

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 Additional FULL COUNCIL of the TOWN COUNCIL of SAFFRON WALDEN to be held in the Town Hall, Saffron Walden on **Thursday 8th August 2024** at commencing at 10.00 AM 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

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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

2nd August 2024

1	<p>Apologies for absence</p> <p>To receive apologies and consider requests for approved absence</p>
2	<p>To receive any Declarations of Interest</p> <p>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.</p>
3	<p>Public Speaking Time</p> <p>For the public or press to ask questions of the Council on matters relating to the agenda.</p>
4	<p>SWTC Storage Radwinter Road</p> <p>At the May 2024 Full Council meeting, Council agreed to progress with the installation of a storage facility at Radwinter Road; an extract from the May Full Council meeting as per Min Ref FC096-24 reads (in italics):</p> <p><i>“The Operations Manager spoke further to details contained within the agenda, advising the following:</i></p> <ul style="list-style-type: none"><i>a) The SWTC planning application (UTT/24/0199/FUL) to erect a storage unit at Radwinter Road has been approved by the District Council.</i><i>b) A full costings report will be presented to Council at the June meeting detailing recommended virement of monies where required within ear-marked reserves. (As agreed by the Assets and Services Committee, minute A&S 144-23.)</i>

	<p>c) <i>To reduce the costs of the project SWTC will manage the project, utilising its own staff to undertake the preliminary works where appropriate and / or working alongside a local trusted contractor.</i></p> <p>d) <i>The dedicated ear-marked reserve (storage depot, 9340) will be utilised in the first instance, to allow construction up to floor level.</i></p> <p><i>It was unanimously Resolved: To support continuation of the project”</i></p> <p>Full costings have now been obtained (these were not available for the June/July meetings), and according to the Council’s core priorities, preliminary works have started on site. The contractor is available to start the supply and build of the depot in September 2024, with the next availability being April 2025. SWTC must have vacated, cleared and tidied its existing storage facility by April 2025.</p> <p>It is appropriate to bring this matter forward to an extraordinary Council meeting to approve this expenditure. Should approval of expenditure be delayed until the scheduled September Council meeting, the installation date of September 2024 will have passed, and the contractor will not be able to begin works until April 2025. As noted, this coincides with the need to vacate the current premises leaving insufficient time to transfer the tools and assets to the new building.</p> <p>Council is requested to:</p> <p>a) Approve expenditure for the installation and build of the depot – further details as contained within the report. Notably the project has already been agreed by Council and forms part of the Council’s Action Plan Priorities.</p> <p>b) Note the preliminary site works have started on site in the setting down of foundations.</p> <p>c) Subject to approval of the capital expenditure, the contractor will begin works in September 2024 (precise dates to be confirmed).</p>
5	<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>
6	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 9th September 2024 at 7.30pm in The Town Hall Saffron Walden.</p>