



Uttlesford District Council

Chief Executive: John Mitchell

Council

Date: Tuesday, 28 July 2015
Time: 19:30
Venue: Council Chamber
Address: Council Offices, London Road, Saffron Walden, CB11 4ER

Members: All Members of the Council

Public Speaking

At the start of the meeting 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.

AGENDA PART 1

Open to Public and Press

- 1 Honorary Alderman**
To confer the title of Honorary Alderman on former councillor Jim Ketteridge and the title of Honorary Alderwoman on former councillor Jan Menell and to present certificates.
- 2 Apologies for absence and declarations of interest.**
To receive any apologies and declarations of interest
- 3 Minutes of the previous meeting** 5 - 12
To consider the Minutes of the Annual Meeting on 26 May 2015
- 4 Matters Arising**
To consider matters arising from the minutes

- 5 Chairman's announcements**
To receive any announcements from the Chairman
- 6 Reports from the Leader and Members of the Executive** 13 - 16
Report from Councillor S Barker, Member of the Executive for Environmental Services
- 7 Members' questions to the Leader, members of the Executive and chairmen of committees (up to 15 Minutes)**
To receive members questions
- 8 Matters received from the Executive (standing item)**
To consider items referred from the Executive
- 9 Matters received about joint arrangements and external organisations**
Matters concerning joint arrangements and external organisations
- 10 Matters received from committees and working groups** 17 - 18
Recommendation from the Constitution Working Group on the procedure for nominating honorary aldermen
- 11 Essex Police and Crime Panel 2015/16**
To appoint a named substitute to serve on the Essex Police and crime Panel for 2015/16.
- 12 Appointment of committees 2015/16**
To consider proposed changes to membership of the Standards Committee
- 13 Chairman's urgent items**
To consider any items which the Chairman considers to be urgent

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. For background papers in relation to this meeting please contact committee@uttlesford.gov.uk or phone 01799 510430/369.

Members of the public and representatives of parish and town councils are 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.

The agenda is split into two parts. Most of the business is dealt with in Part I 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.

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 committee@uttlesford.gov.uk or phone 01799 510430/433 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.

For information about this meeting please contact Democratic Services

Telephone: 01799 510433, 510369 or 510548

Email: Committee@uttlesford.gov.uk

General Enquiries

Council Offices, London Road, Saffron Walden, CB11 4ER

Telephone: 01799 510510

Fax: 01799 510550

Email: uconnect@uttlesford.gov.uk

Website: www.uttlesford.gov.uk

**ANNUAL COUNCIL MEETING held at COUNCIL OFFICES LONDON ROAD
SAFFRON WALDEN at 7.30pm on 26 MAY 2015**

Present: Councillor K Artus – Chairman.
Councillors A Anjum, H Asker, G Barker, S Barker, R Chambers, J Davey, P Davies, A Dean, P Fairhurst, T Farthing, M Felton, J Freeman, R Gleeson, T Goddard, J Gordon, N Hargreaves, S Harris, E Hicks, S Howell, D Jones, M Lemon, B Light, J Lodge, J Loughlin, A Mills, S Morris, E Parr, J Parry, V Ranger, J Redfern, H Rolfe, H Ryles, G Sell and L Wells.

Officers in attendance: J Mitchell (Chief Executive), R Auty (Assistant Director Corporate Services), D Barden (Communications Manager), R Harborough (Director of Public Services), M Perry (Assistant Chief Executive – Legal), P Snow (Democratic and Electoral Services Manager) and A Webb (Director of Finance and Corporate Services).

C1 REMARKS OF THE OUTGOING CHAIRMAN

In welcoming new members from all parties, Councillor Artus said that he hoped the Council would continue to work in the overall interests of the residents of Uttlesford. It was right that the Council should be held to account in dealing with the difficulties lying ahead.

He had made efforts to attend as many events as possible and referred in particular to visits to the bomb disposal team at Carver Barracks and to P&A Wood at the Rolls Royce and Bentley Centre. He had initiated quarterly meetings at Carver Barracks intended to help enhance partnership endeavours and he expressed the hope that these meetings would continue.

There had been no formal dinner during his year but he had succeeded in raising over £1,000 for his chosen charities Help for Heroes and the British Heart Foundation.

On a personal note he wished to thank John Mitchell, Michael Perry, Janine Corby and Rebecca Dobson, among others, for the help and support he had enjoyed in carrying out his role.

He expressed sympathy for John Salmon who had been due to take office as the new Chairman but had not kept his seat at the election, and for Mrs Salmon. He would now hand over to the new Chairman and was pleased that Councillor Harris had stepped into the breach in the enforced absence of former Councillor Salmon.

