

**ANNUAL COUNCIL MEETING held at 7.30 pm at COUNCIL OFFICES  
LONDON ROAD SAFFRON WALDEN on 22 MAY 2007**

Present:- Councillor A R Row – Chairman.  
Councillors E C Abrahams, S Anjum, K R Artus, S Barker,  
E L Bellingham-Smith, C A Cant, R P Chambers, J F Cheetham,  
R Clover, A Dean, C M Dean, C D Down, M L Foley,  
M A Gayler, E J Godwin, E Gower, E W Hicks, S J Howell,  
J E Hudson, D M Jones, A J Ketteridge, T P Knight, R M Lemon,  
J I Loughlin, H J Mason, M J Miller, D J Morson, D G Perry,  
J A Redfern, D J Sadler, J Salmon, S V Schneider, G Sell,  
A M Wattebot, R D Sherer, C C Smith, P Wilcock, A D Walters  
and A C Yarwood.

Officers in attendance:- A Bovaird, M Brean, D Burrige, A Clarke,  
M Hatwell, J Mitchell, M Perry, M Purkiss and T Turner.

Prior to the commencement of the meeting, the Chairman paid tribute to all those involved in the Bridge End Garden project which had been recognised by the Royal Institution of Chartered Surveyors Awards for 2007. The project had been a winner in the Community Benefit Category and awarded the honoured title of Project of the Year. John Bosworth, the Project Manager, thanked the Chairman for his kind remarks and said that Phase II of the restoration was rapidly unfolding and thanked his colleagues Mark Ropkins and Dan Walker on this success and paid tribute to the involvement of all the volunteers and the community which had supported the project.

**C1 CHAIRMAN'S THANKS**

Councillor Row, the Chairman of the Council, thanked all Members and Officers for their support during the last year. He also thanked Members for their support in his fundraising for the Alzheimer's Society which now stood at over £4,000.

**C2 ELECTION OF CHAIRMAN**

At the last meeting, it had been proposed and seconded that Councillor C M Dean be elected Chairman of the Council.

RESOLVED that Councillor C M Dean be elected Chairman of the Council for the ensuing year.

**C3 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

The Chairman signed the Statutory Declaration of Acceptance of Office. Councillor Dean thanked Members for electing her as Chairman and thanked Councillor Row for his service to the Council over a period of 31 years. She wished Councillor Row and his wife, Anne, all the best for the future. She presented Councillor Row with a portrait photograph which would be hung in

the Council Chamber, alongside those of previous chairmen and also presented him with a past Chairmen's badge. Councillor Barker also presented him with a gift on behalf of other Members.

**C4 APPOINTMENT OF VICE-CHAIRMAN**

At the last meeting Councillors R M Lemon and D J Morson had been nominated for the appointment of Vice-Chairman of the Council.

However, Councillor Morson withdrew his nomination in favour of Councillor Lemon and it was therefore

RESOLVED that Councillor R M Lemon be appointed Vice-Chairman of the Council for the ensuing year.

**C5 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE**

Councillor R M Lemon thanked Members for electing him to this position and signed the Statutory Declaration of Acceptance of Office.

**C6 CONSTITUTION TASK GROUP**

**(i) Articles for the Constitution**

At the Council meeting on 17 April 2007, the Council had considered the recommendations of the Constitution Task Group concerning proposed amendments to the articles of the constitution as follows:

a) arising from the restructure of the Council's management

Page no.	Provision	Delete	Insert
A26	14.2	Executive Managers	Directors and other officers
A26	14.2	Executive Management	Corporate Management
A31	16.3, 16.4 & 16.5	Executive Manager Corporate Governance	Assistant Chief Executive
A31	16.5.3	Executive Managers	Directors
A31	16.5.4		The Assistant Chief Executive

b) in relation to the Standards Committee

Page no.	Provision	Delete	Insert
A18	10.2.1	2 independent members	3 independent members

c) governing the length of meetings

B15	New Rule 20 and re-number		Duration of Meetings Meetings of the Council should aim to cease after 2 hours duration. In the event that the business has not been concluded within that time the Chairman of the meeting shall seek the view of the meeting as to how long it should continue. Only in exceptional circumstances should a meeting continue after 10.30 pm. Where necessary the Chairman shall adjourn unfinished business to another date or to the next meeting of the Council.
B15	Rule 21 (will be 22)	"19.2"	"20.2"

d) In relation to Area Panels

C18	New		The power of decision on any given matter shall be delegated to the relevant area panel providing that :- <ol style="list-style-type: none"> <li>1 the potential decision is within Council policy and budget</li> <li>2 the potential decision is not specifically reserved to another body of the council by legislation, regulation or a previous decision of the Council</li> <li>3 the potential decision does not have clear and immediate impact on any territory outside the boundary of the relevant area</li> <li>4 the potential decision does not relate to any of the matters delegated to the Development Control or Licensing Committees.</li> </ol>
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RESOLVED that the amendments (a), (b) and (c) be approved, but that amendment (d) not proceed.

