providing games & activities. <b>MEET UP MONDAY</b> (11.30am–1pm) Drop in for a tea, coffee & chat.	<b>VIRTUAL REALITY WELLBEING PROJECT</b> (2–4pm) Drop in sessions to support carers, people living with early stages of dementia, mobility issues & social isolation. Enjoy a relaxing and therapeutic environment, tailored to your needs. For further information please email <a href="mailto:connect@jaxon.org.uk">connect@jaxon.org.uk</a> .
TUESDAY	<b>EMPLOYABILITY HUB</b> (10–11am) Are you looking for work? We can help! We support with everything from creating a CV and completing applications, to preparing for and attending interviews. For an appointment please either drop in or email <a href="mailto:info@enterpreweek.org.uk">info@enterpreweek.org.uk</a>	<b>SINGING FOR THE SOUL</b> (2–3pm) Our afternoon sing-along group. No experience needed. We sing for the fun of it! <b>CHAT &amp; CHILL YOUTH CAFE</b> (3.30–5pm) FREE club for young people (aged 14+) to relax with friends & enjoy FREE activities & refreshments in a safe environment. <b>TIME OUT CLUB</b> (5–7pm) Young carers can take a break from their caring role and make some new friends. FREE refreshments and activities as well as support and guidance.
WEDNESDAY	<b>COMMUNITY GROUPS</b> (10–12 noon) Monthly support groups hosted by local charities. Fibromyalgia cafe every 2nd Wednesday of the month.	<b>THE FELLASHIP</b> (2–4pm) Talking & social group for men.
THURSDAY	<b>WELLBEING HUB INCLUDING MY WEIGHT MATTERS</b> (10–12 noon) Help & support with living a healthier life & <b>ST CLARE HOSPICE</b> weekly coffee shop – Cafe Clare.	<b>WARM WELCOME HUB</b> (12–3pm) Free light lunch served from 12pm with friends & chat. Tea and coffee from 2pm.
FRIDAY	<b>LIFE SKILLS</b> (10.30–12 noon) Free sessions to learn about daily tasks like washing, ironing, cleaning, internet skills & more.	<b>THE ARTIST HOURS</b> (2–4pm) Try your hand at art & crafts, with support from our instructor.



3 HILL STREET, SAFFRON WALDEN, CB10 1EH  
[www.saffronwalden.gov.uk](http://www.saffronwalden.gov.uk) **the-jubilee-hub**  
01799 516501









## 5b – Uttlesford Community Travel



Unit One, Flitch Ind Est, Chelmsford Rd,  
Dunmow, Essex, CM6 1XJ

Phone: 01371 875787

01799 519008

01245 279052

email: [info@uttlesfordcommunitytravel.org](mailto:info@uttlesfordcommunitytravel.org)

[www.uttlesfordcommunitytravel.org](http://www.uttlesfordcommunitytravel.org)

### Uttlesford Community Travel (UCT)

We would like to thank Saffron Walden Town Council for their continued support during 2024/25, UCT's 28<sup>th</sup> year of providing a service to the community.

Over time it has become more evident just how much reliance has been placed on UCT to support with the transport needs of the residents of Saffron Walden and to help commerce of Saffron Walden by transporting members into local shopping facilities, our service also gives confidence and reassurance to those who otherwise would not be able to travel or attend local functions enabling them to get out and about and help Prevent social isolation and loneliness.

