

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 via the video conference service Zoom on Monday 8th March 2021 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/85706596575?pwd=Y2U3dURvaHZWZVI5TlI2Z1FOcFdGUT09>

Meeting ID: 857 0659 6575 | Passcode: 508338

Phone:

One tap mobile

+441314601196,,85706596575#,,,,*508338# United Kingdom

+442030512874,,85706596575#,,,,*508338# United Kingdom

Dial by your location

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

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

3rd March 2021

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 February 2021 Full Council meeting, only those “open” items are included): Extract from minutes as follows in italics:</p> <p><i>(a) Local Highway Panel Meeting 27.03.21</i> <i>Cllr Moran advised of the future LHP meeting and that he anticipated a project to create a footpath from the skatepark to Thaxted Road, using the current desire line. Cllr Roberts reported the lack of dropped kerb on the cycle path, by Aldis – Cllr Moran advised he would speak further with ECC Highway Officers on this matter</i></p> <p><i>(b) Proposed development along Radwinter Road – Bidwell Homes</i> <i>Cllr Moran advised of the intentions of the developer to build on the site, adjacent to the Linden Homes site in Radwinter Road. Cllr Porch advised SWTC was aware of this potential application and the developer had made contact with the Town Council. Indicative outline plans show significant public open space which Councillors agreed would make a positive difference to the current town’s deficit and noted the proposed public open space should be protected (where possible) as part of the outline and reserved matters planning applications.</i></p> <p><i>(c) Farmadine Grove</i> <i>Cllr Eke raised the query and concerns regarding newly created parking spaces in Farmadine Grove; the creation of which did not appear to have followed statutory consultation, design or process. Cllr Eke advised the local residents were very upset and cross with the installation of the new parking space and despite best endeavours, it was proving difficult to ascertain who or how any permission was granted to the home owner to install this parking space.</i></p> <p><i>Cllr Eke advised he had spoken with the North Essex Parking Partnership (NEPP) who advise they did not carry out works. Cllr Moran advised ECC has no legal jurisdiction in this area (as it is a private road), and therefore unlikely that ECC will have granted any permissions. All present were concerned at the apparent lack of process,</i></p>

	<p><i>permission or authorities granted for the installation of this parking bay and Cllr Moran undertook to contact the company which had carried out the works (these details are known to him), and will advise.</i></p> <p><i>(d) Museum street Crossing</i> <i>Cllr Gadd raised the continued query of works at Museum Street and how the area could be made safer for pedestrians. Cllr Gadd cited the long outstanding request from the Town Council for engineering works to this area to support pedestrian access in/out of town. Cllr Moran advised an option was to close off part of the path to cease its use if it presented a health and safety issued for pedestrians. This matter was not reconciled and noted that it would be further pursued outside of this meeting.</i></p> <p><i>(e) 20mph Speed Limits</i> <i>Cllr Moran advised that in response to his newspaper article (late 2020), he had received 8 comments from the public regarding proposed implementation of 20mph speed limits in town. 4 had been in support and 4 against any reduction. It was noted that a separate meeting was to be held with ECC and SWTC on Wednesday 10th February to further discuss and progress. Cllr Moran advised that should SWTC submit a request for all of the town to be 20mph, this would require a full consultation of all residents; this was noted.</i></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 8th February 2021 – 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 Transport 11th February 2021 (approved minutes) ● Planning and Transport 15th February 2021 (draft minutes) ● Finance and Establishment 15th February 2021 (draft minutes) ● Assets and Services 22nd February 2021 (draft minutes)
8	<p>Future Meetings</p> <p>The current Coronavirus Act 2020, c7 Part 1 allows local authority meetings to be held virtually. This part of the act expires on 7th May 2021 and it is unknown if it will be extended.</p> <p>(a) Full Council and Committee meetings From the 7th May and on the assumption that the legislation may not be extended, plans and preparations are being made for face-to-face meetings to be held from</p>

	<p>7th May onwards – these can only take place in the Assembly Hall, being the largest room available to the Town Council to safely accommodate 16 socially distanced Councillors, staff members and members of the public. Council is requested to:</p> <ul style="list-style-type: none"> (i) Note these plans and preparations (ii) To further consider the continuance of virtual meetings (via Zoom) post 7th May 2021 if legislation is extended to allow these – it is recommended that virtual meetings are maintained (rather than face-to-face) if legislation allows <p>(b) Annual Parish Meeting</p> <p>The Annual Parish Meeting (meeting of the electors) is scheduled for Monday 29th March 2021. Under current Coronavirus legislation, the Annual Parish Meeting cannot be held virtually (unlike Council meetings) and public gatherings are still banned, with the prohibition of public meetings of over 30 people still being in force until at least 17th May 2021. The Annual Parish Meeting must (ordinarily) be held during 1st March and 1st June. Council is requested to consider postponement of the Annual Parish Meeting until Monday 31st May (6pm start). This meeting can only proceed on the following basis:</p> <ul style="list-style-type: none"> (i) that the current legislation is amended to allow the Annual Parish Meeting to be held virtually OR (ii) That public gatherings are allowed AND (iii) That the Town Council can safely accommodate unknown numbers of attendees in a covid-secure manner in the Town Hall (note that no guidance has currently been issued regarding social distancing requirements or changes). <p>Postponement of this meeting until May will allow for greater clarity to be received from Government. Council must also be mindful of the need to host the meeting in a covid-secure manner and this may prove difficult if legislation remains unchanged and/or if social distancing remain in place.</p> <p>(c) Annual Meeting (commonly known as Annual General Meeting)</p> <p>The Town Council’s Annual Council meeting is scheduled for 10th May 2021 and must currently be held face-to-face (noting the current legislation expires 7th May). Council is requested to consider amending the date of this meeting, bringing it forward to Tuesday 4th May (Monday 3rd is Spring Bank Holiday) as this will allow for the meeting to be held by Zoom.</p>
9	<p>Tudor Park / Persimmon Homes</p> <p>The Town Council had previously approved the removal of the Local Areas of Play (LAPs) to be removed from the land for transfer to the Town Council. The reason for removal is that the LAPs are of poor value and surrounded by land in the ownership of</p>

	<p>a Management Company. In order to conclude wider discussions with Persimmon Homes regarding transfer of land and obligations, it is recommended that the LAPs are reinstated for transfer to the Town Council; this in accordance with the prevailing S106 agreement. Should the Town Council continue with the historic resolution to refuse the LAPs, this will require formal removal from land transfer and lease documents which has the potential to further delay the entire transfer process of land from Persimmon Homes.</p>
10	<p>Saffron Walden Neighbourhood Plan (SWNP)</p> <p>The SWNP is now officially in the Regulation 16 stage, meaning it is out for full public consultation by UDC. The consultation will run from 15th Feb – 12th April. UDC will submit the documents to the Examiner (Ann Skippers) by the 26th April, and the Examiner has the work scheduled in her diary for May.</p> <p>The Referendum date for the SWNP has not yet been set and it will not be the same date as local elections (6th May); details will be advised to Council and publicly promoted once a date has been set.</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>To receive details of any forthcoming meetings</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 8th March 2021 at 7.30pm by Zoom</p>
15	<p>Confidential Item – Exclusion of Press and Public (Part II meeting)</p> <p>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.</p>
16	<p>Town Council Asset Management</p> <p>To receive a confidential report and to consider the recommendation therein (report to follow)</p>