**(ii) Proposal for a Housing Board**

Members considered the recommendation from the Constitution Task Group that a Housing Board be established as a working group.

RESOLVED that no action be taken on this proposal at the present time.

**(iii) Calendar of meetings**

A draft calendar of meetings had been circulated at the last meeting and this had been subsequently revised and was submitted for approval.

RESOLVED that the calendar of meetings for 2007/08, as set out as appendix A to these minutes be approved.

**C7 COUNCIL PROCEDURE RULES**

Councillor A Dean said that there appeared to be some confusion as to which Members could be questioned under the question and answer session at Council meetings. He added that Council procedure rule 2.7 referred to 'Chairmen of Policy Committees' and this was not in line with current practice. He moved that Council Procedure rule 2.7 be amended to replace the above wording with 'Members in receipt of special responsibility allowances'.

RESOLVED that this proposal be moved, such that it is available for determination at the meeting of the Council on 31 July 2007.

**C8 APPOINTMENT OF LEADER OF THE COUNCIL**

It was proposed by Councillor R P Chambers, and seconded by Councillor J F Cheetham that Councillor A J Ketteridge be appointed Leader of the Council.

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

**C9 APPOINTMENT OF DEPUTY LEADER OF THE COUNCIL**

It was proposed by Councillor A J Ketteridge and seconded by Councillor S Barker that Councillor J F Cheetham be appointed Deputy Leader of the Council.

RESOLVED that Councillor J F Cheetham be appointed Deputy Leader of the Council for the ensuing year.

**C10 MEMBERS QUESTION AND ANSWER SESSION**

Councillor Gayler referred to the comments which had been made by members of the Administration concerning the reduction in the level of capital receipts. He said that the current capital programme would result in further reductions of approximately £3m and he asked if the Administration would bring forward a revised capital programme. Councillor Ketteridge, the Leader of the Council, said that the budget had been set and whilst the Administration would look at revenue spend there were no current proposals to change the level of capital spend specifically, but efforts would be made to put the Council on a firm financial footing.

Councillor Sell asked if the Leader would give an assurance that there would be no transfer of the housing stock during this Council's term of office. The Leader said that there were no proposals in the manifesto and there were currently no plans to transfer the housing stock, but he could not predict whether there would be any changes in central government policy.

Councillor Yarwood referred to the announcement by Ruth Kelly of proposals to curb the use of public planning inquiries for major developments, including

airports and motorways. He said that these proposals would be bad news for the District and asked that the Council should oppose the proposals. Councillor Cheetham agreed and urged that there should be cross party opposition to the proposals for fast tracking major planning applications. It was clarified that the matter would be submitted to the Environment Committee for formal consideration.

Councillor Wilcock congratulated Councillor Ketteridge on his appointment as Leader and asked if the Administration would be funding footpath improvements and repairs to pavements and potholes. Councillor Ketteridge said that this was a matter for highways and he would continue to put pressure on Essex County Council.

## C11 **APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST**

Apologies for absence were received from Councillors R H Chamberlain, K L Eden, J E Menell, H S Rolfe and L A Wells.

Councillor R P Chambers declared an interest as Chairman of the Essex Police Authority.

## C12 **MINUTES**

The Minutes of the meeting held on 17 April 2007 were approved as a correct record and signed by the Chairman, subject to the correct spelling of the word 'Constitution' in Minute C103.

The Leader asked that copies of the bound Council Minute Book should be available at future Council meetings.

## C13 **BUSINESS ARISING**

Councillor Barker said that when she had visited residents at Holloway Crescent, Leaden Roding, she had been told that work was being undertaken on the installation of bathrooms and kitchens. She said that some time ago she had asked officers for clarification of what work was being carried out, but had not received a reply. She asked that this matter be expedited.

## C14 **CHAIRMAN'S COMMUNICATIONS**

Councillor C M Dean said that she was delighted to have been elected Chairman and was looking forward to serving the Council. She said that she would not have a specific charity, but hoped to raise awareness of environmental issues across the District. She intended to find the dates of all village fetes in the District so that some promotional activities could take place at them and she asked for Members' assistance in this matter. She would also be promoting bag painting in primary schools to help promote the use of proper bags. She concluded that forthcoming activities would include attending the opening of the new offices of the Rural Community Council of

Essex, attending the Capel Manor College Garden Party and the Bishop of Chelmsford's civic lunch.