All services, Book-a-Ride, Group and Hospital Car have seen an increase in growth due to the service that we are able to provide, being reliable and trusted, delivering a door-to-door return journey. Membership both Individuals and groups have increased, Membership numbers are recorded for individuals at 1031, with groups at 85. We aim to end and finalise 2024/25 by having carried out 35,000 passenger journeys covering 150,000 miles. To enable UCT to function we have a team of volunteers, both drivers and office colleagues who volunteer their time, when equated at a commercial rate would work out to the value of £150,568 for 2024/25. UCT has two fully accessible minibuses located permanently in Saffron Walden, both allocated with a driver. These are often joined by the other four buses on a regular basis serving the community of Saffron Walden. We also have eleven volunteer hospital car drivers located in Saffron Walden, who help with medical related appointments, with many trips to Addenbrooks. The whole service operates six fully accessible minibuses and 27 hospital cars with 35 volunteers involved in the day-to-day running. We see demand increase year on year for our service and funding is a crucial element for us to be able to maintain achievable fares, this being a crucial point of difference for many, compared to commercial operators. As a charity we have many financial challenges in this new financial year, including minimum wage increases, increased NI contributions, increased utility bills, decreasing funding and increased cost on repair parts for our buses, these are all going to be a challenge for the charity.

Thanks again for your continued support and we look forward to working with you in the future.

Mick Bott (General Manager)

Registered Charity No.1072529.  
Registered in England No.3456224.  
Registered Offices as above.  
Patron: The Rt Hon Kemi Badenoch MP



## Uttlesford Citizens Advice

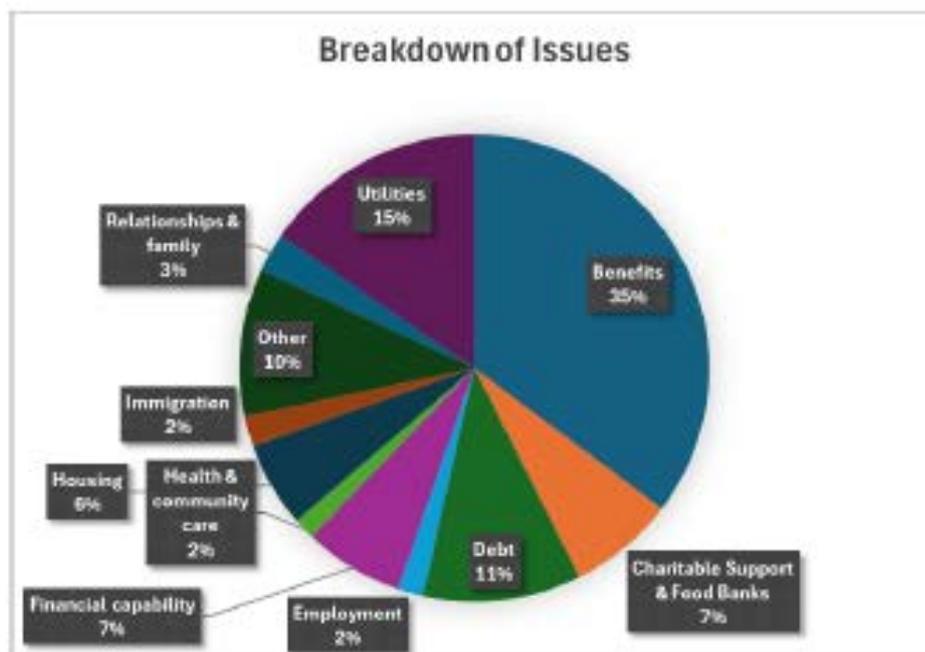
April 2025

Uttlesford Citizens Advice is a local charity that aims to empower residents, helping them to solve problems and find a way forward. Our service is free, confidential and independent. We provide general advice in housing, benefits, immigration, community care, relationship and consumer law. Our volunteer advisers support homeless clients and people who need our help following violence, abuse or discrimination. In addition, we have teams of specialists who cover the following areas:

