

11 Emson Close  
Saffron Walden  
Essex, CB10 1HL

T: (01799) 516501  
T: (01799) 516502  
F: (01799) 516503



**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 9<sup>th</sup> November 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:**

Join Zoom Meeting

<https://us02web.zoom.us/j/84635200082?pwd=bWZld1Rkek1COEIjVGhleFBpcXNnUT09>

Meeting ID: 846 3520 0082

Passcode: 838348

### **Phone:**

One tap mobile

+442034815240,,8463520008 | 838348 | +442039017895,,84635200082

Dial by your location

+44 203 481 5240 | +44 203 901 7895 | +44 131 460 1196 | +44 203 051 2874

## **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](http://www.saffronwalden.gov.uk). For background papers in relation to this meeting please contact [enquiries@saffronwalden.gov.uk](mailto: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](mailto: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](mailto:enquiries@saffronwalden.gov.uk)

General Enquiries – Saffron Walden Town Council Offices, 11 Emson Close, Saffron Walden, CB10 1HL | Website: [www.saffronwalden.gov.uk](http://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**

**3<sup>rd</sup> November 2020**

1	<p><b>Apologies for absence</b></p> <p>To receive apologies and consider requests for approved absence</p>
2	<p><b>To receive any Declarations of Interest</b></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><b>Public Speaking Time</b></p> <p>For the public or press to ask questions of the Council on matters relating to the agenda.</p>
4	<p><b>County Councillor Update</b></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 October 2020 Full Council meeting, only those “open” items are included):</p> <p>(a) <i>Ashdon Road / Harvey Way Crossing</i>  <i>At the time of publishing the agenda, the crossing is in work.</i></p> <p>(b) <i>Paving / surface by St Clare’s Hospice shop</i>  <i>No further update at this present time</i></p> <p>(c) <i>ECC Cycling Officer</i>  <i>No further update at this present time (outstanding since October 2019)</i></p> <p>(d) <i>Potholes Generally</i>  <i>Cllr Moran advised that all of the potholes reported to him by SWTC (through the work of Cllr Roberts and public consultation) had been forwarded to Essex Highways for further consideration and anticipated inclusion in any future programme of works</i></p> <p>(e) <i>Museum Street Crossing</i>  <i>No further update at this present time. Members noted the update from the September 2020 meeting as being: (extract from September 2020 minutes): 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</i></p> <p>(g) <i>Audley End Road</i>  <i>Cllr Moran noted the Town Council’s request for 30mph was being progressed and is now with ECC Legal Team</i></p> <p>(h) <i>Bollard at The Old Sun Inn</i></p>

	<p><i>Cllr Moran noted this request had been previously refused by the Local Highways Panel (LHP) and it was unusual to resubmit refused requests; however, on this occasion a resubmission had already been made. Cllr Moran committed to progressing this further through the LHP process and he would ensure that decision-makers were aware of the interest in the property from The National Trust. He further undertook to arrange an on-site meeting so that ECC Engineers could ascertain and understand first hand what the problem was and identify appropriate remedy. Cllr Moran noted that the current LHP programme for 2020/21 was committed thus any possible works would have to be met from the 2021/22 budget (anticipated cost of approximately £40,000).</i></p> <p><i>Cllr Porch requested details of the previously refused LHP report, including the Engineer's report; Cllr Moran advised he would try to obtain copy of same for sharing with SWTC.</i></p> <p><i>(i) High Street Paving No further update at this present time</i></p>
5	<p><b>Mayor's Communications</b></p> <p>To receive a written and/or verbal update from the Mayor</p>
6	<p><b>To verify the Minutes of the Town Council meetings as follows:</b></p> <p>Full Council 12<sup>th</sup> October 2020 – as attached</p>
7	<p><b>To receive Minutes from Committee meetings as follows:</b></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"> <li>● Planning and Road Traffic 8<sup>th</sup> October 2020 (approved minutes)</li> <li>● Planning and Road Traffic 22<sup>nd</sup> October 2020 (draft minutes)</li> <li>● Finance and Establishment 19<sup>th</sup> October 2020 (draft minutes)</li> <li>● Assets and Services 26<sup>th</sup> October 2020 (draft minutes)</li> </ul>
8	<p><b>Community Land Trust</b></p> <p>Actions taken to date include contact made with other local/delivered CLTs, review of different formats of CLTs and other options which meaningfully differentiate them from housing association properties. These findings will be brought forward to a future FC.</p>
9	<p><b>Update on Saffron Walden Neighbourhood Plan</b></p> <p>Council to note that the SWNP has been through the 'Health Check' process which is a professional review carried out in the spirit of a 'critical friend'. The health check review was overall very positive. There are a few wording changes to be made to the technical parts of the basic conditions statement and other attached documents. There</p>

	<p>are very few other changes to make and none that make any material change to the spirit of the plan. The plan will now be updated with these changes and will pass to UDC for the next stage of the process.</p> <p>Subject to the availability of the appointed Examiner, the SWNP should be on track for a referendum when the current restrictions on elections are lifted.</p>
10	<p><b>Town Council Priorities</b></p> <p>To receive an update as attached and to consider any amendments or progression of the action plan</p>
11	<p><b>Accounts and Accounting Statements</b></p> <p>In compliance with the Council's Financial Regulations, Council to receive a statement of accounts to include:</p> <ul style="list-style-type: none"> <li>(a) The Council's receipts and payments for each quarter</li> <li>(b) The Council's aggregate receipts and payments for the year to date</li> <li>(c) The balances held at the end of the quarter being reported</li> </ul>
12	<p><b>Reports from other Meetings</b></p> <p>To receive a verbal update from meetings as attended.</p>
13	<p><b>Additional Forthcoming Meetings</b></p> <p>To receive details of any forthcoming meetings</p>
14	<p><b>Urgent Information Items</b></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>
15	<p><b>Date and time of Next Meeting(s)</b></p> <p>The next meeting is scheduled for Monday 14<sup>th</sup> December 2020, 7.30pm</p>