C2 ELECTION OF CHAIRMAN OF THE COUNCIL

The Chairman called for nominations for the position of Chairman of the Council. Councillor Harris was proposed by Councillor Rolfe and seconded by Councillor G Barker.

RESOLVED to elect Councillor Harris as Chairman of the Council for the ensuing year

C3 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Harris made the statutory declaration as Chairman of the Council for 2015/16.

She thanked Councillor Artus for his hard work and commitment during the past year and expressed sympathy with John Salmon who had lost the opportunity to undertake the role for which she had just been elected. She asked Councillor Artus to continue to act as the Council's representative at Carver Barracks.

The new Chairman then presented a portrait and past Chairman's badge to Councillor Artus and wished him every success.

C4 APPOINTMENT OF VICE-CHAIRMAN

The Chairman called for nominations for the post of Vice-Chairman. Councillor Davey was proposed by Councillor Jones and seconded by Councillor Gordon.

RESOLVED to appoint Councillor Davey as Vice-Chairman of the Council for the ensuing year

C5 STATUTORY DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Davey made his declaration of acceptance of office.

C6 APOLOGIES FOR ABSENCE AND DECLARATIONS OF INTEREST

Apologies for absence were received from Councillors M Foley, R Freeman, T Knight and E Oliver.

Councillor G Barker and S Barker made declarations that they had received written dispensations allowing them to speak on the grounds of marriage to each other.

C7 MINUTES

The minutes of the meeting held on 14 April 2015 were received, approved and signed by the Chairman as a correct record.

C8 REPORT OF THE RETURNING OFFICER

The report of the Returning Officer relating to the outcome of the ordinary election of district councillors on 7 May 2015 was received and noted.

C9 CHAIRMAN'S ANNOUNCEMENTS

The new Chairman announced that she would nominate Cancer Research and the Downs Syndrome Association as her chosen charities for the year. She would also participate in the Race for Life.

She reminded members that the meeting was being streamed as a live broadcast and asked them to respect the rules of debate.

The Uttlesford district regularly featured as one of the most desirable places to live in the UK. Her intention was to maintain and improve this accolade for the whole district.

C10 ELECTION OF LEADER OF THE COUNCIL

Councillor Chambers proposed Councillor Rolfe for the position of Leader of the Council and his nomination was seconded by Councillor Redfern.

RESOLVED to elect Councillor H Rolfe as Leader of the Council

C11 LEADER'S ANNOUNCEMENTS

In his opening remarks as the newly elected Leader, Councillor Rolfe added his congratulations to Councillor Harris upon her election as Chairman and thanked Councillor Artus for carrying out his role effectively during a challenging year.

He added his own warm welcome to all newly elected councillors, both those elected for the first time and those returning for a further term. He looked forward to working closely with all elected councillors and expressed the hope they would enjoy their time as serving members. He expressed sorrow that some serving councillors had not been re-elected and that others had stood down.

Polling day and the associated election counts had marked 48 hours of intensive activity and he repeated the thanks he had given at the Friday count to Peter Snow and his team for the organisation of these major events.

He wanted to encourage as much as possible collaborative working across the Council and this had started already with regular meetings of the three group leaders.

Councillor Rolfe then announced the members of his Cabinet as follows:

- Councillor S Barker: Deputy Leader and Executive member for Environmental Services
- Councillor J Redfern: Executive member for Housing and Economic Development

- Councillor S Howell: Executive member for Finance and Administration
- Councillor L Wells: Executive member for Communities and Partnerships

At this point the members of the executive came up to join the Leader.

The Leader announced the appointment of subject leads within the various executive portfolios as follows:

Within Environmental Services

Highways, Parking and Cycle Paths: A Mills
 Depots, Maintenance and Highway Rangers: T Farthing
 Community Safety Partnerships: J Gordon
 Stansted Airport: K Artus

Within Housing and Economic Development

Housing Board: M Felton
 Economic Development: H Ryles
 Communications: P Davies

Within Finance and Administration

Enforcement: D Jones

Within Communities and Partnerships

Children and Families, Health and Education: G Barker
 Sport: T Goddard
 Voluntary Sector and Day Centres: E Hicks

His intention was to reach out across the political divide and work with all members through the network of subject lead members.

He had asked the Chief Executive to refer to the Independent Remuneration Panel the possible payment of special responsibility allowances to the designated portfolio subject leads and to report back with recommendations with a view to any new allowances being implemented from Annual Council in 2016.