She referred to the recent death of Jill Bolvig-Hansen who had served on the Council's Community Committee and Tenant Panel and said that she would pass on the Council's sympathy to her family. The Chairman also congratulated Councillor Barker on her recent marriage and welcomed all new Councillors to Uttlesford.

#### C15 **LEADER'S COMMUNICATIONS**

Councillor Ketteridge, the Leader of the Council, welcomed all new Members and expressed his commiserations to those who had not been re-elected. He said that the main priority would be to look at balancing the budget and progressing items contained in the manifesto.

Councillor Gayler reported that he had decided to step down as Leader of the Liberal Democrat Group and reported that Councillor P A Wilcock had been elected as the new Leader of that Group.

#### C16 **RETURNING OFFICER'S REPORT**

The Council received the list of the Members that had been elected at the District Council elections held on 3 May 2007.

#### C17 **POLITICAL COMPOSITION OF THE COUNCIL**

The Council was asked to consider a way forward for allocating seats to the three political groups on the Council's Committees, Task Groups and Working Parties in the light of the changes caused by the elections held on 3 May 2007.

RESOLVED that the arrangements for the allocation of seats be approved, subject to the addition of a fifteenth place, to be filled by a nominee of the Independent Group on the Development Control Committee and the adjustment of the balance of that Committee to eight Conservatives, five Liberal Democrats and two Independents.

#### C18 **APPOINTMENT OF TASK GROUPS AND WORKING GROUPS**

It was noted that the Council's Constitution required that all task groups had an expiry date and that if they were to continue in existence beyond that date, there needed to be a decision of Council to continue with them.

The Chief Executive submitted a report setting out a list of the existing task groups and suggesting an approach for handling each group.

RESOLVED that the actions as submitted in the report be agreed and where reappointment is required, those groups be reappointed with the

number of Members identified in the respective tables contained in the report, save that the Airport Policy Task Group and the Stansted Airport Advisory Panel remain in being as currently constituted with an expiry review date of 13 May 2008.

C19

## APPOINTMENT OF COMMITTEES AND TASK GROUPS FOR 2007/08

RESOLVED that

- 1 the allocation of places on Committees, Task Groups and Working Groups be according to the list below.
- 2 The Chairmen and Vice-Chairmen of the Committees be as noted on the list
- 3 In respect of the Area Panels the Chairmen and Vice-Chairmen should be:
  - East Area Panel – Chairman - Councillor Gayler  
Vice-Chairman – Councillor Cant
  - North Area Panel – Chairman – Councillor Menell  
Vice-Chairman – Councillor Sadler
  - South West Area Panel – Chairman – Councillor Jones  
Vice-Chairman – Councillor Artus

<b>Committee</b>	<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>
Operations (14)	Chambers (c) Eden (vc) Jones Ketteridge Knight Rolfe Sherer Walters	Clover Foley Gayler Sell Wilcock	Lemon
Environment (15)	Anjum Artus Barker (c) Chamberlain Cheetham Down Howell Mason Sherer (vc)	Cant A Dean C Dean Gower Wattebot	Godwin
Community (15)	Bellingham-Smith Chamberlain (vc) Hicks Howell Menell Miller Redfern Sadler Schneider (c)	Hudson Morson Sell Smith Yarwood	Abrahams

<b>Committee</b>	<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>
Development Control (15)	Cheetham (c) Down Eden Menell Miller Perry Salmon Wells	Cant Clover C Dean Loughlin Smith	Abrahams Godwin (vc)
Licensing (11)	Artus (vc) Bellingham-Smith Hicks (c) Mason Perry Redfern Walters	Hudson Loughlin Morson	Lemon
Performance Select (8)	Barker (vc) Ketteridge Knight Rolfe (c) Salmon	Foley Gayler Wilcock	
Scrutiny (11)	Anjum Chambers Jones Sadler Schneider Wells	A Dean (c) Sell (vc) Wattebot Yarwood	Lemon
Standards (4)	Down Eden	Cant	Lemon
S Brady, M Hall and R Whitlam as the Independent Persons and P G Leeder and R A Merrion as the representatives of town and parish councils on the Standards Committee.			
Staff Appeals (8)	Anjum Chambers Hicks Wells	Cant Gower Loughlin	Abrahams
Emergency (4)	Leader Deputy Leader Chairman of Operations	Chairman of Council	

<b>Task Group</b>	<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>
Airport Policy (7)	Barker Cheetham Ketteridge (c)	Cant A Dean Wilcock	Godwin
Community Achievement (6)	Menell (c) Redfern Schneider	C Dean Gower	Abrahams



