

11 Emson Close
Saffron Walden
Essex, CB10 1HL

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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 via the video conference service Zoom on Monday 12th October 2020 commencing at 7.30pm to transact the business as set out in the agenda below.

In accordance with the Coronavirus Act 2020, c. 7, Part 1, Local authority meetings, Section 78 – Members are permitted to be present and attend a meeting without being present in the Council Chamber or together in the same place - extract from Act reads: *“The provision which may be made by virtue of subsection (1)(d) includes in particular provision for persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place.”*

Zoom Details:

<https://us02web.zoom.us/j/88907635475?pwd=Sjg5R0dmcEowZXg5TElyd1QxNEINdz09>

Meeting ID: 889 0763 5475
Passcode: 463748

Phone:

One tap mobile: +441314601196,,88907635475, +442030512874,88907635475

Dial by your location

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Meetings and the Public

During the period of meetings being conducted remotely and in compliance with the Coronavirus Act 2020, members of the public will still be able to access and participate (during public speaking time) in Town Council meetings.

Town Council meetings will be hosted on the Zoom Platform. Details enabling members of the public to view the meeting and ask questions (under the public speaking time) will be given for each meeting in the introduction as above (see Zoom link on page 1 of this agenda for details)

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, 11 Emson Close, Saffron Walden, CB10 1HL | Website: www.saffronwalden.gov.uk

Recording of meetings

Whilst meetings are being conducted under the Coronavirus Act 2020, meetings will not be recorded.

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

7th October 2020

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>County Councillor Update</p> <p>To receive a written or verbal update and report from Cllr Moran, with particular reference to the following matters (extract from draft Minutes from September 2020 Full Council meeting, only those “open” items are included):</p> <p><i>(a) Ashdon Road / Harvey Way Crossing</i> Cllr Moran advised that work on the zebra crossings would commence end of October 2020.</p> <p><i>(b) Paving / surface by St Clare’s Hospice shop</i> Cllr Moran confirmed his submission of the Local Highway Panel (LHP) for a feasibility study of the site and this is awaited. The matter will then (subject to the feasibility study) progress via the LHP works programme, Cllr Moran undertook to progress this as an urgent item.</p> <p><i>(c) ECC Cycling Officer</i> Members noted with deep concern that a meeting was still awaited. SWTC has resubmitted all of the previously submitted schemes, in recognition that they now likely meet the ECC criteria for implementation. Cllr Moran undertook to progress this item further.</p> <p><i>(d) Potholes Generally</i> Cllr Moran thanked Cllr Roberts for details of the priority potholes she had sent him and further noted the Town Council’s social media promotion for the public to advise areas of concern.</p> <p><i>(e) Museum Street Crossing</i> It was noted that this matter remains unresolved and unreconciled and there is a Town Council belief that the plans submitted by SWTC are appropriate and could be implemented; this is potentially disputed by ECC. Cllr Moran undertook to progress further and agreed to arrange a meeting with ECC Highways Officers and Engineers to bring this matter to a conclusion</p>

	<p><i>(f) Covid-19 Road Closures</i> Cllr Moran noted the need to continuously review the road closures as implemented under the Covid-19 Safer Streets review. SWTC Officers noted that these decisions are reviewed on a regular basis via the Safety Advisory Group (SAG), a meeting with a number of representative agencies. SWTC has identified the need to carry out formal consultation on the permanent retention (or not) of the road closures and advised this would be a formal consultation programme with other partners in 2021.</p> <p><i>(g) Audley End Road</i> Cllr Moran noted the Town Council's request for 30mph was being progressed</p> <p><i>(h) Bollard at The Old Sun Inn</i> Noted this LHP application remains outstanding. Cllr Moran advised he had progressed this matter earlier that day and would keep SWTC informed of any progress</p> <p><i>(i) High Street Paving</i> All those present noted the need to reconcile the uneven paving in the High Street and that a permanent solution needs to be found regarding the impact of the tree roots on the paving. It was noted that this matter was for further discussion at the Town Council's Planning and Road Traffic Committee and this Committee would advise further on the Town Council's preferred solution</p>
5	<p>Mayor's Communications</p> <p>To receive a written and/or verbal update from the Mayor</p>
6	<p>To verify the Minutes of the Town Council meetings as follows:</p> <p>Full Council 14th September 2020 – as attached</p>
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 Road Traffic 10th September (approved minutes) • Planning and Road Traffic 24th September (draft minutes) • Finance and Establishment 21st September 2020 (draft minutes) • Assets and Services 28th September 2020 (draft minutes)
8	<p>Town Councillor Vacancy – Little Walden Ward, Saffron Walden</p> <p>To note that following the advertisement of the vacancy at Little Walden, a valid request for an election has been received by UDC. Under the restrictions of the Coronavirus Act 2020, C7, part 1 (59-61), an election cannot take place and must be postponed until 6th May 2021 (or until some other date as notified by the Secretary of State).</p>

	The Town Council may not therefore fill the vacancy by co-option and the position remains vacant until an election can be held (anticipated May 2021).
9	<p>Update on Saffron Walden Neighbourhood Plan</p> <p>Council to note that the SWNP is currently undergoing a “health check” by professional chartered Town and Country planning consultants and the initial report is due on 12 October (date of this meeting). If time permits, a short verbal update will be prepared and provided for the meeting.</p>
10	<p>Town Council Office Accommodation</p> <p>As agreed at the September Full Council meeting and as referenced under Min Ref FC114-20, Town Council staff are to relocate from Emson Close and into the Committee Room and Council Chamber of the Town Hall.</p> <p>This move will recognise a cost saving of approximately £20,000 pa and makes use of the Town Hall which is currently (due to Covid-19 restrictions) underutilised and largely devoid of bookings. This relocation of staff is a temporary move, optimising the use of Town Council assets and recognising a cost saving.</p>
11	<p>Reports from other Meetings</p> <p>To receive a verbal update from meetings as attended.</p>
12	<p>Additional Forthcoming Meetings</p> <p>(a) Remembrance Day celebrations, Sunday 8th November 2020 – Council to receive details of current plans and preparations</p> <p>(b) Any others to advise</p>
13	<p>Urgent Information Items</p> <p>Any items to report for information only. This item is included for information sharing only, Council is not permitted to determine matters until this agenda item</p>
14	<p>Date and time of Next Meeting(s)</p> <p>The next meeting is scheduled for Monday 9th November</p>