

UTTLESFORD DISTRICT COUNCIL

MEMBERS' HANDBOOK

2021-22

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UTTLESFORD DISTRICT COUNCIL

The District was created in 1974 under the provisions of the Local Government Act 1972 and comprises the former Saffron Walden borough and former rural districts of Saffron Walden and Great Dunmow.

The electoral arrangements divide the district into 22 wards with 39 councillors. Elections are of the whole council every four years.

General Information

| | |
|---|----------------|
| Parishes (including parish meetings)..... | 57 |
| Parliamentary Constituency..... | Saffron Walden |
| EU Constituency..... | Eastern Region |

DISTRICT AND WARD REPRESENTATION

| NAME OF WARD | AREA OF WARD | NO OF CLLRS |
|-------------------------------|---|--------------------|
| Ashdon | Parishes of Ashdon, Hadstock and Swards End together with the Little Walden ward of Saffron Walden parish | 1 |
| Broad Oak & the Hallingburys | Parishes of Great Canfield, Great Hallingbury, Hatfield Broad Oak and Little Hallingbury | 2 |
| Clavering | Parishes of Arkesden, Clavering, Langley and Wicken Bonhunt | 1 |
| Debden & Wimbish | Parishes of Debden and Wimbish | 1 |
| Elsenham & Henham | Parishes of Elsenham and Henham | 2 |
| Felsted & Stebbing | Parishes of Felsted and Stebbing | 2 |
| Flich Green & Little Dunmow | Parishes of Flich Green and Little Dunmow | 1 |
| Great Dunmow North | North ward of the parish of Great Dunmow | 2 |
| Great Dunmow South & Barnston | Parish of Barnston and the South ward of the parish of Great Dunmow | 3 |
| Hatfield Heath | Parishes of Hatfield Heath and White Roding | 1 |
| High Easter and the Rodings | Parishes of Aythorpe Roding, High Easter, High Roding, Leaden Roding and Margaret Roding | 1 |

| NAME OF WARD | AREA OF WARD | NO OF CLLRS |
|---------------------|---------------------|--------------------|
|---------------------|---------------------|--------------------|

| | | |
|---|--|---|
| Littlebury, Chesterford and Wenden Lofts | Parishes of Chrishall, Elmdon, Great Chesterford, Littlebury, Little Chesterford, Strethall, Wendens Ambo and Wenden Lofts | 2 |
| Newport | Parishes of Newport, Quendon and Rickling and Widdington | 2 |
| Saffron Walden Audley | Audley ward of the parish of Saffron Walden | 1 |
| Saffron Walden Castle | Castle ward of the parish of Saffron Walden | 2 |
| Saffron Walden Shire | Shire ward of the parish of Saffron Walden | 3 |
| Stansted North | North ward of the parish of Stansted Mounfitchet | 2 |
| Stansted South and Birchanger | Parish of Birchanger and the South ward of the parish of Stansted Mounfitchet | 2 |
| Stort Valley | Parishes of Berden, Farnham, Manuden and Ugley | 1 |
| Takeley | Parishes of Broxted, Chickney, Little Canfield and Takeley. | 3 |
| Thaxted and the Eastons | Parishes of Great Easton, Lindsell, Little Easton, Tilty and Thaxted | 2 |
| The Sampfords | Parishes of Great Samford, Hempstead, Little Bardfield, Little Sampford and Radwinter | 1 |

MEMBERS OF THE COUNCIL

Ashdon

James de Vries

Email: cllrdevries@uttlesford.gov.uk

Broad Oak and the Hallingburys

Geof Driscoll

Email: cllrdriscoll@uttlesford.gov.uk

Neil Reeve

Email: cllrreeve@uttlesford.gov.uk

Clavering

Edward Oliver

Email: cllroliver@uttlesford.gov.uk

Debden and Wimbish

Stewart Luck

Email: cllrluck@uttlesford.gov.uk

Elsenham and Henham

Petrina Lees

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Garry LeCount

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Felsted and Stebbing

John Evans

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Sandi Merifield

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Fritch Green and Little Dunmow

Christian Criscione

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Great Dunmow North

Alexander Armstrong

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Louise Pepper

Email: cllrpepper@uttlesford.gov.uk

Great Dunmow South and Barnston

Colin Day

Email: cllrday@uttlesford.gov.uk

Rod Jones

Email: cllrrjones@uttlesford.gov.uk

Patrick Lavelle

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Hatfield Heath

Mark Lemon

Email: cllrlemon@uttlesford.gov.uk

High Easter and the Rodings

Susan Barker

Email: cllrbarker@uttlesford.gov.uk

Littlebury, Chesterford and Wenden Lofts

Neil Gregory

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Richard Pavitt

Email: cllrpavitt@uttlesford.gov.uk

Newport

Neil Hargreaves

Email: cllrhargreaves@uttlesford.gov.uk

Judy Emanuel

Email: cllremanuel@uttlesford.gov.uk

Saffron Walden Audley

Deryk Eke

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Barbara Light

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Saffron Walden Castle

Heather Asker

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Richard Freeman

Email: cllrrfreeman@uttlesford.gov.uk

Saffron Walden Shire

Arthur Coote

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Paul Fairhurst

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John Lodge

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Stansted North

Alan Dean

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Geoffrey Sell

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Stansted South and Birchanger