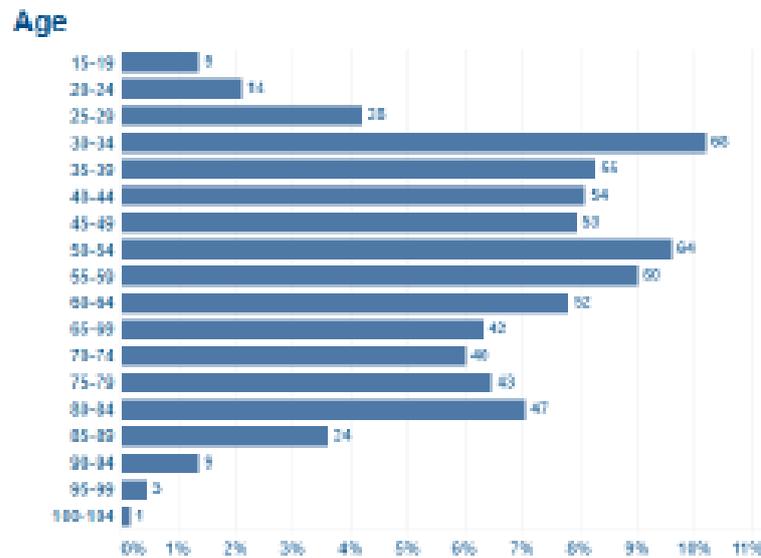
- Debt
- Disability Benefits
- Energy efficiency and fuel poverty
- Immigration support for displaced people living in Uttlesford including those who have arrived under the Homes for Ukraine scheme.
- Welfare support for cancer patients and their families, funded by Macmillan Cancer Support

### In 2024/25:

- We helped 684 residents of Saffron Walden
- 42% (288) lived in Shire Ward, 33% (223) in Castle Ward and 25% (173) in Audley Ward.
- Many used our service more than once for help to deal with 3,873 separate issues.



## Age Profile



## Specialist Casework

- Our disability benefits experts helped 157 residents to apply for Personal Independence Payment, Attendance Allowance or Disability Living Allowance, bringing an additional £307,756 income into the town.
- Energy Specialists provided casework support to 108 residents who were struggling with high fuel bills, poor energy efficiency or cold and damp homes., achieving almost £88,801 in extra benefits, emergency fuel payments and grants for energy efficient improvements to their homes.
- Macmillan welfare benefits team supported 10 residents newly diagnosed with cancer, helping them with benefit applications and signposting them to a range of other local support services.

## Emergency Support

We continued to work extensively with Uttlesford Foodbank, clothing and baby banks and local trusts and funds and helped 131 Saffron Walden residents access food parcels, gas and electricity top ups and emergency funds to enable them to heat their homes, travel to essential appointments, pay for prescriptions and medical supplies and access grants for essential household items.

## Research and Campaigns

We took part in several social media campaigns, promoting action around consumer awareness, energy efficiency measures, fuel poverty, fraud prevention and scam awareness. We met with all prospective parliamentary candidates prior to the general election to make them aware of the issues facing our community. We shared information about changes to eligibility for winter fuel allowance, childcare provision and increases in the national minimum wage, and offered information advice at community locations including the Jubilee Hub and Community Link.

## Client Feedback

A quarterly client satisfaction survey is undertaken by the national body of Citizens Advice on our behalf.

94% said that our advisers helped them to find a way forward with their issue; 92% would recommend our service to family or friends. 74% of clients reported feeling less stressed, depressed or anxious after seeking advice 87% said they could not have resolved their problem without our help.

## Example comments

*I think the CAB are really important and have helped me alot over the years, particularly since I have been diagnosed with a lifelong disability. I always recommend them to anyone looking for help. You are much appreciated.*

*I have used the service many years ago with a positive outcome. This occasion was on advice of I was totally devastated when I heard the news of the two cancers within the space of a few months. I felt hopeless and distressed by the news. The adverse side effects from the toxic treatments have made my life very difficult and miserable and I stayed indoors most of the time feeling sorry for myself. The thought of leaving my family behind has made me feel very sad indeed. In addition, the travelling costs to the hospital for treatments regularly together with all the incidental expenses have caused difficulties in our cost of living budget. I was introduced to Citizens Advice by the nurse from the hospital. Two smashing ladies have been doing their utmost to help me to get the benefits from ECC and DWP. I am very grateful for their kind assistance and guidance. They are the angels in my unfortunate life.*

## Looking forward

Demand for our service remains at an all-time high, reflecting just how vital our support is to the community. With this in mind, we sincerely hope the Council will continue to recognise the positive impact of our work and maintain their invaluable support at the same level this year.

