

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 13th October** commencing at **7.30pm** to transact the business as set out in the agenda below

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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

8 October 2025

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 08.09.2025

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 11.09.2025 (draft minutes) (only one September meeting) • Finance and Establishment 15.09.2025 (draft minutes) • Assets and Services 22.09.2025 (draft minutes)
8	<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> <ul style="list-style-type: none"> (a) Receipts and payments for 1st quarter (April-June) (b) Aggregate receipts and payments year to date (c) Balances held at the end of the current quarter <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>
9	<p>Policies</p> <p>Council is recommended to re-adopt the following policies, no changes are proposed:</p> <ul style="list-style-type: none"> a. Motion on Climate Change b. Vexatious
10	<p>Risk assessments for financial year ending 31.03.26</p> <p>As requested at the June F&E Committee meeting, the RA has been reviewed, adding in a RAG evaluation, incorporating an assessment of the Council's risk. The F&E Committee has reviewed the attached RA and it is recommended for Council adoption.</p>
11	<p>Uttlesford Consultations</p> <p>Uttlesford District Council is consulting on:</p> <ul style="list-style-type: none"> 1. The Local Plan modifications, recommended by the examiner 2. Its draft Developer Contributions, Supplementary Planning Document, seeing the introduction of the Community Infrastructure Levy <p>A draft response has been prepared and will be considered by the P&T committee at its 9 October meeting, forming a response recommendation for Full Council consideration at this meeting (report to follow).</p>

12	<p>Market Square – Outstanding LHP Requests</p> <p>SWTC has two outstanding Local Highway Panel requests regarding the Market Square.</p> <ol style="list-style-type: none"> Officers from Essex County Council and Uttlesford District Council recently met and discussed the schemes with SWTC officers and councillors to provide an update, the notes from this meeting are attached (report 12a). Attached is a written summary of the progress to date and recommended options for Council consideration as to how the schemes are progressed (report 12b). Council is asked to receive and consider the attached reports and in particular to consider support (or otherwise) for permanent pedestrianisation of the Market Square, as proposed by ECC and UDC, albeit this is contrary to the Town Council's initial request. At the June Full Council meeting, Council resolved to submit a Freedom of Information Request to ECC requesting all correspondence/ planning/ documentation relating to the Town Council's request for pedestrianisation of the Market Square. Attached is the response provided from Essex Highways with correspondence between 01.10.24 to 28.08.25 (reports 12c1-7)
13	<p>Town Clerk's Report</p> <p>To receive the quarterly update from the Town Clerk (report to follow).</p>
14	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
15	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p>
16	<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>
17	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Tuesday 11 November at 7.30pm in Jubilee Hub.</p>
18	<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>

	This item is confidential because it involves employee personal information, publishing this information would breach data protection
19	<p>1st Draft Budget 2026/27</p> <p>The following papers are attached with documents (a) to (c) being public documents and (d) to (h) being confidential, forming the recommended 1st draft budget for 2026/27 from the Budget Sub-Committee.</p> <ul style="list-style-type: none"> (a) Schedule of works and meetings as agreed at the sub-committee meeting on 30.07.25 (dates within this schedule of works have been subsequently superseded following the sub-committee meeting on 03.09.25) (public document) (b) Approved minutes from sub-committee meeting held on 30.07.25 (public document) (c) Draft minutes from sub-committee meeting held on 03.09.25 (public document) (d) Copy of 1st draft budget (confidential) (e) Copy of Statement of Fact, annotating the basis under which the 1st draft budget is presented (confidential) (f) Budget considerations list, annotating those items not contained in a stand-still budget (confidential) (g) Copy of EMR budget (confidential) (h) Copy of projected income (confidential) <p>At the September Finance and Establishment Committee meeting it was unanimously resolved: To support the papers presented, recommending the first draft budget to the October Full Council meeting for adoption.</p> <p>This recommendation has been made in accordance with the Budget-Sub Committee terms of reference reporting process (ToR extract below for information):</p> <p style="padding-left: 40px;"><i>The Sub-Committee will report monthly to both the F&E Committee and Council.</i></p> <p style="padding-left: 40px;"><i>At the Council meetings, Council will be requested to sanction proposed recommendations during the process, thus providing comfort that the day-to-day work of the sub-Committee aligns with Council's expectations. This sanctioning provides certainty and firm direction to the sub-committee, thereby reducing the risk of draft budgets misaligning with Council's expectations.</i></p> <p>Council is therefore requested to consider the attached papers for approval (or otherwise).</p>