SAFFRON WALDEN TOWN COUNCIL
Minutes of Full Council Meeting

Date of meeting: Monday 14 September 2026 at 7.30pm in the Town Hall, Saffron Walden

Present Councillors: Cllrs Abercrombie, Ahmed, Asker, Brett, Coote, Curtis (Mayor), Eke, Freeman, Fiddy, Jones, McLellan, Parker and Porch

Officers: Town Clerk and Deputy Town Clerk

Public: None present

FC 134-26	**Apologies for absence** Apologies were received and accepted from Cllrs de Vries, Hawke-Smith, McBirnie, Reeve and Shotropa
FC 135-26	**Declarations of Interest** Cllrs Ahmed, Asker, Coote, Fiddy and Freeman declared generic non-pecuniary interests as District Councillors for Uttlesford District Council (UDC).
FC 136-26	**Public Speaking Time** There were no questions arising.
FC 137-26	**Updates from 3rd parties – for information only** **1. Update and report from Cllr P Gadd as the Essex County Councillor** (a) Council received the written update report and attachments from the County Councillor – as presented to the Planning and Transport Committee at its 13.08.26 meeting. (b) In response to ECC's proposals to remove net zero policies, **It was resolved:** To respond in objection to ECC's proposals, officers would prepare an open letter with Cllrs Freeman and McLellan. 2. An update was not provided from UDC Councillors.
FC 138-26	**Mayor's Communications** Council received and noted the Mayor's update report.
FC 139-26	**To verify the Minutes of the Town Council meetings** The 13.07.2026 Full Council minutes were accepted as a true and accurate record of the meetings and signed by the Mayor.

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FC 140-26	**To receive the Minutes of the Previous Meetings** Council received and noted the minutes from the following Committee meetings: • 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)
FC 141-26	**Strategic Priorities** Council received and discussed the proposed Strategic Priorities document. It was **Unanimously resolved:** To adopt the proposed Strategic Priorities as presented. It was noted the Key Performance Indicator document will be presented to a future Council meeting. On completion, a PR campaign will be published with copies of the plan available online and in paper copies at key locations (i.e., the Tourist Information Centre).
FC 142-26	**SWTC Policies** Council received and discussed the following policies. (a) **Developer Contributions** – updated aligning with the Strategic Plan **Unanimously resolved:** To adopt the policy, with one amendment to section 2.4, adding "where these are impacted". (b) **Planning Engagement** – updated aligning with the Strategic Plan **Unanimously resolved:** To adopt the policy as proposed. (c) **Member & Officer Protocols** – no changes **Unanimously resolved:** To adopt the policy as proposed. (d) **Co-option policy** – no changes **Unanimously resolved:** To adopt the policy as proposed. (e) **Written statements** (a requirement of the Local Council Award Scheme accreditation) **Resolved:** To adopt the policy as proposed. (f) **Freedom of Saffron Walden** – new policy **Unanimously resolved:** To adopt the policy as proposed.
FC 143-26	**S106 Contributions** Council received and noted the S106 Contributions update report. It was further noted: The Public Open Space contribution at the Linden Homes, Radwinter Road site has been paid to SWTC in full and the legal POS transfer is imminent.

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FC 144-26	**Outdoor Gym Equipment Proposals** Council received and discussed the written report, noting: (a) The Assets and Services Committee recommendation to utilise S106 funding to install gym equipment at Linden Homes, Lime Avenue and the Skate Park. (b) Council was unsure of the need for additional gym equipment and wondered how often the existing gym sites are used. (c) In addressing point (b) above, agreed that Councillors would conduct on site visits to understand how often the existing sites are used, and to report back any findings to Officers. (d) To consider installation of age and/or height appropriate signage at existing gym equipment sites, following informed advice from the suppliers and/or Sport England. **Resolved:** Utilising the feedback from Councillors, to present the usage findings to a future Council meeting for further consideration.
FC 145-26	**Community Bus Service – Trial "Tuesday Shopper Bus"** Council received and discussed the written update on the community bus service, operational since Tuesday 4th August 2026. **Unanimously resolved:** To note the contents of the report and to support the recommendations (a) – (e) as listed within the report, continuing the service until the trial is completed (October 2026). Further to support external funding from S106 monies where these may be available.
FC 146-26	**Asset Devolution** Council received and discussed the report, regarding the current situation regarding asset or service devolution from UDC for consideration. **Unanimously resolved:** To note the contents of the report and to send appendices A and B directly to UDC as recommended, with copies to other town and parish councils in Uttlesford.
FC 147-26	**Neighbourhood Plan for SW** Council received and discussed the attached report, proposing a review of the existing SW Neighbourhood Plan. **Unanimously resolved:** To note the contents of the report and to progress with an update to the neighbourhood plan as soon as possible via a third-party agent, to the sum of £40,000

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FC 148-26	**Ear-Marked Reserve 9375 General EMR Requirements** Council received and discussed the attached report, regarding allocation of the Ear-Marked Reserve 9375 General EMR Requirements: **Resolved: T**o note the contents of the report and to apportion the EMR 9375 General EMR Requirements of £95k as proposed: (a) Airconditioning SWTC offices £12k (b) Culvert works £25k – subject to understanding what exact works are required, officers are to provide an update report of the findings to a future Assets and Services Committee for consideration (c) Tourist Information Centre shopfront £5k (d) Quinquennial report and actions (a third party conditioning study to asses the condition of all SWTC buildings and properties) £13k (e) Neighbourhood plan refresh £40k (as agreed above)
FC 149-26	**SWTC Membership to the Business Improvement District (BID)** Council noted 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. **Resolved:** To amend this membership, reverting to Cllr Porch as the Town Council's representative from September 2026. In enacting this change, Council invoked: Standing Order No 25a, which reads: *"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"* Standing Order No 7a, which reads: *"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"*
FC 150-26	**Update on Election Arrangements for 2027** Council received and noted the attached update on arrangements for elections in 2027, as per advice received from UDC

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FC 151-26	**Accounts and Accounting Statements** Council received and noted the following, in accordance with Standing Orders: (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
FC 152-26	**Reports from other Meetings** No meetings reported.
FC 153-26	**Additional Forthcoming Meetings** Council was reminded to register to the upcoming J9 Awareness online training webinars, details as emailed 10.09.26 for 7th or 8th October 2026
FC 154-26	**Urgent Items** Cllr Asker raised a query regarding potential ASB at Swan Meadow car park; it was acknowledged this should be reported to UDC's Safer Communities Team.
FC 155-26	**Date and time of Next Meeting** Council noted the next meeting is scheduled for Monday 12th October at 7.30pm in the Town Hall
FC 156-26	**Confidential Item – Exclusion of Press and Public (Part II meeting)** Resolved 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.
FC 157-26	**Update from Uttlesford Parish Forum Meeting** Council received an update from the Uttlesford Parish Forum meeting for information.

The Mayor closed the meeting at 9.40pm

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