## **5d – Saffron Hall**

### **Annual Report Summary**

### **SAFFRON HALL'S YEAR IN REVIEW**

Throughout the 2024–2025 season, Saffron Hall Trust has continued to enrich the cultural landscape of Saffron Walden by hosting a diverse array of performances and community events. Attracting both locals and audiences from across the region, last year over 51,000 people attended events at Saffron Hall. 45% of ticket bookers were from Saffron Walden postcodes with 7% of the audience under 25. We recently won 2 UDC Business Awards, Leisure and Hospitality and The People's Choice Award. The judges noted Saffron Hall's £500,000 off site visitor spend in Saffron Walden as a major contributor to winning the Leisure and Hospitality award.

### **EVENTS HIGHLIGHTS**

The 2024–25 season featured dynamic and varied programme that captivated audiences across genres. A standout moment was the solo performance by legendary jazz guitarist Pat Metheny. The final date of his European tour, and one of only three UK appearances, the concert created a large amount of press interest from outside of the region.

In a new venture, we introduced our Foyer Comedy series transforming our foyer into an intimate comedy club. These sold-out events have brought a fresh and engaging dimension to the Hall's offerings to locals, with a younger and diverse demographic.

Our classical music programme continued to draw enthusiastic audiences, with numerous sold-out performances by esteemed and world-famous musicians. Many were broadcast on radio reaching hundreds of thousands of people, promoting both the Hall and the Town.

Our annual pantomime, "Jack and the Beanstalk," brought festive cheer to local families, continuing our tradition of accessible and affordable holiday entertainment. These events underscore Saffron Hall's commitment to delivering a rich tapestry of cultural experiences that resonate with our community and beyond.

### **UPRISING – A NEW COMMUNITY OPERA**

In March 2025 we presented one of our most ambitious projects to date, Uprising—a powerful new community opera. Centred on themes of climate change, interconnectivity, and the power of collective action, the opera brought together over 100 local community performers, professional soloists, and a 50-piece orchestra across three unforgettable performances.

As part of the lead-up to the production, more than 250 Year 5 and 6 pupils from six local primary schools took part in two creative workshops exploring our relationship with the natural world. Through music, discussion, and collaboration, students reflected on the challenges of climate change and the hope that lies in shared action. One student's lyric "Bring Good Health to Our Changing World" encapsulated the spirit of the project. Uprising was a resounding demonstration of how music can unite a community and give voice to urgent global issues. Saffron Hall also facilitated a presentation from project partners Cambridge Zero to the Saffron Walden Tourism, Culture and Heritage Network.

### **TOGETHER IN SOUND**

Saffron Hall's music therapy programme for people living with dementia and their companions continued to flourish this year. Running at full capacity across three academic terms, the project delivered 10 weekly sessions per term, with three sessions taking place each day—reaching around 50 local participants. Demand for the programme remains high, with a waiting list for taster sessions at the start of each term. A documentary commissioned by Saffron Hall

during the pandemic, which highlights the impact of the project, has been shortlisted for the Arts in Healing International Film Festival in Portland, Oregon—bringing global recognition to both the project and Saffron Walden.

### **COLLABORATIVE ACTIVITIES WITH SAFFRON WALDEN TOWN COUNCIL**

Saffron Hall Trust has actively collaborated with Saffron Walden Town Council (SWTC) to deliver a series of community-focused events, enhancing local engagement with the arts.

Highlights included:

**Treasure Island Activity Day in the Market Square** (August 9, 2024): This event transformed the Market Square into a hub of pirate-themed activities, featuring treasure hunts led by the cast of "Treasure Island," face painting, storytelling sessions, and visits from the Buffy Bus and Essex Mobile Library. Our cast and team supported the SWTC team to provide local families with free, engaging entertainment during the summer holidays. The cast were also present and opened 'Beach on the Common'.