The Leader then announced membership of three Cabinet working groups as set out below. The appointments were needed now to allow early meetings of each of the groups to take place.

HOUSING BOARD

Chairman: M Felton
 Vice-Chairman: T Farthing

H Asker	S Morris
A Dean	V Ranger
J Loughlin	J Redfern
A Mills	H Ryles

PLANNING POLICY WORKING GROUP

Chairman: H Rolfe
 Vice-Chairman: S Barker

P Davies	J Loughlin
A Dean	A Mills
S Harris	E Oliver
J Lodge	J Parry

HIGHWAYS PANEL

Chairman: (a county member to be nominated)

<i>UDC members</i>	<i>ECC members</i>
R Chambers	S Barker
J Freeman	R Gooding
A Mills	J Lodge
G Sell	S Walsh

C12 SCHEME OF DELEGATION

Members received for approval that part of the scheme of delegation of Council functions as set out in part 3 of the Constitution.

RESOLVED to approve the scheme of delegation without amendment

C13 COUNCIL COMMITTEES 2015/16

The Council gave consideration as to which committees would be established for the ensuing year, and to the size and terms of reference of those committees.

RESOLVED to appoint the following committees in 2015/16, all with the terms of reference set out in the Articles under part 2 of the Constitution:

- Planning – 10 members
- Licensing and Environmental Health – 10 members
- Performance and Audit – 10 members
- Scrutiny – 10 members
- Standards – 9 members together with three non-voting independent members

C14 REVIEW OF POLITICAL BALANCE

The Council received the report on the allocation of seats to the Council's committees in accordance with the political balance provisions of the Local Government and Housing Act 1989.

RESOLVED that the political balance of the Council and the allocation of seats set out in the report be agreed

C15 APPOINTMENT OF COMMITTEES AND WORKING GROUPS 2015/16

The Leader proposed the appointment of committees and working groups, and their chairmen and vice-chairmen where indicated, in accordance with the nominations received from each of the political groups, all as set out overleaf:

COMMITTEES

PLANNING

Chairman: V Ranger
Vice-Chairman: J Davey

R Chambers J Lodge
P Fairhurst J Loughlin
R Freeman A Mills
E Hicks H Ryles

LICENSING AND ENVIRONMENTAL HEALTH

Chairman: R Chambers
Vice-Chairman: T Goddard

A Anjum J Gordon
G Barker E Hicks
J Davey S Morris
R Gleeson J Parry

PERFORMANCE AND AUDIT

Chairman: E Oliver
Vice-Chairman: D Jones

G Barker N Hargreaves
M Foley T Knight
J Freeman B Light
J Gordon J Loughlin

SCRUTINY

Chairman: A Dean
Vice-Chairman: G Barker

H Asker S Harris
P Davies B Light
M Felton E Oliver
T Goddard G Sell

STANDARDS

Chairman: T Knight
Vice-Chairman: K Artus

A Anjum J Loughlin
H Asker D Jones
A Dean G Sell
N Hargreaves

Independent members (non-voting)

Georgina Butcher-Doulton
David Pearl
Catherine Wellingbrook-Doswell

WORKING GROUPS

CONSTITUTION WORKING GROUP

Chairman: V Ranger

R Chambers B Light A Dean
A Dean E Oliver S Morris
J Freeman J Parry H Rolfe
S Harris

LOCAL JOINT COMMITTEE

ELECTORAL WORKING GROUP

Chairman: S Howell

A Anjum N Hargreaves
J Davey D Jones
T Farthing G Sell
T Goddard

C16 **APPOINTMENT OF MEMBER REPRESENTATIVE TO SERVE ON THE ESSEX POLICE AND CRIME PANEL**

The Leader proposed Councillor Gordon to serve as the Council's member representative on the Essex Police and Crime Panel.

RESOLVED to appoint Councillor Gordon to this position

C17 **CONSTITUTION AMENDMENTS**

Members were invited to approve amendments to the Constitution adjourned to this meeting designed to reflect the reduction of council size, take account of revised legislation regarding access to information, and to delete all references to the area forums.

RESOLVED to approve the amendments to the Constitution adjourned from the meeting on 14 April 2015 and as set out in the report to this meeting

C18 **APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE AREA FORUMS**

The changes to the Constitution now approved had the effect of abolishing the area forums so there was now no requirement for the appointment to these positions.

The Leader said it was now imperative to find a model of local consultation that worked successfully. Before proceeding any further he wished to place on record his grateful thanks to Gaynor Bradley and Sue Hayden for their hard work in organising meetings of the area forums so effectively.

