

26 September 2013

Dear Councillor

## **COUNCIL MEETING**

A meeting of the Council will be held at the Council Offices, London Road, Saffron Walden, on **Tuesday 8 October 2013** at 7.45pm, or at the conclusion of the public speaking session whichever is the earlier.

Yours faithfully

JOHN MITCHELL

Chief Executive

***Commencing at 7.30pm, there will be an opportunity of up to 15 minutes for members of the public to ask questions and make statements subject to having given two working days prior notice.***

## **A G E N D A PART I**

		<b>Page</b>
1	Apologies for absence and declarations of interest.	
2	To approve the Minutes of the meeting held on 1 July 2013.	
3	Business arising.	
4	Chairman's announcements.	
5	Matters of report from the Leader and members of the Executive: (a) Councillor A Walters, portfolio holder for Community Safety (b) Councillor S Barker, portfolio holder for Environmental Services (c) Councillor H Rolfe, portfolio holder for Community Partnerships and Engagement	
6	Members' questions to the Leader, members of the executive and chairmen of committees (up to 15 minutes).	
7	Matters received from the executive (standing item): (a) Notice of urgent decision taken by the Leader on the grounds that any delay caused by the call in process would seriously	

	<p>prejudice the Council's interest – this decision must be reported to Council under the Overview and Scrutiny Procedure Rules as it is not subject to the call in process:</p> <p>Garden waste kerbside promotion summer campaign</p> <p>(b) Notice of urgent decision taken by the Cabinet to allow for the completion of the agreement, to seek approval from the Charities Commission and to allow any works to commence within the expected timescale – note: discussion of this item may involve the disclosure of exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972. If any discussion takes place that may involve the disclosure of exempt information it will be necessary to exclude the public in accordance with the usual part 2 procedure (see item 13 below):</p> <p>Redevelopment of Waitrose store and Fairycroft car park</p>	
8	Matters received about joint arrangements and external organisations (standing item).	
9	Matters received from committees and working groups (standing item).	
10	Change to the Council's Scheme of Delegation.	
11	Appointment of a member to fill the vacancy on the Performance and Audit Committee. Unless the Council agrees otherwise without dissent, the vacancy must be filled by a member of the Conservative Group.	
12	Any motions, due notice of which is given not later than six working days before the date of the meeting.	
13	Any other items that the Chairman considers to be urgent.	

## PART 2

*(Consideration of an item containing exempt information within the meaning of Paragraphs 3 and 5 of Schedule 12A of the Local Government Act 1972)*

14	<p>Notice of urgent decision taken by the Leader on the grounds that any delay likely to be caused by the call in process would seriously damage the Council's interests – this decision must be reported to Council under the Overview and Scrutiny Rules as it is not subject to the call in process:</p> <p>(a) Trade waste</p>	
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To: All members of the Council.

Lead Officer: John Mitchell (01799 510400)  
 Democratic Services Officer Peter Snow (01799 510430)

## **MEETINGS AND THE PUBLIC**

Members of the public are welcome to attend any of the Council's Cabinet or Committee meetings and listen to the debate. All agendas, reports and minutes can be viewed on the Council's website [www.uttlesford.gov.uk](http://www.uttlesford.gov.uk).

Members of the public and representatives of parish and town councils are now permitted to speak or ask questions at any of these meetings. You will need to register with the Democratic Services Officer by midday two working days before the meeting. An explanatory leaflet has been prepared which details the procedure and is available from the Council offices at Saffron Walden.

A different scheme is applicable to meetings of the Planning Committee and you should refer to the relevant information for further details.

Please note that meetings of working groups and task groups are not held in public and the access to information rules do not apply to these meetings.

The agenda is split into two parts. Most of the business is dealt with in Part 1 which is open to the public. Part II 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. You will be asked to leave the meeting before Part II items are discussed.

You are entitled to see any of the background papers that are listed at the end of each report.

If you want to inspect background papers or speak before a meeting please contact either Peter Snow on 01799 510430, Maggie Cox on 01799 510369, Rebecca Dobson 01799 510433, or by fax on 01799 510550.

Agenda and Minutes are available in alternative formats and/or languages. For more information please call 01799 510510.

## **FACILITIES FOR PEOPLE WITH DISABILITIES**

The Council Offices has facilities for wheelchair users, including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate.

If you are deaf or have impaired hearing and would like a signer available at a meeting, please contact Peter Snow on 01799 510430 or email [psnow@uttlesford.gov.uk](mailto:psnow@uttlesford.gov.uk) as soon as possible prior to the meeting.

## **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.

- You should proceed calmly, do not run and do not use the lifts.
- Do not stop to collect personal belongings.
- Once you are outside, please make your way to the flagpole near the visitor car park. Do not wait immediately next to the building.
- Do not re-enter the building until told to do so.