

**ANNUAL COUNCIL MEETING held at 7.30 pm at COUNCIL OFFICES
LONDON ROAD SAFFRON WALDEN on 20 MAY 2003**

Present:- Councillor A J Ketteridge - Chairman.
Councillors E C Abrahams, K R Artus, H D Baker, C A Bayley,
P Boland, W F Bowker, C A Cant, J F Cheetham, K J Clarke,
D Corke, A Dean, C M Dean, C D Down, S Flack, M L Foley,
R F Freeman, M A Gayler, E J Godwin, D W Gregory,
R T Harris, M A Hibbs, E W Hicks, B M Hughes, S C Jones,
V G T Lelliott, R M Lemon, J I Loughlin, A Marchant, J E Menell,
D J Morson, J P Murphy, V Ollier, A R Row, M J Savage,
S V Schneider, G Sell, F E Silver, E Tealby-Watson,
A R Thawley, A M Wattebot and P A Wilcock.

Officers in attendance:- E C Forbes, M Cox, J B Dickson,
B D Perkins, M J Perry and M T Purkiss.

C1 OUTGOING CHAIRMAN

Councillor A J Ketteridge, the outgoing Chairman, welcomed the 18 new Members to their first meeting of the Council. He mentioned the contribution of a number of long standing Members that had not been re-elected and commented that Councillor Abrahams was now the only Member who had served on the Council since Uttlesford District Council had been formed. The Chairman thanked his Vice-Chairman, Councillor R Stone, for his invaluable assistance throughout his year in office. He also thanked other Members and officers for their support.

The Chairman said that it had been an eventful year. The Council had dealt with a number of important issues, including Stansted Airport, SERAS issues, the Golden Jubilee and the move of the Planning Department to the Saffron Walden Offices. From a personal point of view he had had a very interesting year, particularly visiting other districts and counties and had made a number of new friendships. He hoped that the incoming Chairman would have a similarly worthwhile year.

Finally, he requested all Members to renew their pledge for "no more runways at Stansted" by signing the pledge card.

C2 ELECTION OF CHAIRMAN

It was proposed by Councillor D J Morson and seconded by Councillor V Ollier that Councillor M A Hibbs be elected Chairman of the Council.

Councillor Morson paid tribute to the work of Councillor Hibbs. He had been Mayor of the Town Council and served on the District Council for a number of years. He was well respected in the community, in particular for his work with young people.

RESOLVED that Councillor M A Hibbs be elected Chairman of the Council for the ensuing year.

C3 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Hibbs thanked the outgoing Chairman. He said he had chaired the Council well throughout what had been a very difficult year. He referred particularly to his valuable involvement in charitable work.

The Chairman signed the Statutory Declaration of Acceptance. He then presented Councillor A J Ketteridge with a portrait photograph, which would be hung in the Council Chamber alongside those of previous Chairman.

C4 APPOINTMENT OF A VICE-CHAIRMAN

It was proposed by Councillor A Dean and seconded by Councillor E C Abrahams that Councillor E J Godwin be appointed as Vice-Chairman of the Council.

Councillor A Dean paid tribute to the work of Councillor Godwin. She was an energetic Member of the Council and actively involved in the Birchanger parish.

RESOLVED that Councillor E J Godwin be appointed Vice-Chairman of the Council for the ensuing year.

C5 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor E J Godwin thanked Members for electing her to this position and signed the Statutory Declaration of Acceptance of Office.

C6 APPOINTMENT OF LEADER OF THE COUNCIL

It was proposed by Councillor P A Wilcock and seconded by Councillor M A Foley that Councillor A Dean be appointed Leader of the Council.

RESOLVED that Councillor A Dean be appointed Leader of the Council for the ensuing year.

C7 APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL

It was proposed by Councillor A Dean and seconded by Councillor M A Gayler that Councillor P A Wilcock be appointed Deputy Leader of the Council.

RESOLVED that Councillor P A Wilcock be appointed Deputy Leader of the Council for the ensuing year.

C8 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R P Chambers and R J Copping.

C9 CHAIRMAN'S COMMUNICATIONS

Councillor M A Hibbs had said that during his time as Chairman he hoped to be brief and to keep other Members brief during Council meetings. Any money raised throughout the year would go towards the Saffron Walden Youth Outreach Project Charity.

C10 LEADER'S COMMUNICATIONS

Councillor A Dean thanked Members for electing him to this position. There had been a big change in the composition of the Council at the recent election and he had written personally to those Councillors that had not been re-elected. He particularly wanted to mention former Councillor Ray Clifford who had been a long-standing and valued Member of the Council. He was sad to inform Members that Councillor Clifford's wife had recently passed away. He also mentioned the former Leader of the Council, Councillor R P Chambers. Although they had often not seen eye to eye, Councillor Chambers had been the Leader for longer than anyone else in the history of Uttlesford and had put a great amount of effort into his role.