He would now invite the Constitution Working Group to consider alternative ways of engaging with the wider community and with parish councils in seeking their views on services in the district. He had asked Councillor Davies to lead the work in this area, in conjunction with the working group, and to report back with a preferred solution in due course.

C19 **TIMETABLE OF MEETINGS 2015/16**

RESOLVED to approve the timetable of meetings for 2015/16, as submitted, subject to changing the date of the first scheduled Performance and Audit Committee meeting from 16 to 30 July 2015

C20 **NOMINATIONS FOR THE POSITION OF HONORARY ALDERMAN**

The Leader had suggested proposing former councillor Jim Ketteridge for the position of honorary alderman at the previous meeting. He now wished to propose Mr Ketteridge for this position after serving as a councillor for 32 years over a 36 year period as he exemplified all that was best about public service.

He also now wished to nominate former councillor Jan Menell who had stood unsuccessfully for the new Littlebury, Chesterford and Wenden Lofts ward at the recent election. Mrs Menell had completed 41 years of consecutive service to the Council and to the community and was deserving of wider recognition.

Councillor Rolfe proposed seeking the views of the Constitution Working Group with a view to tightening the definition of the criteria used to determine the suitability of candidates nominated to this position.

After Councillor Chambers has seconded the nomination of both candidates for the position of alderman, a separate vote was taken for each one.

The nomination of Mr Ketteridge was approved by a vote of 21 in favour with none against. The nomination of Mrs Menell was approved with no-one voting against.

RESOLVED to approve the nomination of former councillors J Ketteridge and J Menell for the position of honorary alderman to be awarded at the next scheduled meeting of the Council

The meeting ended at 8.15 pm

Report to Full Council meeting on 28 July 2015 from Councillor S Barker, Executive Member for Environmental Services

Item 6 – reports from members of the Executive

Cabinet issues

Essex Waste Consultation

At its meeting on 23rd July Cabinet agreed a response to the Draft Essex Waste plan, raising concerns around a number of the proposed sites within the Uttlesford District. The consultation closes at the end of July. Sites are proposed for inert waste recycling, for inert waste landfill and for inert hazardous waste (asbestos) landfill in the District. These sites are for commercial waste and not domestic.

Listed Buildings and Heritage Sites at Risk

The Cabinet further agreed a new register of Listed Buildings at Risk in Uttlesford and I would encourage all members to put forward any additional Listed buildings which they feel may be in need of urgent attention to keep them in a reasonable state. The list currently includes the following buildings.

- Barn at Chickney Hall, Chickney Grade II C
- Barn at Red Cow Inn, High Street, Chrishall Grade II A
- Pigots, High Street, Elmdon Grade II* C
- Barn approximately 90 metres North West of Home Farmhouse, Gaunts End, Elsenham Grade II A
- 31 The Downs, Great Dunmow Grade II D
- Gatehouse to Easton Lodge, Stortford Rd, Gt. Dunmow Grade II A
- Bigods, Bigods Lane, Gt. Dunmow Grade II A
- Stable and Lodge to South of Thremhall Priory,
- Goddards Farmhouse, Tindon End, Great Sampford Grade II A
- Sheering Hall, Outbuilding, Sheering Grade II N/A
- Saffron Walden 31 Castle Street, Saffron Walden Grade II D
- Saffron Walden 12, Market Hill, Saffron Walden Grade II* A
- Three Colts Inn, 86, Cambridge Road, Stansted Mountfitchet Grade II A
- Tilty Tilty Mill, Tilty Grade II* A

- Wenden Lofts Church of St Dunstan, Wenden Lofts Grade II A
- Wendens Ambo Westbury Barn, Royston Rd, Wendens Ambo Grade II C

The report also identifies heritage sites at risk which comprise

- Roman fort, Roman town, Roman and Anglo-Saxon cemeteries at Great
- Romano-Celtic temple 400m south of Dell's Farm, Great Chesterford
- Square and circular barrows 260m south east of Parsonage Farm, Dunmow
- Church of St Mary the Virgin, Hatfield Broad Oak Grade I
- Little Canfield Barn at Little Canfield Hall, Little Canfield Grade II*
- Easton Lodge Gardens, Little Easton Grade II
- Church of St Mary the Virgin, The Street, Manuden Grade II*
- Stansted Castle: Ringwork and associated bailey Scheduled Monument
- Site of Waltham Hall, Takeley Scheduled Monument

Parking

Recent decisions at the North Essex Parking partnership meetings agreed updated policies and procedures have been agreed including an enforcement policy around dropped kerbs, where requested by the householder.

