

Sawbridgeworth Town Council

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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK

Richard Bowran BSc.(Hons) MFLCM

MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 25 June 2018** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
19 June 2018

AGENDA

Welcome by the Town Mayor followed by Prayers

18/32 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

18/33 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members.

18/34 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council.

18/35 MINUTES

[e] [v]

To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 21 May 2018 (M01) [Appendix A]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

[v]

- To change the date of the Amenities Committee meeting from 06 May 2019 to Tuesday 07 May 2019.

18/36 PLANNING COMMITTEE

To receive and note the draft minutes of the Planning Committee Meeting held on:

[e]

- 11 June 2018 (P01) [Appendix B]

- 18/37 FINANCE & POLICY COMMITTEE**
 To receive and note the draft minutes of the Finance and Policy Committee Meeting held on:
- [e] [v] • 11 June 2018 (F01) *[Appendix C]*
- To approve the Terms of Reference for the Finance and Policy Committee as recommended by the committee. *[Appendix D]*
- [e] [v]
- 18/38 ANNUAL ACCOUNTS AND ANNUAL RETURN 2016/18**
- [e] [v] 1. To approve and sign the Annual Governance Statement. *[Appendix E]*
- [e] [v] 2. To approve and sign the Annual Return for 2017/18. *[Appendix F]*
3. To note the recommendations of the Internal Auditor. *[See Minute F18/08 of the meeting dated 11 June 2018]*
- 18/39 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive Mayor's appointments and communications.
- 18/40 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives & Champions
- 18/41 OFFICERS REPORTS (Verbal)**
- Town Clerk
 - Town Projects Manager
- 18/42 DEPOSIT & CONSULTATION DOCUMENTS**
 To note receipt of any Documents for Noting and Consultation.
- 18/43 FINANCIAL REPORT**
 To note the current Financial Report.
- 18/44 ACCOUNTS FOR PAYMENT**
 To note and approve accounts for payment.
- 18/45 ITEMS FOR FUTURE AGENDAS**
 To consider any items for inclusion on future agendas.

Members of the Public and the Press are cordially invited to attend all meetings of the Council and its Committees.

SAWBRIDGEWORTH TOWN COUNCIL

ANNUAL MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 21 May 2018**.

Those present

Cllr Sotirios Adamopoulos	Cllr Pat Coysten
Cllr Angela Alder	Cllr Annelise Furnace
Cllr Roger Beeching	Cllr Don Hall
Cllr Eric Buckmaster	Cllr Heather Riches
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	

In attendance:

3 members of the public	Lisa Dale – Admin Officer
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager

Welcome by the Mayor,
Prayers were read by Cllr Royle

18/01 ELECTION OF TOWN MAYOR

Resolved: To elect Cllr Angela Alder as Town Mayor for the civic year 2018/19
[Prop Cllr E Buckmaster; Secd Cllr Hall]

18/02 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Alder signed the Declaration of Acceptance of Office and took the chair.

In accepting the Office of Mayor for the coming year I wish publicly to place on record our thanks to our outgoing Mayor Cllr Mrs Ruth Buckmaster for her year of outstanding service to our town of Sawbridgeworth. This has indeed been a year of many "firsts" for you and you have fulfilled all your public duties with dignity and good humour and been an excellent Ambassador for our town. It is my pleasure on behalf of the people of Sawbridgeworth, our Town and District Councillors, County Councillor and our own staff to thank you for your memorable contribution to the life and history of Sawbridgeworth during 2017/18.

Fellow Councillors, I would like to thank you for the honour bestowed on me to serve as your Mayor during the coming year.

I would like just to take a few minutes outlining some of the key issues confronting Sawbridgeworth at this time and how we might address them as Councillors and a community.

One of the first will be to invite representatives from community groups and particularly residents to the consultation on the proposals by the three developers which is being held in this chamber on Monday 4th June. With these big developments we need to refresh

our Town Action Plan which is being re-established as the Town Action Plan and Economic Development but now as a full Committee.