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Ayub Khan

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Stort Valley

Janice Loughlin

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Takeley

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Vere Isham

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Maggie Sutton

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Thaxted and the Eastons

Martin Foley

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Mike Tayler

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The Sampfords

George Smith

Email: cllrsmith@uttlesford.gov.uk

COUNCIL AND CABINET APPOINTMENTS 2021/22

Chair of the Council: Cllr A Coote

Vice Chair of the Council: Cllr H Asker

Leader of the Council: Cllr J Lodge (Residents for Uttlesford)

CABINET

- | | |
|-------------------|--|
| Cllr J Lodge | - Leader of Uttlesford District Council |
| Cllr P Lees | - Deputy Leader Portfolio Holder for Housing and Health |
| Cllr L Pepper | - Portfolio Holder for Environment and Green Issues; Equalities |
| Cllr N Hargreaves | - Portfolio Holder for Finance and Budget |
| Cllr A Armstrong | - Portfolio Holder for Sport, Leisure, Education and the Arts |
| Cllr J Evans | - Portfolio Holder for Planning and the Local Plan |
| Cllr R Freeman | - Portfolio Holder for Council and Public Services |
| Cllr C Day | - Portfolio Holder for Communities, Youth, Public Safety, Emergency Planning and liaison with the Police and Fire & Rescue Service |
| Cllr N Reeve | - Portfolio Holder for the Economy, Investment and Corporate Strategy |

TOPIC LEADS

Strategy, the Economy and Investment

- | | |
|----------------|--|
| Cllr P Lavelle | - Topic Lead for Chesterford Research Park |
| Cllr G LeCount | - Topic Lead for Investment Strategy |

Cllr J de Vries - Topic Lead for Digital Strategy

Council and Public Services

Cllr G Bagnall - Topic Lead for Enforcement

Cllr A Coote - Topic Lead for Customer Services and Day Centres

Sport, Leisure, Education and the Arts

Cllr S Luck - Topic Lead for Science, Technology Engineering & Mathematics (STEM) education

Environment and Green Issues; Equalities

Cllr P Lavelle - Topic Lead for Air Quality and Emissions

Housing and Health

Cllr M Tayler - Topic Lead for Health

Infrastructure, Transport & Stansted Airport

Cllr G Driscoll - Topic Lead for Transport

Cllr V Isham - Topic Lead for Stansted Airport

Cllr S Luck - Topic Lead for Aviation

GROUP LEADERS AND DEPUTY LEADERS OF OTHER POLITICAL GROUPS

Conservatives

Leader: Cllr C Criscione

Deputy Leader: Cllr S Barker

Liberal Democrats

Leader: Cllr M Caton

Deputy Leader: Cllr G Sell

Uttlesford Independents Group

Leader: Cllr R Pavitt

Deputy Leader: Cllr N Gregory

Green Party Group

Leader: Cllr B Light

Deputy Leader: Cllr P Fairhurst

COMMITTEES OF THE COUNCIL**PLANNING COMMITTEE**

Chair: Cllr S Merifield
Vice-Chair: Cllr M Lemon

| | |
|----------------|------------------|
| Cllr G Bagnall | Cllr J Loughlin |
| Cllr R Freeman | Cllr P Fairhurst |
| Cllr G LeCount | Cllr N Reeve |
| Cllr R Pavitt | Cllr M Sutton |
| | Cllr J Emanuel |

Substitutes:

| | |
|----------------|-----------------|
| Cllr G Smith | Cllr G Sell |
| Cllr A Coote | Cllr J de Vries |
| Cllr M Caton | Cllr B Light |
| Cllr N Gregory | Cllr V Isham |

LICENSING AND ENVIRONMENTAL HEALTH COMMITTEE

Chair: Cllr P Lavelle
Vice-Chair: Cllr C Day

| | |
|----------------|---------------|
| Cllr S Barker | Cllr P Lees |
| Cllr R Freeman | Cllr L Pepper |
| Cllr M Tayler | Cllr A Dean |
| Cllr G Smith | Cllr M Caton |

Substitutes:

| | |
|------------------|--------------|
| Cllr A Armstrong | Cllr A Khan |
| Cllr A Coote | Cllr M Lemon |
| Cllr C Criscione | |

