

**SAFFRON WALDEN TOWN CENTRE WORKING GROUP held at 4.00 pm
at COUNCIL OFFICES LONDON ROAD SAFFRON WALDEN on 26 JUNE
2006**

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

Officers in attendance:- M Cox, H Lock, D Demery, S McLagan and S Saward
– Uttlesford District Council
Chris Stoneham – Essex County Council.

SW1 APOLOGIES

Apologies for absence were received from Councillors P Boland, M A Hibbs
and V J T Lelliott.

SW2 DECLARATIONS OF INTEREST

Councillors R F Freeman, A J Ketteridge and S C Jones declared personal
non-prejudicial interest as members of Saffron Walden Town Council.
Councillor Jones also declared an interest as a member of the Saffron
Walden Partnership Board.

SW3 MINUTES

The Minutes of the meeting held on 27 March 2006 were agreed and signed
by the Chairman as a correct record subject an amendment to the last line of
the 3rd paragraph of minute SW15 to say 'allowed' instead of 'approved'.

SW3 BUSINESS ARISING

At minute SW15 Members questioned the amount of monies that might be
made available from forthcoming Section 106 Agreements. Hilary Lock said
this was not likely to be significant as there were currently no large scale
schemes coming forward for the Saffron Walden area. She reported that part
of the application for the White Horse development had been withdrawn and
when it was resubmitted officers would be asking for a Section 106
Agreement to contribute towards works on Hill Street/George Street. The
agent did appear to accept that there was scope for some contribution.

SW4 SAFFRON WALDEN MARKET SQUARE PROPOSALS

The meeting of the Environment Committee on 6 June 2006 had passed the
following resolution.

1. External funding is found by officers of UDC.
2. ECC agreed to implement the scheme if funding is found.
3. A management scheme is devised after consultation led by Saffron Walden Town Centre Working Group with the Town Council, County Council, Saffron Walden Initiative, local traders and other local community groups. The details of this and a timetable for implementation were to be agreed by the District Council Members of the Saffron Walden Town Centre Working Group on advice of the officers of Town, District and County Councils.
4. The scheme be evaluated 18 months after final implementation and the findings and any recommendations devised by the Group after due consultation be brought back to the Environment Committee for decision.

Chris Stoneham was pleased to report that LTP funding of £70,000 had been secured from the County Council for the financial year 2006/07 to implement the scheme for a trial period of 18 months.

The group felt that other funding should continue to be sought for the second phase to extend the scheme to neighbouring streets. The group asked John Ready if he could prepare some initial proposals. For this purpose officers would check the remaining amount of funds available from the Uttlesford Futures grant.

Hilary Lock asked about the timescale for the preparing a proposal for Hill Street as she would need to discuss this with the applicant prior to him resubmitting an application for the development of the White Horse site. John Ready said he was willing to discuss the details with the agent.

The next important stage was to prepare a detailed management scheme of how the proposal would work in practise. A programme of activities needed to be generated for the use of the permanent open space. Other people might be helpful in this process and it was suggested that representatives of the Access group, Business Forum and other stakeholders be invited to attend the meetings.

Chris Stoneham said that the formal process involved preparing the necessary Traffic Regulation Orders and referring issues to the DOT. This would take 6 – 9 months. The proposal would be widely consulted and any representations would be dealt with by the District Council's North Area Panel. Chris Stoneham confirmed that he would proceed with the making of the TRO.

Hilary Shibata asked for a copy of the plan so it could be discussed at a Town Council meeting. She wasn't sure that all Town Councillors were convinced as to the merits of the scheme. She was reassured that further consultation would take place at the Order making stage.

John Ready emphasised the importance of continue dialogue with the Highways Dept in terms of any alterations to the plans. Chris Stoneham said

the plans could come back to this group before they were sent to the DOT for approval.

The next steps were agreed as follows

- A sub group comprising Sarah Saward, Peter Riding, John Ready , Malcolm White and Councillor Jones meet to discuss the details of the management scheme and report back to the next meeting of the Group
- Chris Stoneham to commence the formal work to progress the scheme
- John Ready to commence initial work on the second phase of the scheme in Hill Street/ George Street

SW5 **REPAIRS TO THE CROSS STREET CULVERT**

Chris Stoneham reported that the tenders for the repair of the culvert at Cross Street were due at the end of the week. The work was expected to start at the end of July/beginning of August. Peter Riding put forward the case for keeping the road permanently closed as the area behind the bollards had proved to be an attractive meeting and walking space. He was willing to canvass the views of the nearby businesses.

John Ready said that the permanent closure might have implications for the traffic flow and that a proposal of this nature would need to be properly thought through and the total effects on the town considered. Chris Stoneham said that in any event when the work was completed the Order would be revoked and the road reopened. An application to close the road again would have to be made at a later date.

SW6 **PARKING ON PAVEMENTS**

Councillor Ketteridge was concerned at the number of cars within the town that were parked wholly on the pavement. He was advised that under the Road Traffic Act 1991 Penalty Charge Notices could only be issued to cars if they were parked on a pavement that was behind an existing restriction (ie a yellow line). In other cases the only option was to issue a PCN if a car was causing an obstruction. Councillor Ketteridge was disappointed with this information and commented that much of the offences took place in the evenings when there were limited resources to enforce restrictions.

SW7 **LITTER AND STREET CLEANING**

The Officer who was due to present on this item was unable to attend this meeting and it was agreed to defer it to a future meeting when the Officer was able to attend.

SW8 BANNING ALCOHOL CONSUMPTION

This item had been put forward by Councillor Boland and it was agreed to defer it to a future meeting when Councillor Boland was able to attend.

SW9 ANY OTHER BUSINESS

Councillor Ketteridge understood that a report was going to the next Environment Committee about a Park and Ride scheme from Swan Meadow to Audley End. Sarah McLagan said that this was one of the many suggestions that had been discussed as part of the Parking Review. No specific scheme would be going to the Environment Committee. Members asked this matter be put on the agenda for the next meeting.

SW18 NEXT MEETING

It was agreed that the next meeting be held at the end of August prior to the next meeting of the Environment Committee.

The meeting ended at 5.35pm.

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 Saward, 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.