He now wanted to ensure that the District continued to perform well and to move forward. The District was small, but had been judged to be the best place to live in the country, and this gave an enormous responsibility to the Council to ensure that the area was not spoilt. He hoped that this would be an inclusive Council. Change and improvement did not necessarily cost a lot of money. There were a number of small problems like litter and rusty road signs which if addressed could enhance the district. A number of the Liberal Democrat Members had campaigned on the "Quality of Life Plan" and ideas arising from this would be presented to the June meeting of the Council. Other initiatives for the new Council were to support a Green Transport Plan, including addressing parking and congestion at the Council Offices. Also, the Council needed to work hard to achieve the 25% recycling target.

He emphasised the importance of a new partnership between officers and Members. Members should be clear and consistent in what they expected from officers. He hoped that change would be seen as a personal and corporate opportunity and not as a threat. He concluded by saying that those Councillors that had gained large majorities had done so by making the effort to knock on the doors of all their constituents. If all Members could make similar efforts in the coming years much could be achieved. He was looking forward to exciting times.

C11

POLITICAL COMPOSITION OF THE COUNCIL

The Council was asked to consider a way forward for allocating seats on the Council's committees, task groups and working parties to the three political groups in the light of the changes caused by the elections held on 1 May 2003.

At the meeting on 15 April it had been decided to defer the appointment of a separate Licensing Committee to deal with the Council's proposed new powers under the Licensing Bill. Members now wanted officers to prepare a report on the establishment of a Licensing Committee and the likely delegation arrangements, but to do so Council procedure rules had to be suspended to allow the Council to revisit the previous decision.

RESOLVED that

- 1 Council procedure rule no. 12 be suspended
- 2 the Council allocates the seats on its main and other committees as follows:-

Resources	11
Environment and Transport	11
Community and Leisure	11
Health and Housing	11
Development Control and Licensing (until such time as a Licensing Committee is established)	14
Scrutiny 1 (Community and Housing)	10
Scrutiny 2 (Resources and Environment)	11
Licensing	10
Standards Committee	4
Staff Appeals	7
Emergency Committee	4 (all ex-officio)
Leisure PFI Board	4
Local Joint Committee	3
Internal Audit Partnership Joint Committee	3 (all ex-officio)

- 3 Officers should make recommendations regarding the terms of reference and delegation of the Licensing Committee to the Council in July 2003, after which the new Committee should be convened.
- 4 The Council designates Task Groups and Working Parties as set out below:

Bridge End Garden's Task Group	5
Museum Management Task Group	4
Community Achievement Panel	6
Constitution Working Group	6
Corporate Support Group	3
Corporate Procurement Group	3

E-Government Working Group	3
Local Service Agreement Working Group	6
Saffron Walden Town Centre Management	4
Stansted Airport Advisory Panel	12

- 5 The Council establishes a new CPA Task Group of 5 Members.
- 6 The Group of Senior Members to deal with Airport related issues should consist of the three Group Leaders, plus the Chairman of Resources, or the Environment and Transport Committee.

C12 APPOINTMENT OF COMMITTEES 2003/04

RESOLVED that Members be appointed to the following Committee's Working Parties and Task Groups for the 2003/04.

Section A Policy Committees	Liberal Democrat	Conservative	Independent
Resources	R Copping A Dean M L Foley M Gayler (C) R Harris S Jones (VC) M Savage P Wilcock	R P Chambers A J Ketteridge A R Row	
Environment and Transport	C Cant K Clarke D Corke C Dean R Freeman E Tealby-Watson (VC) A Thawley (C) A Wattebot	J Cheetham C Down	E Godwin
Health and Housing	C Bayley (C) W Bowker D Gregory M Hibbs (VC) B Hughes A Marchant V Ollier	K Artus S Flack E Hicks	M Lemon
Community and Leisure	H Baker P Boland V Lelliott J Loughlin D Morson (C) J Murphy G Sell (VC) F Silver	J Menell S Schneider	E Abrahams