GOVERNANCE, AUDIT AND PERFORMANCE COMMITTEE

Chair: Cllr E Oliver
Vice-Chair: Cllr G Driscoll

| | |
|----------------|-----------------|
| Cllr M Foley | Cllr A Khan |
| Cllr J Emanuel | Cllr S Luck |
| Cllr B Light | Cllr J de Vries |
| | Cllr H Asker |

Substitutes:

| | |
|--------------|------------------|
| Cllr G Smith | Cllr M Sutton |
| Cllr A Dean | Cllr P Fairhurst |
| | Cllr V Isham |

SCRUTINY COMMITTEE

Chair: Cllr N Gregory
Vice-Chair: Cllr G LeCount

| | |
|------------------|-----------------|
| Cllr C Criscione | Cllr R Jones |
| Cllr G Sell | Cllr P Lavelle |
| Cllr G Driscoll | Cllr J de Vries |
| Cllr A Coote | Cllr V Isham |

Substitutes:

| | |
|------------------|---------------|
| Cllr S Barker | Cllr R Pavitt |
| Cllr M Caton | Cllr M Sutton |
| Cllr P Fairhurst | Cllr B Light |

STANDARDS COMMITTEE

Chair: Cllr H Asker
Vice-Chair: Cllr G LeCount

| | |
|---------------|------------------|
| Cllr S Barker | Cllr N Gregory |
| Cllr A Dean | Cllr A Khan |
| Cllr M Foley | Cllr G Smith |
| | Cllr P Fairhurst |

Independent Members (non-voting):

Georgina Butcher-Doulton
David Pearl
Catherine Wellingbrook-Doswell

Substitutes: Cllr B Light, Cllr V Isham, Cllr M Lemon, Cllr E Oliver, Cllr S Luck, Cllr R Pavitt, Cllr G Sell, Cllr M Tayler and Cllr J Loughlin.

COMMITTEES OF CABINET

ASSETS OF COMMUNITY VALUE AND LOCAL HERITAGE LIST COMMITTEE:

Cllrs C Day, J Evans, R Freeman, P Lees and L Pepper

VOLUNTARY SUPPORT GRANTS COMMITTEE:

Cllrs N Hargreaves, P Lees, C Day and J Lodge

JOINT COMMITTEES

ESSEX POLICE, FIRE AND CRIME PANEL:

Cllr C Day

Substitute Member: Cllr G LeCount

NORTH ESSEX PARKING PARTNERSHIP:

Cllr R Freeman

Substitute Member: Cllr A Armstrong

WEST ESSEX WELLBEING JOINT COMMITTEE:

Cllrs P Lees and M Tayler

COUNCIL WORKING GROUPS

LOCAL JOINT PANEL:

Cllrs A Coote, C Criscione and J Loughlin

GOVERNANCE REVIEW WORKING GROUP:

Cllrs A Coote (Chair), C Criscione, J Evans, R Freeman, M Gregory, V Isham, A Khan, P Lees and G Sell

WORKING GROUPS OF THE CABINET

| Name of Group | No of Members | Membership | |
|---|----------------------------|--|---|
| Community Achievement Panel | 5 | H Asker M Caton P Lees (C) | M Sutton Vacancy |
| Community Services Review Working Group | 6 | A Coote C Day R Freeman (C) A Khan | P Lavelle M Tayler |
| Energy and Climate Change and Working Group | 7 | M Caton G Driscoll R Freeman B Light | L Pepper (C) R Pavitt G Smith |
| Highways Panel | 4 + 4 ECC members | <u>UDC Members</u> G Driscoll G LeCount R Jones G Sell | <u>ECC Members</u> S Barker R Gooding P Gadd M Foley |
| Housing Board | 10 + 2 tenant reps | A Armstrong A Coote A Dean A Khan P Lees (C) | M Lemon S Merifield N Reeve G Driscoll M Foley |
| Investment Board | 12 + 2 independent members | G Bagnall C Criscione N Hargreaves A Khan P Lavelle G LeCount | J Lodge R Pavitt N Reeve G Sell J de Vries Vacancy |
| Local Plan Leadership Group | 12 | G Bagnall (C) M Caton R Freeman P Lees B Light M Lemon | S Merifield R Pavitt N Reeve Vacancy M Sutton M Tayler |
| Museum Management Working Group | 5 + 5 Board Members | A Armstrong N Gregory B Light | G Sell (C) R Freeman |
| Stansted Airport Advisory Panel | 10 | M Caton A Dean M Sutton P Fairhurst M Foley (C) | V Isham G LeCount M Lemon S Luck N Reeve |
| Strategic Infrastructure Delivery Group | 7 + external reps | M Caton C Criscione G Driscoll J Evans (C) | N Gregory L Pepper M Tayler |