However, we also must address the growing infrastructure needs of current residents and be particularly mindful of the pressure on these by the three additional housing developments in West Road and London Road. We will need to be vigilant in protecting what we value in our town while planning to increase the social and leisure facilities and at the same time recognising the inevitability of the demand for additional homes.

In the wider picture we are between two large towns and what affects their development will also impact us, especially with regard to congestion and air pollution on our roads.

During my year I will vigorously support any initiatives driven by and endorsed by this Council hopefully a return to a regular Market.

I look forward once again to visiting our schools, uniformed organisations, youth groups, community groups, church groups and attending the wide variety of community events taking place during the year. These community activities demonstrate the essence of our values let us celebrate them together with real pride in our town.

I, for one, pledge myself to do all within my power to enhance the quality of life for all our residents during my year in office and with your help much can be achieved.

In conclusion, my chosen charity for the year is the Jacob's Neurological Centre at Rivers Hospital a unit for people who have suffered severe trauma sometimes in road accidents or other catastrophic incident. I hope you will all feel able to support any of the fund raising events being organised to benefit this Charity where they are hoping to raise money to extend the path from the Centre towards the meadows on the Rivers Orchard site. Perhaps I can end with a plug for Cllr Roger Beeching's Music in the Garden in June where this charity is the beneficiary. Do please support it.

Thank you

18/03 APOLOGIES FOR ABSENCE

To receive any apologies for absence. There were none.
Cllr Shaw was absent.

18/04 THE RETIRING MAYOR

To receive an address from the retiring Mayor, Cllr R Buckmaster.

First my very best wishes for the coming year to our new mayor. There isn't any advice I could possibly give you since you have experienced all of this many times before but I'm sure you will enjoy your year as much as I have.

Eric and I have spent quite a lot of time together but it has all been on official business so we plan to take some proper breaks over the coming months.

The past year has been a wonderful experience for me. On three previous years I had accompanied Eric as consort, but this time it was in my own right.

Representing the town is a great responsibility and a privilege, and a chance to meet and work with so many of our community organisations, clubs, and our local schools. One of the achievements I am most pleased with is in formalising our relationship with our new Town Twinning partner Moosburg, through counter signing the charter with their mayor here in March. I'd like to thank Eric and David for their help in organising that.

I will also have great memories of the trip to St Julienne with the World War 1 committee for the unveiling of the memorial to the Hertfordshire regiment. I'd like to thank Joanne and the committee for all their work during the four year commemorations and I look forward to seeing the planned book recording the activities of the four years.

I'd like to thank all of the staff and members of the council for their support during the past year. Earlier this month we held the civic awards evening to recognise our community champions. It was also the occasion where I was able to present the cheques to my two charities Make Lunch and High Wych preschool Nursery. We raised over £4,000 which we split between the two.

As you may all be aware the role of mayor is a considerable commitment which would not be possible without the help and support of those closest to us. Eric has supported me in the past year just by being by my side throughout.

I don't know whether or not I'll have the pleasure of doing this again but I'll keep some very happy memories of all the things I have done and all of the people I have met in Sawbridgeworth and across the District.

The Mayor presented Cllr R Buckmaster with a Past Mayor's medal.

18/05 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members
There were none.

18/06 ELECTION OF DEPUTY TOWN MAYOR

Nominations were received for:

- Cllr Beeching [*Prop Cllr Burmicz; Secd Cllr E Buckmaster*]
- Cllr Riches [*Prop Cllr Hall; Secd Cllr Adamopoulos*]

Of the 11 Members present by a show of hands Cllr Beeching received 5 votes and Cllr Riches received 6 votes.

Resolved: That Cllr Riches be elected as Deputy Town Mayor for the civic year 2018/19

18/07 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council.

John Burmicz highlighted the campaign in Hatfield Heath to prevent the demolition of a WW2 POW camp in favour of a development of executive homes. He asked for council support for the campaign. *It was agreed that the Clerk should send a letter of support to the campaign organisers.*

18/08 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 30 April 2018 (M10)
[Prop Cllr E Buckmaster; Secd Cllr Burmicz]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. There were none.