<b>Task Group</b>	<b>Conservative</b>	<b>Liberal Democrat</b>	<b>Independent</b>
Constitution (8)	Chamberlain Ketteridge (c) Menell Rolfe Schneider	C Dean Morson	Godwin
IT (5)	Artus Howell (c) Sadler	Hudson	Lemon
Local Joint Committee (3)	Chambers Ketteridge	Loughlin	
Local Development Framework (6)	Cheetham Ketteridge Rolfe	Cant Loughlin	Godwin
Museum Management (5)	Chambers Eden Schneider	Morson	Abrahams
Museum Resource Centre (6)	Chambers Eden Schneider	Morson Smith	Lemon
Olympic (6)	Cheetham Howell	Clover Morson	Godwin Lemon
Risk Management	Sherer	Clover	
Strategic Partnership Reference Group (6)	Chamberlain Menell	C Dean Morson	Lemon
Saffron Walden Town Centre Working Group (8)	Anjum Perry Redfern Rolfe Sadler Walters (c)	Wilcock Yarwood	
Stansted Airport Advisory Panel (11)	Artus (c) Bellingham-Smith Cheetham Jones Wells	Cant A Dean Sell Wilcock	Godwin Lemon
Uttlesford Transport Forum	Bellingham-Smith Cheetham Eden	C Dean	Lemon
Waste Strategy Project Team	Barker (c) Cheetham Down	Cant C Dean	Godwin

C20

## APPOINTMENT OF MEMBER REPRESENTATIVES ON OUTSIDE BODIES

RESOLVED that the following Members be appointed to represent the Council on outside bodies Page 20 of 20  
2007/08:

<b>Organisation</b>	<b>Number</b>	<b>Representative(s)</b>
Accuro (formerly ResCU)	1	-
Alzheimers Disease Society Uttlesford Branch	1	-
Arts Council of England (East England)	1	-
Birchanger Wood Management Committee	1	Cllr Godwin
Board of Turpins Indoor Bowling Club	2	Cllr Chamberlain Cllr Schneider
British Red Cross Society - Essex Branch	1	Cllr Cant
Business Development Services (North West Essex)	1	Cllr Sell
Campaign to Protect Rural Essex	1	Cllr Knight
Children and Young People's Strategic Partnership	1	Cllr Menell
Committee of the Friends of the Maltings	1	Cllr Clover
Council for Voluntary Service - Uttlesford	1	Cllr Hicks
Crawley Prize Endowment Charity	2	Cllr Chambers Cllr Loughlin
Crossroads Care Attendant Scheme	1	Cllr Godwin
Dame Johane Bradbury's School	1	G Ellison (until Aug '09)
Dunmow Day Centre Management Committee	1	Cllr Cant
Dunmow Museum Management Committee	1	Cllr Clover
Dunmow Society - Executive Committee	1	-
Dunmow Town Strategy Group – Management Committee	1	Cllr Gayler
East of England Regional Assembly	1	Cllr Cheetham
Eastern Orchestral Board	1	Cllr Hudson
Essex County Strategic Partnership	1	Cllr Ketteridge
Essex Cycling Forum	1	-

<b>Organisation</b>	<b>Number</b>	<b>Representative(s)</b>
Essex Local Government Association	1	Cllr Ketteridge (Sub Cllr Cheetham)
Essex Sport	1	Cllr Sadler
Friends of Bridge End Gardens	1	Cllr Morson
Greater Cambridge Partnership	1	Cllr Rolfe (Sub- - )
Local Government Arts Forum	1	Cllr Bellingham-Smith
Local Government Association - General Assembly	1	Cllr Ketteridge (Sub-Cllr - )
- Rural Commission	2	Cllr Barker Cllr Howell
- Rural Community Partnership	1	Cllr Barker (Sub-Cllr - )
Local Government Information Unit	1	Cllr Mason
Museums in Essex Committee	1	Cllr Eden
National Housing and Town Planning Council	1	Cllr Cheetham
Eastern Region Council		(Sub-Cllr Cant)
Old Manse Home Community Support Group	1	Cllr Gower
Saffron Walden Age Concern	2	Cllr Perry -
Saffron Walden Arts Trust	1	-
Saffron Walden Cinema	1	Cllr Eden
Saffron Walden Day Centre Management Cttee	1	Cllr Rolfe
Saffron Walden Initiative Partnership Board	1	Cllr Chamberlain
Saffron Walden Museum Society	1	Cllr Eden
Stansted Airport Community Trust	1	Cllr C Dean
Stansted Airport Consultative Committee	1	Cllr Cheetham (Sub Cllr Wilcock)
Stansted Day Centre Management Committee	1	Cllr C Dean

