

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 **Jubilee Hub** on **Tuesday 11th November 2025** 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.

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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

5 November 2025

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>By-Election Thursday 6th November 2025</p> <p>(a) Following the election on 6th November, Council is asked to welcome the successfully elected member of Shire Ward.</p> <p>(b) The elected Cllr will sign and return their acceptance of office prior to this Full Council meeting (11th Nov), allowing participation in Full Council meetings in November and December. They will not have been elected to any Committees / sub-Committees, and it is recommended they adopt visitor status for November/December meetings, with no entitlement to vote.</p> <p>(c) At the January 2026 Council meeting, Council will be asked to appoint the newly elected Councillor to committee and working group membership.</p>

5	<p>Election Arrangements for 2026/27</p> <p>2026</p> <ul style="list-style-type: none"> (a) The postponed 2025 Essex County Council elections will take place on Thursday 7 May 2026 unless they are postponed again (and in effect cancelled). Members will be elected for a 2-year term until the new unitary councils are in place on 1 April 2028, which is known as “vesting day”. (b) The new Combined Authority Mayoral election for Greater Essex will take place on the same day so there will be either a combined poll (County and Mayoral) or single poll on 7th May 2026. (c) From 10 November 2026, the 6-month rule will come into force which means that no more by-elections for the district or Parish Council can legally be requested to fill any subsequent vacancies that arise. In the event of a vacancy, positions may be filled by co-option <p>2027</p> <ul style="list-style-type: none"> (d) Subject to Local Government Reform and assuming the unitary authority representation progresses across the whole of Essex, Shadow council elections to the new councils will take place on Thursday 6 May 2027. These new members will serve a 4-year term, initially one year in shadow and then a 3-year term and then 4 yearly thereafter from 2031, being held on the same day as parish council elections. (e) In May 2027, the parish council elections will take place alongside the Shadow Council elections. (f) Existing Councillors retire on the fourth calendar day after the poll so they retire from office on Monday 10 May 2027
6	<p>Updates from 3rd parties – for information only</p> <ul style="list-style-type: none"> (a) To receive a written or verbal update and report from Cllr P Gadd as the Essex County Councillor As requested at the October meeting, the Clerk contacted Cllr Gadd with the queries raised by Council and the response has been circulated to all councillors via email. (b) To receive a written or verbal update and report from UDC Councillors on any matters which may be particularly pertinent to Saffron Walden
7	<p>Mayor’s Communications</p> <p>To receive a verbal update from the Town Mayor</p>

8	<p>To verify the Minutes of the Town Council meetings as follows:</p> <p>Full Council 13.10.2025</p>
9	<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 09.10.2025 (Approved minutes) • Planning and Transport 23.10.2025 (draft minutes) • Finance and Establishment 20.10.2025 (draft minutes) • Assets and Services 27.10.2025 (draft minutes) • Assets and Services 03.11.2025 (draft minutes)
10	<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> <ol style="list-style-type: none"> Receipts and payments for 2nd quarter (July-September) Aggregate receipts and payments year to date 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>
11	<p>Council Tax Support scheme consultation</p> <p>Uttlesford District Council has launched its Council Tax Support scheme consultation, closing Friday 21 November.</p> <p>For 2026/27 UDC is proposing to maintain the current scheme on the same basis as this year, extract from proposals reads:</p> <ul style="list-style-type: none"> • “Freezing the contribution rate so the amount that LCTS claimants pay towards their Council Tax bill will be kept at 12.5%. • Continuing to protect pensioners, the vulnerable and disabled residents and their carers on a low income. Their contribution rate will remain at 0%” <p>Council is requested to consider a response (if any) to the consultation. Full details of UDC’s proposals are online at: Local Council Tax Support Scheme Proposals 202627.pdf</p> <p>The consultation closes on Friday 21st November at 4.30pm</p>

12	<p>Market Square – Outstanding LHP Requests</p> <p>As requested at the October Council Meeting, Officers have requested the ECC Principal Transport and Infrastructure Planner to attend a Full Council, at time of writing a date has not been confirmed by ECC.</p>
13	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
14	<p>Additional Forthcoming Meetings</p> <p>To receive details of any forthcoming meetings</p> <p>a. Council is invited to the St Mary’s Church Holocaust Memorial Day service on 26th January 2026 at 1.40pm.</p>
15	<p>Urgent Information Items</p> <p>Any items to report for information only. This item is included for information sharing only and Council is not permitted to determine matters under this agenda item</p>
16	<p>Date and time of Next Meeting</p> <p>The next meeting is scheduled for Monday 1st December 2025 at 7.30pm in the Town Hall Saffron Walden</p>