

**From:** [REDACTED]  
**Sent:** 21 March 2025 14:33  
**To:** [REDACTED] - Principal Transportation and Infrastructure Planner  
**Subject:** FW: SW Market Sq

Hi [REDACTED]

Here are the notes from the meeting we had with the Town Council and Cllr Gadd back in October.

However, I think the consensus from the meeting just then is that we should instead be pursuing a full time pedestrianisation scheme rather than what is notes below which would involve the use of temporary barriers and very wordy highway signs – no one in Highways was ever particularly comfortable with the part-time idea in the first place and that's one of the reasons it's never really progressed to an actual design.

Kind regards

[REDACTED] | Highway Liaison Officer

Highways – Design Team



[REDACTED]

[REDACTED]@essexhighways.org

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[www.essex.gov.uk/highways](http://www.essex.gov.uk/highways)



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**From:** [REDACTED]  
**Sent:** 23 October 2024 10:05  
**To:** [REDACTED]@saffronwalden.gov.uk>; Cllr Gadd <Cllr.Paul.Gadd@essex.gov.uk>;  
[REDACTED]@saffronwalden.gov.uk' [REDACTED]@saffronwalden.gov.uk>  
**Subject:** RE: SW Market Sq

Hi [REDACTED] Cllr Gadd and [REDACTED]

Thanks for your email. Please see below which is an outline of what was discussed at the meeting, sorry for the delay in getting this sent over to you.

We hope you found the meeting as constructive as we did. We have outlined the main discussion points, actions, and the agreed plan for progression and further investigation.

### **Discussion Points:**

1. **Update on Current Schemes:** We provided an update on the current status of both schemes. It was explained that if we are to progress LUTT182002 - Saffron Walden Market Amendments on its own merit, any further alterations to Market Pedestrianisation plans/signage must align to avoid implementing restrictions now and having to reconfigure them later.
2. **Market Square Pedestrianisation:** We discussed the issues and risks associated with partial pedestrianisation of Market Square at specific times on certain days. The potential confusion and the need for large, unattractive signage within a conservation area were highlighted. These concerns are understood and accepted by Councillor Gadd and the Town Council, and we understand your willingness to proceed.
3. **Goods Vehicle Loading and Disabled Blue Badge Bays:** The removal of these bays was discussed, noting that it would likely increase unauthorised stoppages, thereby exacerbating congestion. It was agreed to investigate the timings placed on disabled bays, as some are being used for more than six hours in one day.

### **Agreed Proposal for Investigation:**

- **Combining Projects:** We discussed combining both projects to ensure that timings and restrictions are consistent. A proposal for permanent pedestrianisation of Market Square was considered, with restrictions as follows: Monday to Saturday, 7am - 6pm, and on Tuesdays and Saturdays, the same hours with the addition of King Street being closed on market days.

### **Actions:**

1. **Saffron Walden Town Council:**
  - Provide justification and review of Loading bays in use, identifying which businesses, if any, utilise them and the frequency of use to inform Chiara's design.
  - Review removable bollards and provide specifications to match other bollards used in the area.
  - Provide a Market Day plan showing stall setups.
2. **Essex Highways:**
  - Review proposals and identify risks for discussion, review, and mitigation.
  - Investigate a combined approach to the two projects to ensure continuity for Market Square and the surrounding area, aiming to reduce the number of TRO restrictions and signage/sub plates required.

We agree to maintain momentum on these projects and will reconvene in a couple of weeks to review the information received and identify any additional data required from the Town Council.

Kind Regards

[REDACTED] | Highway Liaison Officer

Highways – Design Team



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**From:** [REDACTED]@saffronwalden.gov.uk>

**Sent:** 23 October 2024 09:37

**To:** [REDACTED]@essexhighways.org>; [REDACTED]@essexhighways.org>; [REDACTED]  
[REDACTED]@essexhighways.org>; [REDACTED]@essexhighways.org>; Cllr Gadd  
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**Cc:** [REDACTED]@saffronwalden.gov.uk>

**Subject:** SW Market Sq

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Hi All

Thanks again for your time on Friday 11 October, it was helpful to get together to discuss progression of the two Market Square schemes. Will you be sharing minutes?

Points from our perspective:

- In order to reduce the signage wording, SWTC would in principle support timings to be consistent throughout the week. i.e. 7am-6pm closure daily, or six days a week with roads open on Sundays. Hopefully, this will allow smaller signage you would be supportive of.
- You had asked for further details on the work SWTC already do for the existing road closures.
  - Currently SWTC operatives enact the road closures, putting up and taking down the bollards on a twice weekly basis for the Tues/Sat market, and additionally for extra Market Square activities during the year (i.e., Christmas Light Switch On, Remembrance Day). In addition, during Covid-19 while the temporary closure was in force, the Operations team enacted the closure.

- SWTC has 15 operatives who can operate the opening and closure of the road; one or two will be required daily to carry out the works every morning/evening.
- Please see below a photo of a recent event, which shows our submitted request 'in action'. We would intend to implement the same, with more robust barriers. Permanent bollards, rising bollards or pavement extensions are not required. SWTC (through an Uttlesford District Council Clean Air grant) would fund the cost of the barriers so we should be able to keep costs as low as possible, the funds expire soon so we need the TRO completed to purchase the barriers. We propose barriers, like those below, these are available from Barriers Direct.
- Regarding redistribution of the loading bays, as discussed, the King Street disabled bays could be shared loading bays with time restrictions.
- Market Row requires no changes and Market Street would become one way.

Many thanks



Kind Regards



**Deputy Town Clerk**

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**Saffron Walden**  
Town Council



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AWARD SCHEME  
QUALITY GOLD



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