Section B Scrutiny and Regulatory Committees	Liberal Democrat	Conservative	Independent
Development Control	P Boland W Bowker C Cant (VC) K Clarke R Copping (C) C Dean R Freeman J Loughlin A Thawley	J Cheetham C Down J Menell	E Abrahams E Godwin
Licensing	H Baker A Dean B Hughes V Lelliott (VC) A Marchant J Murphy M Savage (C)	K Artus E Hicks A Row	
Scrutiny 1 Community and Housing	D Corke M Foley M Gayler R Harris S Jones E Tealby-Watson A Wattebot P Wilcock	A Ketteridge (VC) A Row (C)	
Scrutiny 2 Resources and Environment	H Baker C Bayley M Hibbs D Morson J Murphy V Ollier G Sell F Silver	S Flack (C) S Schneider (VC)	M Lemon

Section C Other Committees	Liberal Democrat	Conservative	Independent
Standards Committee	C Cant V Lelliott	C Down	M Lemon
Staff Appeals	H Baker C Cant K Clarke D Gregory (C) J Loughlin	R Chambers E Hicks	
Emergency Committee	A Dean M Gayler M Hibbs P Wilcock		
Leisure (PFI) Board	R Copping (C) G Sell	A Ketteridge A Row (C)	

Section D Task Groups	Liberal Democrat	Conservative	Independent
Museum Management Joint Working Party	D Morson (C) V Ollier G Sell	A Row	
Bridge End Gardens Working Party	B Hughes D Morson (C) V Ollier	R Chambers A Ketteridge	
CPA Task Force	A Dean (C) R Copping R Harris A Wattebot	A Ketteridge	E J Godwin
Chief Executive Appointment Panel	C Bayley R Copping A Dean (C) E Tealby-Watson	A Ketteridge	E Godwin

Section E Working Parties	Liberal Democrat	Conservative	Independent
Stansted Airport Advisory Panel	A Dean D Corke (VC) M Foley R Freeman J Murphy G Sell A Thawley P Wilcock (C)	K Artus J Cheetham	E Godwin M Lemon
Community Achievement Panel	C Bayley (C) C Dean A Marchant M Savage	J Menell	E Abrahams
Local Joint Committee	W Bowker A Dean	R Chambers	
Internal Audit Partnership	M Gayler S Jones		M Lemon
Saffron Walden Town Centre Traffic Management Scheme	P Boland M Hibbs S Jones (C)	A Ketteridge	
Constitution Task Group	C Dean (C) V Lelliott A Thawley P Wilcock	A Row	E Godwin
e-Government Task Group	P Boland (C) A Thawley		M Lemon
Corporate Procurement Group	D Morson V Ollier (C)	S Schneider	
Corporate Support Group	W Bowker (C) K Clarke	A Ketteridge	
Local Service Agreement Working Group	K Clarke (C) A Dean M Hibbs F Silver	S Flack	E Abrahams

C13

APPOINTMENT OF MEMBER REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that the following Members be appointed to represent the Council on outside bodies for 2003/04.

Name of Organisation	Number to be Appointed	Proposed Representative(S)
Alzheimer's Disease Society - Uttlesford Branch	1	Cllr A R Row
Arts Council of England (East England)	Page 8	Cllr E Tealby-Watson

Association of Essex Authorities	1	Cllr A. Dean (Sub-Cllr P Wilcock)
Bishop's Stortford Citizens' Advice Bureau	1	Cllr A Row
Birchanger Wood Management Committee	1	Cllr E Godwin
Board of Turpins Indoor Bowling Club	2	Cllr C Bayley Cllr S Jones
British Red Cross Society - Essex Branch	1	Cllr V Lelliott
Business Development Services (North West Essex)	1	Cllr R J Copping
Cambridge Community Health Council (Observer)	1	Cllr C A Bayley
Committee of the Friends of the Maltings (The Dunmow Maltings Preservation Trust)	1	Cllr K Clarke
Council for the Protection of Rural Essex	1	Cllr C A Cant
Council for Voluntary Service - Uttlesford	1	Cllr A Marchant
Crawley Prize Endowment Charity	2	Cllr R P Chambers Cllr J I Loughlin
Crossroads Care Attendant Scheme	1	Cllr S Flack
Dame Johane Bradbury's School	1	Y L Morton (until August 2004)
Dunmow and District Over Sixties Welfare Association	1	Cllr S Flack
Dunmow Day Centre Management Committee	1	Cllr C A Cant
Dunmow Local Road Safety Advisory Committee	2	Cllr S Flack Cllr C Cant
Dunmow Museum Management Committee	1	Cllr D Gregory
Dunmow Society - Executive Committee	1	Cllr E Hicks
Dunmow Town Strategy Group - Management Committee	1	Cllr M A Gayler
East of England Regional Assembly	1	Cllr A Dean
Eastern Orchestral Board	1	Cllr V Lelliott

