

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 14th September 2026** commencing at **7.30pm** to transact the business as set out in the agenda below

Scan the QR code to be taken to the website calendar:



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

9 September 2026

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 1. To receive a written or verbal update and report from Cllr P Gadd as the Essex County Councillor (a) Attached is a copy of the County Councillor update report, as presented to the 13 August 2026 Planning and Transport Committee. In response the Planning & Transport Committee made the following recommendation to Council (minute reference P&T 137-26) <i>That Saffron Walden Town Council submits a formal response, in objection to ECC's proposal to "remove net zero and greenhouse gas reduction from ECC's policies.</i> Council is recommended to pursue the committee recommendation. (b) Attached is a further update regarding the bus services to and from Audley End train station.

	2. 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 13.07.2026
7	To receive Minutes from Committee meetings as follows: 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. • Planning and Transport 23.07.2026 (approved minutes) (only one July meeting) • Planning and Transport 13.08.2026 (draft minutes) (only one August meeting) • Finance and Establishment 20.07.2026 (draft minutes) • Assets and Services 27.07.2026 (draft minutes)
8	Strategic Priorities At the March 2026 Full Council meeting, Council revisited its corporate priorities as recorded under Min Ref FC 061-26. Council further resolved to: <i>"establish an overarching corporate plan for SWTC, covering the period 2026-2031, and that a draft plan will be presented to a future Council meeting for consideration"</i> From the March 2026 meeting, the following corporate objectives were agreed which now form the basis of the corporate plan document: • To be an efficient and effective Council • To improve the physical environment • To raise the standards of recreational facilities • To advocate and champion for the needs of the community • To deliver good governance. • To promote the cultural, economic and heritage well-being of Saffron Walden • To nurture and encourage a green town that reduces its carbon footprint year on year and seeks to protect nature A draft plan is attached for Council's consideration and proposed adoption.

	Page 33 of the draft plan references key performance indicators (KPIs). Subject to any changes and adoption of the draft strategic plan, KPIs will be written to demonstrate exactly how SWTC will deliver and monitor its strategic plan; this document will be presented to a future Council meeting for consideration.
9	SWTC Policies In reviewing the updated Council Strategic Plan, officers have also reviewed the following planning policies for review and adoption: (a) Developer Contributions – updated aligning with the Strategic Plan (b) Planning Engagement – updated aligning with the Strategic Plan (c) Member & Officer Protocols – no changes proposed (d) Co-option policy – no changes proposed (e) Written statements (a requirement of the Local Council Award Scheme accreditation) (f) Freedom of Saffron Walden – new policy This policy would provide Council with the ability to award Freedom of the Town to an individual. A draft policy is attached for information. Should Council be minded to adopt the policy, a PR campaign will be launched inviting nominations. It is anticipated Council would use this policy with discretion and that nominations/approvals would be maintained to a minimum to respect the high regard of the Award
10	S106 Contributions Council is asked to note the attached report detailing S106 contributions payable to SWTC. Note this report only deals with S106 monies due to SWTC and is not an exhaustive list of S106 payments per-se for Saffron Walden.
11	Gym Equipment Proposals At the July Assets and Services Committee, proposals were received regarding installation of outdoor gym equipment at select locations in Saffron Walden utilising S106 monies. The following was unanimously resolved (A&S 080-26) <i>In principle to support the project as follows:</i> (a) <i>Utilise the Skate Park Refurbishment underspend monies to install gym equipment at/near the Skate Park.</i>

	<i>(b) Support installation of gym equipment at Lime Avenue and the Linden Homes site and that Officers will seek quotes for further consideration and review</i> <i>(c) Not to progress with gym equipment at Golden Acre as this is a well-used space for children, often playing football</i> <i>(d) To note the recommendation to proceed (for (e) and (f) above) must be sanctioned by Full Council (September 2026) as this project is not in the 2026/27 budget; whilst the use of external S106 monies are proposed, Officer time will be required to deliver any new project.</i> Council is asked to consider the attached written report regarding progression of the projects.
12	Community Bus Service – Trial “Tuesday Shopper Bus” To receive and consider a written update on the community bus service, operational since Tuesday 4th August 2026. Recommendations for this service are contained within the report, with a recommendation to continue the 12-week trial service to its conclusion.
13	Asset Devolution To consider the attached report, regarding the current situation regarding asset or service devolution from UDC for consideration.
14	Neighbourhood Plan for SW To consider the attached report, proposing a review of the existing SW Neighbourhood Plan.
15	Ear-Marked Reserve 9375 General EMR Requirements To receive the attached written report regarding allocation of the Ear-Marked Reserve 9375 General EMR Requirements, allocating spend on: - Airconditioning - Culvert works - Tourist Information Centre shopfront - Quinquennial report and actions - Neighbourhood plan refresh - Continuance of the Community Bus Service
16	SWTC Membership to the Business Improvement District (BID) At the May Annual meeting, Cllr Ahmed was appointed as the Town Council’s representative on the BID from September 2026, with Cllr Porch stepping down.

	Council is requested to amend this membership, reverting to Cllr Porch as the Town Council's representative from September 2026 (Cllr Ahmed is supportive of the proposed change) For Council to enact these changes, the following apply as points of order: That Council will invoke Standing Order No 25a, which reads: <i>"All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting"</i> That Council will temporarily (and for this agenda item only) suspend Standing Order No 7a, which reads: <i>"A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least five councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee"</i>
17	Update on Election Arrangements for 2027 To receive an update on arrangements for elections in 2027, as per advice received from UDC – report attached
18	Accounts and Accounting Statements In accordance with Standing Orders, each Councillor is to be supplied with the following documents as attached: (a) Receipts and payments for 1st quarter (April-June 2026) (b) Aggregate receipts and payments year to date (c) Balances held at the end of the current quarter 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
19	Reports from other Meetings To receive a verbal update from meetings as attended.
20	Additional Forthcoming Meetings To receive details of any forthcoming meetings
21	Urgent Information Items 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
22	Date and time of Next Meeting The next meeting is scheduled for Monday 12th October at 7.30pm in the Town Hall

23	Confidential Item – Exclusion of Press and Public (Part II meeting) 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. This item is confidential because it is commercially sensitive.
24	Update from Uttlesford Parish Forum Meeting To receive a verbal update for information only.