18/09 PLANNING COMMITTEE

Received and Noted: The minutes of the Planning Committee Meeting held on:

- 30 April 2018 (P18)

Received and Noted: The draft minutes of the Planning Committee Meeting held on:

- 14 May 2018 (P19)

18/10 AMENITIES COMMITTEE

Received and Noted: The draft minutes of the Amenities Committee Meeting held on:

- 14 May 2018 (A03)

18/11 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

The Mayor highlighted the Civic Service to be held on 03 June and encouraged members to attend as part of their duty as councillors.

The Mayor reminded Members that they needed to work together to support the aims and objectives of the town council, to attend official functions and if nominated as a champion or representative, to report back to council.

To receive representatives reports from:

- o County Councillor E Buckmaster congratulated Cllr Alder on her appointment and reported:
 - o As part of HCC Children's Services, YC Hertfordshire has a key part to play in prevention and early intervention - improving outcomes for young people and contributing to the County's vision and priorities.
 - o YC Hertfordshire currently provides youth work projects and programmes, information, advice, careers guidance, work related learning, outdoor education and support for young people aged 13-19 (up to 25 for young people with learning disabilities and for young people leaving care support is provided to the age of 21).
 - o Following a brief consultation at the end of 2017, a remodelling process has begun to further develop the Service's targeted prevention and early intervention to support young people who are challenged in education, their community or home life in order to ensure access to a range of opportunities enjoyed by their peers and a successful transition to adulthood.
 - o They are keen to hear your views as to the proposed themes and priorities of the Service. Please follow the link <https://surveys.hertfordshire.gov.uk/s/5GT2X/> to a brief survey outlining the Service proposals;

Duke of Edinburgh's Award

- o More than 3,000 young people in Hertfordshire achieved bronze, silver or gold awards over the last year, under the YC Hertfordshire licence. 214 young people achieved their gold award, which is a 12 percent increase on last year. Over the last year there has been a significant increase in enrolments for the award, with 5,690 new starters. There are now more than 10,400 young people across the county participating in a DoE programme. There are currently 98 different venues across the county, supporting young people to achieve their awards. These include schools/ academies and ten YC Hertfordshire centres.

Locality Budget Scheme

- o The 2018/19 Budget Year does not officially open until 1st June. However, the application form is available on the website and organisations can approach members and submit applications. Furthermore, urgent payments -perhaps for events happening in May - can be processed before 1st June on request.

Rogue & Scams Team Report for April

- o Rogue Trader incidents in April have included cold calling for building maintenance and pressure washing. In one incident a vulnerable resident has had a knock on their door and been persuaded that work needs doing to their home. An initial small payment then increased with over £40,000 being handed over and another £20,000 demanded. The team are investigating the incident. They attended a large multi-agency operation with the police and other agencies focusing on rogue traders and modern slavery.
- o Talks on scams were given to police cadets, and to elderly residents at two Older Persons' Activity Learning and Safety (OPALS) events, in Rickmansworth and Stevenage.
- o A report was discussed at the Community Safety and Waste Management Cabinet Panel regarding the teams work on

safeguarding telephone scam victims by installing call blockers. It was well received and supported.

- o Two members of the team are now registered with the National Trading Standards Scams Team as Friends Against Scams Champions. They can give Friends Against Scams awareness sessions and encourage organisations to become Friends Against Scams Organisations. The National Trading Standards Scams team has set a target of having a million Friends Against Scams by 2020 and the team will do all it can to contribute to that target.

Scrutiny

- o Nascot Lawn respite centre for Children. A further scrutiny was held earlier this month and a final decision made by Herts Valleys Clinical Commissioning Group. £100,000 has been offered by each of Hertfordshire's CCGs towards provision of healthcare at 3 alternative locations of Herts County Council. Health Scrutiny has asked that discussions continue to ensure the continuing healthcare elements required by the children are funded and provided by the CCGs. Transitions to the alternative care settings will take many months and some extensions will need to be provided at West Hyde.