East of England Regional Tourism Board	1	Cllr J F Cheetham (Sub-Cllr S Flack)
Essex Arts Forum	1	Cllr B Hughes
Essex County Strategic Partnership	1	Cllr A Dean
Essex Cycling Forum	1	Cllr M A Gayler
Essex Home Safety Liaison Committee	1	Cllr D W Gregory
Essex Sport	1	Cllr F Silver
Greater Cambridge Partnership	1	Cllr E Tealby-Watson (Sub-Cllr J Cheetham)
Local Government Association		
- General Assembly	1	Cllr A Dean (Sub-Cllr P Wilcock)
- Rural Commission	2	Cllr A Thawley Cllr D Corke
- Rural Community Partnership	1	Cllr A Thawley (Sub-Cllr A J Ketteridge)
Museums in Essex Committee	1	Cllr V Ollier
National Housing and Town Planning Council - Eastern Region Council	1	Cllr K Clarke (Sub-Cllr R. Copping)
Old Manse Home Community Support Group	1	Cllr R J Copping
ResCU	1	Cllr D Gregory
Saffron Walden Age Concern	2	Cllr B Hughes Cllr A Marchant
Saffron Walden Arts Trust	1	Cllr V Lelliott
Saffron Walden Day Centre Management	1	Cllr H Baker
Saffron Walden Local Road Safety Advisory Committee	2	Cllr W F Bowker Cllr R Freeman
Saffron Walden Museum Society	3	Cllr S Jones Cllr B Hughes Cllr V Ollier
Saffron Walden Rural Over Sixties Welfare Association	1	Cllr W F Bowker

Stansted Airport Consultative Committee	1	Cllr P Wilcock (Sub Cllr J F Cheetham)
Stansted Day Centre Management Committee	1	Cllr C Dean
Strategic Aviation Special Interest Group	1	Cllr P Wilcock (Sub Cllr J F Cheetham)
Supporting People - Essex Commissioning Body	1	Cllr C Bayley
Takeley Day Centre Management Committee	1	Cllr J F Cheetham
Thaxted Day Centre Management Committee	1	Cllr A Wattebot
Thaxted Guildhall Management Committee	2	Cllr A Wattebot Cllr M L Foley
Uttlesford Buffy Bus Association	2	Cllr D W Gregory Cllr V Ollier
Uttlesford Carers	1	Cllr B Hughes
Uttlesford Citizens' Advice Bureau	2	Cllr V Lelliott Cllr G Sell
Uttlesford Community Safety Action Team	1	Cllr D W Gregory
- Community Support Group (Vulnerable Persons)	1	Cllr J E Menell
- Road Safety Sub-Group	1	Cllr W F Bowker
- Youth Initiatives Working Group	2	Cllr S Schneider Cllr V Ollier
- Uttlesford Drug Reference Group	1	Cllr V Lelliott
Uttlesford Community Travel	1	Cllr C Bayley
Uttlesford Primary Care Trust	1	Cllr C Cant
Uttlesford Futures (Local Strategic Partnership)	3	Cllr J Murphy Cllr C M Dean Cllr J E Menell
Uttlesford Police and Community Consultative Group	2	Cllr G Sell Cllr R Freeman
Uttlesford Sports Forum	2	Cllr S Jones Cllr S V Schneider Cllr E Abrahams

Waste Management Advisory Board	1	Cllr A R Thawley (Sub Cllr V Ollier)
West Essex and District Community Health Council (defunct 31 Aug 2003)	3	Cllr C A Cant Cllr J F Cheetham Cllr D J Morson
Youth Service - Local Strategy Group	3	Cllr M A Gayler Cllr M A Hibbs Cllr S V Schneider

C14 **BEST VALUE – MEMBER REFERENCE GROUPS**

The following Members were appointed to the Best Value Review Panels for services in 2003.

Day Centres	Councillors J E Menell, E C Abrahams, H D Baker, D W Gregory
Planning	A R Row, E J Godwin, K J Clarke and E Tealby-Watson
Refuse and Recycling Services	S Flack, E C Abrahams, V Ollier, A M Wattebot
Revenue Services	S Schneider, R M Lemon, C A Bayley and V Lelliott

C15 **RETURNING OFFICER'S REPORT**

The Council received the list of the Members that had been elected at the District Council Elections held on 1 May 2003.

C16 **GENERAL REVIEW OF PARLIAMENTARY CONSTITUENCIES – ESSEX**

The Council received a report which summarised the provisional recommendations of the Boundary Commission for England for new Parliamentary Constituency boundaries in Essex, Southend on Sea and Thurrock. An extra seat had been allocated in Central Essex by basing a provisional constituency around the community of Witham in the Braintree District. This had altered the focus of the Braintree Constituency northwards and the new seat would include those parts of Braintree District currently in the Saffron Walden Constituency. To provide a sufficient number of electors to constitute a revised Saffron Walden seat, the Commission had proposed that the four Chelmsford Borough wards of Boreham and the Leas, Broomfield and the Walthams, Chelmsford Rural West and Writtle should join with the whole of Uttlesford.