**Open-Air Performance of "Treasure Island" at Bridge End Gardens** (August 16–17, 2024): In partnership with KD Theatre Productions and SWTC, we presented an outdoor adaptation of "Treasure Island." Audiences were invited to bring picnic blankets and chairs to enjoy this swashbuckling adventure in the picturesque setting of Bridge End Gardens.

**Jack and the Beanstalk Activity Day during October Half Term** (October 29, 2024): Held at the Town Hall, this event featured interactive sessions with the cast of "Jack and the Beanstalk," offering games, music, and audience participation. Additional activities organised by SWTC included storytelling with Saffron Walden Library and creative workshops with Saffron Walden Castle, attracting over 200 children.

**Christmas Light Switch-On** (November 22, 2024): The festive season commenced with cast members from the panto helping to switch on the town's Christmas Lights. Working with the SWTC events team our cast entertained the crowds and worked with the presenter to deliver a magical start to Christmas.

**Piano Day** (March 29, 2025): As part of the global World Piano Day celebrations, Saffron Hall, in collaboration with SWTC, organised a town-wide events featuring performances by notable pianists including Martin James Bartlett. The festivities also included a screening of "The Pianist" at Saffron Screen and open piano sessions at various venues, providing an immersive musical experience for the community and bringing in audiences from across the region and beyond (including London) who spent the day in Saffron Walden, not only at the SHT events but also dining and shopping. The events ended with a very special Jazz Club in Saffron Walden Town Hall. You can watch the video of the day [HERE](#).

**Supporting the Mayor's Charities:** Alongside offering tickets for various fundraising opportunities, our panto bucket collection and our Mayor's VIP ticket event raised over £1,300 for the Mayor's Charities.

All of the above was promoted through our social media channels, our e-database (35k), our audience (exit flyering) and press releases to national and local press. Uprising was also featured on ITV Anglia.

**THANK YOU** Thank you for your continued support. Your support has allowed us to continue to develop our programme and access other funds from outside of the area, ensuring maximum impact from your contribution.

### **5e- Saffron Walden Arts Trust**

## Saffron Walden Arts Trust - Fete de la Musique

### What we do

Saffron Walden Arts Trust (SWAT) is an umbrella organisation which coordinates, encourages, and promotes artistic enterprises of all kinds in the Saffron Walden area. Every 3 years SWAT organises a free music day, the Fete de la Musique. The Town Council gave us a grant which allowed us to use 4 venues for no payment.

### Background

In 2014 a Saffron Walden Arts Trust member came back from Paris having found music playing in the streets throughout the city, This was the Fete de la Musique, which is a free, public celebration of live music, and now takes place in more than 120 countries & 500 cities. It lives its life in the streets, is for the whole community, and is brought to life by mainly local people playing all different genres of music.

Three of us decided we would hold such an event in Saffron Walden and joined {luckily} by Tim Atkinson from Fairycroft, we made the 2015 Fete happen. Musicians of all ages, the majority local, wanted to play and people came and listened. It was a success.

### The Grant

In 2015 there were 8 venues, three of which are the responsibility of the Town Council, Jubilee Gardens, the Town Hall, and the Market Square. We have held Fetes every three years since then, the last one in 2024, which had 10 venues. Every year The Town Council has supported us in many ways, but in particular, by awarding us a grant which allows The Arts Trust to use their Council venues free of charge. The grant we received for 2024 was for 4 venues, we added Bridge End Gardens to the to the other three. They are all marvellous places in which to play, and for audiences to sit in beautiful surroundings and listen. Without this grant the Fete would not be the same.

### Details of the event the grant helped to enable

At the last fete in 2024 we had over 600 musicians and 70 acts ranging from choirs, rock, heavy metal, salsa dancing swing, pop, folk, singers of every variety, a steel band and many other musical genres. More than 3,000 people attended, and not only provided appreciative audiences but also spent money in local shops and cafes.

I should mention the other people who enable the day to run smoothly and without whom we couldn't do it. Approximately 70 volunteers from our community, run the venues and help collect donations. I mention this because many Town Councillors volunteer. This is such a help, and we really appreciate their support.