Leisure and Culture update

- o East Herts is currently consulting on options for a new Arts Centre in Bishops Stortford as part of the regeneration of the Old River Lane/Causeway site. On 12th May there was an opportunity for people to give their views on the matter at a consultation event. Many of the concerns centred on the future role of the existing Rhodes building but it could still act as a centre for the performing arts, dance, and culture in Bishops Stortford and act as a complementary location to the new arts centre.

Culforth Road Junction Protection

- o In regard to the TRO for proposed Double Yellow Lines for protection of the Culforth Road/Cambridge Road junction, the TRO team have recorded two responses; from the Police and from HCC Network Management. There have been no objections. I therefore agreed we proceed with the installation as currently proposed.

Highways Locality Budgets

- o I'll be reviewing options soon with officers to consider actions around Sheering Mill Lane/Fairway/Vantorts following the traffic flow study. Plus any other areas for priority around the town.

Secondary Transfer

- o Across Bishops Stortford, the number of families applying for secondary school places in September 2018 increased by 7% to 493, from 460 for September 2017 entry.
- o In Sawbridgeworth, the number of families applying for secondary school places has also increased by 8%, with 94 applicants from the parish for September 2017 entry, compared to 86 for September 2017 entry
- o On secondary transfer allocation day (01 March 2018) in Bishops Stortford, the percentage of families offered a ranked school has decreased slightly, with 98.4% of applicants being offered a ranked school, compared to 99% in 2017. The percentage of children in Bishops Stortford offered their first preference school decreased to 76%, compared to 83% in 2017.
- o In Sawbridgeworth, the percentage of families offered a ranked

school increased to 100% compared to 97% in 2017. The percentage of children offered their first preference school also increased to 88%, compared to 87% in 2017.

Shaping Sawbridgeworth Masterplanning Next Steps

- o 4th June 6pm until 9pm at Town Council Public Consultation evening on three sites masterplans
- o 7th 4pm until 6:30pm June Shaping Sawbridgeworth steering Group Walking Cycling Study Report and wrap up session around masterplans and public consultation

Cllr Royle asked about The County Councils figures for the number of school places available and the demand for pre-school nursery places. *Cllr E Buckmaster did not have the figures to hand but would follow up the question.*

o District Councillor A Alder

- o I attended the following
- o Seminar on Sustainability and Transformation Partnership at Hertfordshire County Hall - this is all about how the local health service is being reconfigured covering North and East Herts, West Herts and West Essex, mainly the Harlow area, for the delivery of health and social care.
- o Another Task and Finish Group meeting on the Ground Maintenance Contract.
- o A Community Transport Conference in Welwyn highlighting the voluntary aspect of community transport.
- o The Annual Meeting of the District Council where the new Chair, Cllr Keith Warnell, a Bishop's Stortford Cllr. was elected.
- o The Mayor making at Hertford
- o Tomorrow I am going to Woking to look at a facility offering Extra Care for older residents and in the evening I will be attending the PAG meeting - Performance, Audit and Governance Scrutiny Committee.

o District Councillor E Buckmaster mentioned

- o The Sustainability Transformation Partnership
- o Forever Active East Herts continues

Cllr Furnace asked about the provisions made for younger people. *Cllr E Buckmaster responded that this was being provided through the Sports Activate Network.*

o Hertfordshire Police were not present

18/13 TOWN CLERK'S REPORT

Received and Noted: The Town Clerk's report for the month of May 2018

Additionally he reported the impending closure of the long term car park for 5 days in the second half of June for resurfacing and reline painting.

18/14 TOWN PROJECT MANAGER'S REPORT

Received and Noted: The Town Project Manager's report for the month of May 2018.

Additionally she reported the details of progress with the refurbishment of the War memorial. Cllr E Buckmaster advised on additional potential

sources of grant funding from EHDC.