The report went onto consider the practical and historical interests between the communities in Uttlesford and those in the proposed new Chelmsford areas. Officers pointed out that this review had retained the whole of Uttlesford in a single constituency and this was an important consideration when deciding whether to object to the review.

Councillor Sell said that the outlying Chelmsford wards had a greater commonality of interest with Uttlesford than those previously in the Braintree District. Also the transport links favoured this proposal. Councillor Flack said that the Conservative Group endorsed these views, but were concerned about the effect of the boundary proposals on the rest of Essex. Councillor Gregory suggested the constituency be renamed North-East Essex to reflect the changes, but other Members said it was important to retain the identity of Saffron Walden.

A Motion was then moved by Councillor Gayler and seconded by Councillor Gregory and it was

RESOLVED that the Council supports the recommendations of the Boundary Commission for England in relation to the Saffron Walden Parliamentary Constituency for the following reasons:-

- 1 The Council recognises that some change is necessary to ensure that the number of electors in the constituency is within the required tolerance limit from the national average electorate.
- 2 The Council recognises that the Halstead area relates more to Braintree than Saffron Walden and that this area was always a loosely attached appendage to the Saffron Walden Constituency.
- 3 The Council recognises that there are better transport links between the Uttlesford District and the northern part of the Chelmsford Borough, than to the Halstead area.
- 4 The proposal meets the Council's chief concern, namely that the whole of the Uttlesford district should remain within a single Parliamentary Constituency.

The Council authorises the Chief Executive in liaison with the Leader of the Council to submit a detailed response including the above issues to the Boundary Commission for England.

C17

PROCEDURE FOR APPOINTMENT OF NEW CHIEF EXECUTIVE

The last meeting of the Council had authorised the Chief Executive and Head of Personnel Services, jointly with Group Leaders to appoint external advisors for the process of recruiting a new Chief Executive. It had also been agreed that the Director of Community Services be appointed Acting Chief Executive with effect from 1 July 2003. Group Leaders had now met to give preliminary consideration to this matter and had agreed to engage SOLACE as consultants to assist with this process. A preliminary timetable had been

established giving a timetable for the new post holder to take up the appointment at the earliest in November. The Council had, earlier in the meeting, appointed a panel of 6 Members to undertake the appointment of the new Chief Executive. It was also suggested that all Members should have the opportunity to meet the shortlisted candidates at an informal lunch.

Councillor A Dean said it was very important that the Council employed the right person for the job. He proposed that in the interim period a Director of Strategic Development should be appointed to assist the Management Team. The appointed person would help the Authority to develop priorities and also to look at the organisation to ensure that it was properly resourced to deal with strategic matters. The Audit Commission had identified some weakness at the centre of the organisation and the recent retirement of the Assistant Chief Executive had increased pressure on Senior Managers. It was important that the organisation continued to move forward, particularly in the light of the forthcoming CPA review in February. The post could be funded from the Management of Change reserve.

Councillor Ketteridge was concerned that the Council was being asked to vote on an appointment for which there was no known cost, no job description and no end date. Councillor A Dean apologised for moving quickly on this matter, but he thought it was important that the Council did not lose momentum at this time. He had had extensive discussions with senior officers and was aware that there were agencies that dealt specifically with this type of interim appointment. The Member Panel would deal with the appointment of the post and develop its job description.

RESOLVED that the Council

- 1 approves the outline process and broad timescales set out in this report for the appointment of a new Chief Executive, but ensure that quality takes precedence over time in following the process.
- 2 Recruits urgently an interim Director of Strategic Development for a period of 6 – 9 months.
- 3 Councillors C A Bayley, R Copping, A Dean, E Godwin, A Ketteridge and E Tealby-Watson be appointed to the Chief Executive appointment panel with Terms of Reference and delegation as set out in the report.

C18

SCHEME OF DELEGATION

The Council was asked to agree the Scheme of Delegation. This comprised the previous Delegation Scheme and incorporated the amendments made at the previous meeting of the Council. Any comments could be forwarded to the Constitution Task Group.

RESOLVED that the Council's Scheme of Delegation be approved.

C19 **CALENDAR OF MEETINGS**

RESOLVED that the timetable of meetings for 2003/04 be approved.

The meeting ended at 8.55 pm.