From everyone in the Arts Trust thank you for your wonderful support for the fete last year and those before that. We believe that you have helped greatly to create a joyous day of free music for everyone in the community.



*Proud of the Past - Excited about the Future*

## TOWN MEETING REPORT **May 2025**

The Town Council and UDC have supported the Saffron Walden Initiative in a number of different ways during the past 12 months which has been much needed and appreciated.

On August Bank Holiday Saturday 2024 the Initiative ran a successful 21<sup>st</sup> free Dance in the Square organised by Jacqui Portway supported by Tim Atkinson from Fairycroft House, Andrew Green and a record number of Initiative member volunteers. The event featured the Essex band The Rolling Clones supported by singer Marc Salmon and was only made possible thanks to the practical support of Terry Frostick from the Town Council, the Market Traders and a grant from the Town Council.

The 7<sup>th</sup> Winstanley Christmas Shop & Business Windows competition held in November 2024 was supported by the Town Council and won by St Elizabeth's of King Street. The event was sponsored by Saffron Hall and helped promote the town and what's on offer here.

The 21<sup>st</sup> Winstanley Christmas Late Night Shopping was held on 6<sup>th</sup> December 2024 and opened by the Mayor Derek Eyke. Over 35 traders and charities were spread around the Market Square and King Street and there was a live stage throughout. The weather held and lots of families enjoyed Father Christmas, who gave out 250 presents freely. Volunteers from the Initiative and Saffron Walden Arts Trust were assisted tirelessly by Mark, Carl & Dave from the Town Council, Three D events and Tim Atkinson from Fairycroft House. The Town Council was also one of the sponsors.

The Initiative arranged a number of events for members including visits to Uttlesford Food Bank, Sedgwick Museum of Earth Sciences in Cambridge, Saffron Walden Golf Club, Great Thurlow Hall Open Gardens, Curwen Fine Art Printmaking Studios and Gallery and the Saffron Walden Almshouses.

The Initiative's main objective going forward is to address the needs of the town and promote it and is grateful for the support of the Town and District Councils. We are looking forward to seeing what we can do in 2025.

*Jacqui Portway (Chair)*

## 5g - Saffron Walden Youth Outreach Project

### Performance Monitoring and Review

#### April 2025 & End of Year

##### Key Performance Indicators

The key performance indicators for SWTC relate to the overall use of the SWYP and should be shown in the quarterly report as presented to SWTC. Key indicators are:

**New Youth club members:** The SWYP (within existing funding arrangements) should maintain or increase the number of new members.

The last quarter has seen a big increase in numbers attending the Wednesday session with Fridays still relatively quiet.

Wednesday night: 30 – 40 young people per session

Friday night: 4 - 7 young people per session.

Since the last report we have continued to promote Wednesday sessions and Fridays as activity sessions and through outreach. In total we now have 95 young people on our attendance lists.

The plan moving forward is Wednesdays keep open for yrs 7 & 8 while Fridays will remain open for years 8, 9, 10 and 11. This September as all young people move up a school year we will encourage them to attend the Friday session.

We have have recently been working with the police and Saffron Walden Library to address incidents of antisocial behaviour after school. Contact has also been made with Bear Walden on Shire Hill with a view to engaging young people in fitness training as a diversionary activity. This is something we could also consider seeking referrals from the school to support.

- a) **Success of Outreach work:** Quantity of sessions held and how many engagements with young people

We have continued to conduct outreach sessions particularly when numbers in the sessions were low. We have flyers printed and have been distributing these to the young people we meet. As the weather improves we expect to see more young people around town, particularly on Fridays, and we are also planning to provide some outreach activities on the common.

- b) **Event / activity provision:** The SWYP (within existing funding arrangements) should maintain or increase the level of activities / events per annum.

We continue to offer a range of activities during sessions

including cooking, playing pool, table football and table tennis. Themed art and creative design sessions remain popular and we are always looking to develop new projects to complement existing provision.

