

**SAFFRON WALDEN TOWN CENTRE WORKING GROUP held at 4.00 pm
at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on
27 MARCH 2006**

Present:- Councillor S C Jones – Chairman.
Councillors R F Freeman, M A Hibbs, and A J Ketteridge.
John Ready and Peter Riding– Saffron Walden Initiative
Malcolm White – Saffron Walden Town Council

Officers in attendance:- Victoria Harvey, Hilary Lock, Sarah McLagan, Jeremy
Pine and Sarah Seward – Uttlesford District Council

SW10 **APOLOGIES**

Apologies for absence were received from Councillors Boland and Lelliott.

SW11 **DECLARATIONS OF INTEREST**

Councillor Jones declared a personal non-prejudicial interest as a member of the Saffron Walden Initiative Board, the Saffron Walden Partnership Board and Saffron Walden Town Council.

Councillor Ketteridge declared a personal non-prejudicial interest as a member of Saffron Walden Town Council.

Councillor Freeman declared a personal non-prejudicial interest as the Mayor of Saffron Walden.

Peter Rider declared a personal non-prejudicial interest as the Chairman of the Saffron Walden Initiative.

SW12 **MINUTES**

The Minutes of the meeting held on 8 February 2006 were agreed and signed by the Chairman.

SW13 **BUSINESS ARISING**

Jeremy Pine referred to SW4 and the need for planning permission in the Market Square. He said the nature of the scheme would determine whether planning permission was needed or not, but as the work was on the public highway it was unlikely that planning permission would be required and highways orders would have to be made.

SW14

DETERMINE TERMS OF REFERENCE

Members and Officers discussed the terms of reference this Working Group would undertake, as displayed in appendix 1 to these minutes.

The Chairman expressed concern over the narrow remit of the current terms of reference. It was agreed that in future the remit of the Working Group was "To encourage and sustain the environmental quality, vitality, and safety of the Town Centre." This included security in general, economic development, traffic and parking, signage, design, transport, public open space and the relationship between town centre and hinterland.

It was also agreed that the title of the group was too long and it would now be called Saffron Walden Town Centre Working Group.

It was also requested that where issues arose at the Environment Committee which related to the centre of Saffron Walden should be referred to this Working Group.

RESOLVED that:

1. The Environment Committee confirmed the Working Group's Terms of Reference

2. A member of the Environment Committee would be invited to join the Working Group to establish a stronger link between the Working Group and the policy committee.

SW15

THE TOWN CENTRE PROPOSAL

Councillor Hibbs declared an interest and agreed not to speak on this item.

Members were presented with a flow chart of required activity outlining the various stages the scheme would go through before the project was delivered.

For the Market Square element of the scheme to go ahead £70,000 was needed and members discussed the possible sources of funding. At the last North Area Panel, County Councillor Bass advised that funds would need to be sourced locally (e.g. Section 106 agreements and the Locally Determined Budget). Subsequent conversations confirmed that the Locally Determined Budget had been allocated for the next three years.

Hilary Lock reported that over the last year the Highways Authority had approved two amounts of £12,000 and £30,000. However the agents were disputing this and had refused to pay. She said if the scheme was approved by the Environment Committee it would more likely to be accepted. The Chairman said it was important to make a case that would stand up to approval for a Section 106 agreement. Hilary Lock suggested there would be approximately £64,000 available if some appeals made this summer were not approved.

It was agreed that a scheme that focused on the Market Square, costing £70,000 be put to the Environment Committee and the Town Council, which if approved would be put forward by planners as a scheme to receive Section 106 funding.

It was also agreed that further parts of the scheme be costed so that they could be pursued at a later date.

SW16

PARKING ON PAVEMENTS

Councillor Ketteridge stated that too many roads within Saffron Walden had cars parked with one or two wheels on the path. The main problem areas were the Market Square, King Street, Castle Street, High Street and Thaxted Road.

Occasionally there was also a problem with cars being left in the Market Square over night on a Friday and not being removed before the market set up on Saturdays. This has led to several disputes between the car owners and market traders.

It was agreed to invite Les Scott, the Parking Enforcement Officer to the next meeting and discuss these problems further.

SW17

LITTER AND STREET CLEANING

Members discussed the litter and street cleaning in Saffron Walden. They suggested that they should be provided with a brief overview of legislative systems, speed of responses and processes regarding litter dropping.

SW18

NEXT MEETING

Members agreed the next meeting of the Saffron Walden Town Centre Working Group would take place after the Environment Committee which would be held on 6 June. A date for the meeting was not set.

The meeting ended at 5.30pm.

APPENDIX 1

Saffron Walden Town Centre Working Group

Terms of Reference

The Saffron Walden Town Centre Working Group will:

- “To encourage and sustain the environmental quality, vitality, and safety of the Town Centre.”
- To include:
 - security in general,
 - economic development,
 - traffic and parking,
 - signage,
 - design,
 - transport,
 - public open space and
 - the relationship between town centre and hinterland.

Meeting protocol:

- Members of the SWTCWG are:
 - Cllr Boland
 - Cllr Freeman
 - Cllr Hibbs
 - **Cllr Jones**
 - Cllr Ketteridge
 - Cllr Lelliott
 - A representative from the Environment Committee
- The following would be invited to all SWTCWG meetings:
 - A representative from Saffron Walden Town Council
 - A representative from Essex County Council Highways
 - A representative from Saffron Walden Initiative

These invited representatives would not have voting rights
- The Lead Officer would be Sarah Seward, Saffron Walden Project Officer
- The Committee Officer would be Mick Purkiss
- The quorum necessary for the transaction of business shall be:
 - 2 representatives from Uttlesford District Council
- The Working Group should meet every six weeks for the first three meetings and then review the frequency of meetings.