<b>Organisation</b>	<b>Number</b>	<b>Representative(s)</b>
Strategic Aviation Special Interest Group	1	Cllr Cheetham (Sub Cllr Wilcock)
Supporting People - Essex Commissioning Body	1	Cllr Schneider
Takeley Day Centre Management Committee	1	Cllr Cheetham
Thaxted Day Centre Management Committee	1	Cllr Wattebot
Thaxted Guildhall Management Committee	2	Cllr Foley Cllr Wattebot
Uttlesford Buffy Bus Association	2	-
Uttlesford Carers	1	-
Uttlesford Citizens' Advice Bureau	1	Cllr Knight
Uttlesford Community Safety Action Team	1	Cllr Hicks
- Community Support Group	1	Cllr Menell
- Road Safety Sub-Group	1	Cllr Bellingham-Smith
- Youth Initiatives Working Group	2	Cllr Sherer Cllr Yarwood
- Alcohol and Drugs Strategy Group	1	Cllr Sadler
Uttlesford Community Travel	1	Cllr Wilcock
Uttlesford Over Sixties Association	1	Cllr Ketteridge
Uttlesford Police and Community Consultative Group	2	Cllr Clover Cllr Barker
Waste Management Advisory Board	1	Cllr Barker (Sub Cllr Sherer)
West Essex Primary Care Trust	1	-
West Essex Area Highways Panel	1	Cllr Chamberlain

C21

## **BEST VALUE PERFORMANCE PLAN 2007**

Members noted that the Council needed to publish a Best Value Performance Plan by 30 June 2007. A draft copy was submitted for Members' consideration. In order to take account of remaining outstanding performance data and any late changes Members were asked to adopt the plan, subject to the final approval of any changes to be agreed in consultation with the Chairman of the Performance Select Committee.

Councillor A Dean said that at the last meeting of the Performance Select Committee it had been suggested that consideration should be given to setting more demanding targets in the case of BVPI 109(a), (b) and (c) relating to planning applications. He asked that this matter be taken into account and said that the Council should seek to drive up performance and not be complacent.

Councillor Barker referred to the problems of contacting U Connect as 5.00pm approached and asked that officers look into this.

RESOLVED that the Best Value Performance Plan be adopted, subject to the addition of final outturn data to be agreed in consultation with the Chairman of the Performance Select Committee.

C22

### **BUDGETARY CONTROL 2007/08**

Members considered a comprehensive report setting out progress in achieving the supplementary savings targets for the General Fund agreed at the meeting of the Council on 17 April 2007.

Councillor Chambers thanked Members for electing him as Chairman of the Operations Committee which he hoped to rename the Finance and Administration Committee. He said that the priority would be to look carefully at the Council's finances and to get the Council back on a firm financial footing.

RESOLVED that progress on achievement of the savings targets be noted, the officer proposal to continue the examination of ways to meet the remaining sum be approved and the other savings targets of various types be built into the budget.

The meeting ended at 8.30 pm.

## COMMITTEE TIMETABLE 2007/08

	Day	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
<b>East Area Panel</b>			6 Wed	24 Tue			15 Mon			9 Wed	26 Tue			
<b>South West Area panel</b>			7 Thur	23 Mon			16 Tue			7 Mon	28 Thur			
<b>North Area Panel</b>			5 Tue	19 Thur			18 Thur			8 Tue	25 Mon			
<b>Environment</b>	Tues		19			4	30			22		11		
<b>Community</b>	<b>Thurs</b>		21			6		1		24		13		
<b>Operations</b>	Thur		28			20		15		31	7	27		
<b>Scrutiny</b>	Wed			11			3	28			20		9	
<b>Council</b>	Tues	22 Annual		31			9		11		14 Thur		22	13 Annual
<b>Licensing</b>	Wed		27			12	24			9		5		
<b>Stansted Airport AP</b>	Mon			2		10	22			14		24		
<b>Standards Cttee*4pm</b>	Mon		25			17		12		21		31		
<b>Performance Select</b>	Tue		12		2 Thur	27 Thur		6			5			6
<b>Development Control 2pm</b>	Wed	23	13	4 25	15	5 26	17	7 28	19	16	6 27	19	9 30	21

All meetings normally held at Saffron Walden except for the Area Panels

Meetings to start at 7.30pm except Development Control which starts at 2.00pm and Standards Committee which starts at 4.00pm.

Details of timings and venue will be confirmed on publication of the relevant notice of meetings – members, press and public and others are advised to check details before finalising arrangements to attend meetings.