- c) **Youth member rating:** results from an end of year consultation, carried out with both the existing and potential attendees of the youth club

We are awaiting the results of this year's consultation and will assess how they might impact on our delivery offer.

- d) **Volunteer growth and retention:** Number of volunteers engaged on a regular and ad hoc basis

We continue to have the regular support of 3 volunteers and have recently, due to the large numbers, also had the support of one of our trustees.

The volunteers continue to provide an invaluable contribution to the work of the project.

- e) **Donation growth:** The volume of any donations or gifts awarded to the YOP from 3<sup>rd</sup> parties in relation to the activity within this agreement.

We received a large donation of more than £7,000 from Cllr Askers Mayoral activities

- f) **Additional funding growth:** Evidence of 3<sup>rd</sup> party funding applications and successes as applied for by the YOP in relation to the activity within this agreement.

We submitted a request for funding through the Tesco blue token scheme and were awarded £500

- g) **Improved facilities and equipment:** The SWYP should attempt to improve facilities and equipment year on year.

We have worked with Essex Youth Service to address the issues we are having with the building. The Wifi has been improved and some of the issues addressed. We are hopeful that further improving the look and facilities of the space will help with the ongoing member recruitment.

*The performance of all these indicators should be reported quarterly and formally reviewed annually.*

## **End of Year Report 2024/2025**

97 sessions delivered over 44 weeks with 6 additional holiday program sessions

After a relatively slow start to the year things have really picked up since the February half term and we have seen numbers surge to the point where we have almost 100 active members. The vast majority of these are school years 7 & 8 attending the Wednesday session from 6-8pm. Friday sessions have been much quieter but we expect numbers to increase after the summer as the Wednesday group go up a school year. We continue to work well with partner agencies and have recently been planning some interventions with the Library. The staff there have been having difficulties with some anti-social behaviour by students after school. We are hoping to bring some positive activities to the Library and have made contact with Create Walden who are keen to bring some of their creative writing activities to the space.

With the increase in numbers we have had to enlist extra support for the Wednesday sessions and in the absence of Aiden, our Essex Youth Service apprentice, who recently left, have had cover from other Essex Youth Service staff. We are expecting a new apprentice to join us soon as a permanent member of staff.

During the holidays we have supported one of our volunteers to deliver some Art and Craft sessions both in the centre and in Fairycroft House these have been relatively successful and we hope to continue to provide these moving forward.



15<sup>th</sup> of April 2025

**Report for activities achieved from £2500 grant for Saffron Walden Town Hall Hire in 2024**

**Who We Are:**

Saffron Screen is Saffron Walden's very own non-profit independent cinema, boasting a full-size screen, 202 cinema seats, Dolby Digital surround sound and both 35mm and digital projection equipment.

**Our Mission:**

We aim to screen a wide range of films and events to entertain, educate, create a shared experience and improve the quality of life for everyone in Saffron Walden and the surrounding area.

In 2024, Saffron Screen received a grant for £2500 to be used to offset costs of the hire of Saffron Walden Town Hall.

This greatly contributed towards our efforts to host a range of "Pop-up Cinema" events at the Town Hall. Use of the town hall to run our pop-up cinema events allows us to offer something different from our existing programme at Saffron Screen.

In 2024, we hosted two full weekends of film, firstly in June with our weekend of celebrating films with anniversaries such as Stuart Little (25 years) and Four Weddings and a Funeral (30 years) where we paired tickets with cake and bubbles.

Secondly was our incredibly successful Christmas pop-up weekend when we hosted a "PJ Party" Polar Express screening where children received golden tickets, chocolate and a bell on a ribbon. This event was so popular that we ended up with a waitlist for tickets.

With the contribution from SWTC, this meant we were able to keep our running costs low and pass on those savings to our audiences making our events a lot more accessible to all.

On behalf of myself, and everyone at Saffron Screen. We thank you for the support.

Jason Bond, Business & Technical Manager