REPRESENTATIVES ON OUTSIDE BODIES

| Organisation | Number | Representative (s) |
|--|---------------|---|
| Armed Forces and Community Covenant | 1 | Rod Jones |
| Board of Turpins Indoor Bowling Club | 1 | Paul Fairhurst |
| Campaign to Protect Rural Essex | 1 | Martin Foley |
| Committee of the Friends of the Maltings | 1 | Patrick Lavelle |
| Community Safety Partnership | 1 | Colin Day |
| Cooperation for Sustainable Development Board | 1 | John Evans |
| Council for Voluntary Services – Uttlesford | 1 | Sandi Merifield |
| Crawley Prize Endowment | 2 | Colin Day & John Lodge |
| Dunmow Day Centre Management Cttee | 1 | Patrick Lavelle |
| Dunmow Museum Management Cttee | 1 | Rod Jones |
| Essex County Traveller Unit | 1 | Colin Day |
| Essex Flood Partnership Board | 1 | Richard Pavitt |
| Essex Waste Partnership Board | 1 | Patrick Lavelle |
| Friends of Bridge End Gardens | 1 | Richard Freeman |
| Harlow and Gilston Garden Town Board | 1 | John Evans |
| Historic England Heritage Champion | 1 | Geoffrey Sell |
| Local Government Association - General Assembly | 1 | John Lodge |
| LGA – SPARSE Rural Assembly | 1 | John Evans |
| Local Strategic Partnership | 1 | Colin Day |
| London Stansted Cambridge Consortium | 1 | John Lodge |
| Parking and Traffic Regulation outside London Adjudication Committee | 1 | Geof Driscoll |
| Saffron Walden Arts Trust | 1 | Paul Fairhurst |
| Saffron Walden Business Improvement District (SW BID) | 1 | Neil Reeve |
| Saffron Walden Museum Society | 1 | Barbara Light |
| Stansted Airport Community Trust | 1 | Garry LeCount |
| Stansted Airport Consultative Committee | 1 | Sandi Merifield |
| Stansted Day Centre Management Committee | 1 | Geoffrey Sell |
| Strategic Aviation Special Interest Group | 1 | Louise Pepper |
| Thaxted Guildhall Management Cttee | 1 | Mike Tayler |
| Uttlesford Association of Local Councils | 1 | Christian Criscione |
| Uttlesford Citizens' Advice Bureau | 1 | Richard Freeman |
| Uttlesford Community Travel | 1 | Geoffrey Sell |
| Uttlesford Transport Forum | 4 | Richard Freeman, Geof Driscoll Mark Lemon & Garry LeCount |
| West Essex Transportation Board | 1 | Geof Driscoll |

OTHER CONTACTS

MEMBER OF PARLIAMENT

Kemi Badenoch MP

The Member of Parliament may be contacted at House of Commons, London SW1A 0AA.

Telephone: 0207 2191943

E-mail: kemi.badenoch.mp@parliament.uk

Contact may also be made via the Saffron Walden Constituency Conservative Office, The Old Armoury, Museum Street, Saffron Walden CB10 1JN

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ESSEX COUNTY COUNCILLORS

Representing Uttlesford

Dunmow Division - Susan Barker

Little Garnetts, Bishop's Green, Great Dunmow CM6
1NF

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Saffron Walden Division – Paul Gadd

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Saffron Walden

Essex

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Stansted Division - Raymond J Gooding

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Telephone: 03330 131722

Thaxted Division – Martin Foley

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Chelmsford, Essex, CM1 1LX

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cllr.martin.foley@essex.gov.uk

COMMITTEE TIMETABLE 2021/22

| Committee | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May |
|---|-----|------|------|-----|---------|-----|-----|-----|-----|-----|-----|-----|-----|
| Council | 18 | | 20 | | | 5 | | 7 | | 22 | | 20 | 17 |
| Cabinet | 27 | 29 | | | 2 | 19 | | 2 | 11 | 10 | 29 | | |
| Scrutiny (for call in) | | 15 | 14 | | 20 | | 3 | 20 | 26 | 28 | | 14 | |
| Scrutiny | | 17 | | | 23 | | 18 | | | 3 | 10 | | |
| Governance, Audit & Performance | | 30 | 21 | | 28 | | 30 | | 31 | | 30 | | |
| Planning | | 9 | 7 | 4 | 1 29 | 27 | 24 | 15 | 19 | 16 | 16 | 13 | 11 |
| Licensing & Environmental Health | | | 13 | | | | 16 | | | | 2 | | |
| Standards | | 14 | | | | | 1 | | | | 7 | | |

Please note the following:

- 1) All meetings are normally held at the Council Offices in Saffron Walden. However, due to the pandemic, this is subject to review and change.
- 2) Scrutiny (for call-in) refers to Scrutiny Committee meetings which might happen, depending on whether the Committee decides to examine a decision made by Cabinet.