Recent consultations have been carried out on proposals for South Rd-SW / High Street-Stebbing / New Street-Dunmow / Museum Street-SW and the results of these are being analysed.

We will be consulting at the end of August on proposals for Peaslands/ Mount Pleasant/ Borough Lane restrictions

Schemes in Town Street/Newbiggen Street/Bell Lane-Thaxted, Maitland & Manor Rd-Stansted, Knights Way, Lower Millfield, and Chequers Lane-Dunmow all need to be visited and schemes drawn up which will happen towards the end of the summer.

A potential scheme in Hatfield Heath will be devised following further meetings with the Parish.

We have also received the Car Parking Study, commissioned last year and are arranging meetings with the Town Teams in Great Dunmow, Saffron Walden and Stansted to discuss the findings. The UDC Group looking at the report, the Scrutiny report and the feedback from the Town Teams will consist of Councillors Barker, Lodge, and Councillors Redfern, Dean and Ranger who are the UDC representatives on the Town Teams.

Waste and Recycling

In the field of waste, we have employed consultants to conduct a search for a suitable site for a replacement depot in Great Dunmow.

We are anticipating the opening of the waste transfer station in Great Dunmow which will be bulking all our waste streams for onwards transport.

During August we will be delivering leaflets to all houses in the District to remind them of the need to reduce, to reuse, to recycle as much as possible and to reduce contamination in our recycling streams.

Local Plan

Two Planning Policy Working Group meetings have been held in July planning the way forwards for the new Local Plan. It is good to see cross party engagement with the process as embark on a journey to find the most appropriate level of development of housing, employment and infrastructure for our District. All members are welcome to attend these meetings.

Cycling

Councillor Mills is discussing with officers the best way to take forwards proposals in the Cycle strategy. There are plans for new cycle racks in main towns and discussions with Network Rail on how to improve the cycling experience at stations. The Wenden Road cycle path is due to start over the summer holidays.

Street Scene

Councillor Terry Farthing has met up with the Highway Rangers and is liaising with parishes to encourage them to use the Ranger services where appropriate. He is also looking at the issue of Street Cleanliness in our Town Centres and will be getting involved with the Keep Saffron Walden Tidy initiative.

Susan Barker

Committee: Full Council

Agenda Item

Date: 28 July 2015

10a

Title: Procedure for nominating Honorary Aldermen

Author: John Mitchell

Item for decision

Summary

At the last Council meeting the Leader requested the Constitution Working Group to examine the process behind nominating Honorary Aldermen. The Working Group met on 23 June and as a result it is proposed to add a new Article to the Constitution. The wording in paragraph 5 below follows on from the discussion at that meeting. .

Recommendations

1. That the Constitution is amended to include the process for nominating Honorary Aldermen

Financial Implications

2. None

Background Papers

3. The following papers were referred to by the author in the preparation of this report and are available for inspection from the author of the report.

None

Impact

- 4.

Communication/Consultation	None
Community Safety	None
Equalities	None
Health and Safety	None
Human Rights/Legal Implications	None
Sustainability	None

Ward-specific impacts	All
Workforce/Workplace	None

Situation

5. The proposed Article of the Constitution is as follows:

Article 18 Honorary Aldermen

18.1.1 *The Council may confer the title of Honorary Alderman or Honorary Alderwoman upon persons who have, in the opinion of the Council, rendered eminent services to the Council as past members of that Council, but who are not then members of the Council.*

18.1.2 *Any person nominated for such title shall normally have served for 20 years as a member of the Council.*

18.1.3 *Nominations for the title may be made in writing by any existing Member of the Council and shall be made before the last meeting of the Council preceding an ordinary election of councillors.*

18.1.4 *Any nominations received shall be referred to the Chairman of the Council who shall consult with the group leaders and the Chief Executive before deciding whether to put the nomination to Full Council.*

18.1.5 *In the event that the nominations do go forward to Full Council a majority of 2/3rds of the members voting thereon is required before the title of Honorary Alderman or Honorary Alderwoman can be conferred.*

18.1.6 *A certificate shall be presented to each Honorary Alderman or Honorary Alderwoman acknowledging their appointment with an appropriate citation.*

18.1.7 *Honorary Aldermen or Honorary Alderwomen may attend and take part in such civic ceremonies as the council may from time to time decide.*

18.1.8 *Honorary Aldermen or Honorary Alderwomen shall not be entitled to be addressed as Alderman or Alderwoman and may not take part in any civic ceremonies in that capacity at any time while they are serving as a member of the Council*

Risk Analysis

6. There are no material risks associated with this proposal