18/15 THE HAILEY CENTRE REPORT

Received and Noted: The Hailey Centre Executive Committee Chairman's Report for 2017

18/16 YOUNG PEOPLE'S RECREATION CENTRE REPORT

Received and Noted: The Sawbridgeworth Young People's Recreation Centre Chairman's Report for 2017

18/17 COMMITTEE STRUCTURE

The following agenda items on Committee structure, committee membership, champions and representatives reflect the consensus of members at informal meetings.

I'd like to recommend them to you now for adoption this evening.

The committee I'd like to draw your attention to is the Town Action Plan and Economic Development. It will have an equal status with other committees but is very much outward facing and needs a lot of mutual co-operation between officers and members.

Members will have to agree the terms of reference, although the existing five key issues remain, traffic management, amenities and facilities, housing and planning, economic vibrancy and open spaces. Some of these are being progressed through Masterplanning. I think we can agree that Economic Development whether through cooperation with traders, technology, or introducing markets is a top priority for the town. Members will give officers a steer as to where to focus their attention so they in turn can make recommendations to the committee and council and inform the budget process. The committee can also agree with officers how and when public engagement can take place so that we have a unified approach. Public Ownership of the Town Action Plan will be achieved through the results of the local engagement.

Resolved: To agree the Committee structure for the year 2018/19
[Prop Cllr E Buckmaster; Secd Cllr Burmicz]
[Attached as Appendix A]

18/18 COMMITTEES

Resolved: To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2018/19.
[Prop Cllr Burmicz; Secd Cllr Adamopoulos]
[Attached as Appendix B]

18/19 DELEGATION OF AUTHORITY

Resolved: To agree the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee for the months of August and December.
[Prop Cllr R Buckmaster; Secd Cllr Beeching]

- 18/20 CHAMPIONS**
- Resolved:* With an amendment from the draft proposal, to appoint Members as Champions for areas of Council responsibility.
[Prop Cllr E Buckmaster; Secd Cllr Beeching]
[Attached as Appendix C]
- 18/21 REPRESENTATIVES**
- Resolved:* With the addition of community appointees to the SYPRC committee to appoint Members as representatives to serve on other organisations.
- The mayor emphasised that Representatives should present their activities at each council meeting.
- [Prop Cllr R Buckmaster; Secd Cllr E Buckmaster]*
[Attached as Appendix D]
- 18/22 SUBSCRIPTIONS**
- Resolved:* After agreeing not to continue with membership of the Community Transport Association, to make payment of Subscriptions for the year 2018/19
[Prop Cllr Adamopoulos; Secd Cllr Hall]
[Attached as Appendix E]
- 18/23 CALENDAR OF MEETINGS**
- Resolved:* To approve the Calendar of Council and Committee meetings for the year to June 2019.
[Prop Cllr Burnicz; Secd Cllr Riches]
[Attached as Appendix F]
- 18/24 STANDING ORDERS**
- Resolved:* To approve the continuation of current Standing Orders and to delegate to the F&P committee the adoption of the new Model Standing Orders as proposed by NALC – the National Association of Local Councils.
[Prop Cllr Royle; Secd Cllr Beeching]
- 18/25 FINANCIAL REGULATIONS**
- Resolved:* To approve the continuation of current Financial Regulations and to delegate to the F&P committee consideration of any changes necessitated by the potential change in Standing Orders.
[Prop Cllr Burnicz; Secd Cllr E Buckmaster]
- 18/26 EAST HERTS DISTRICT PLAN**
- To report on any information received relating to current developments of the East Herts District Plan. Cllr E Buckmaster reported the public consultation scheduled for 04 June 2018. Feedback from the Planning Inspector is still awaited.

- 18/27 ANPR – AUTOMATIC NUMBER PLATE RECOGNITION**
No proposal had been received relating to the provision of funding for the provision of two ANPR cameras at an estimated cost of £3,500 each. The matter was discussed and it was
Resolved: To delete this item from future agendas.
[Prop Cllr Beeching; Secd Cllr R Buckmaster]
- 18/28 GDPR – GENERAL DATA PROTECTION REGULATIONS**
Resolved: To adopt a Policy for complying with the requirements of the General Data Protection Regulations, as recommended by the F&P committee. *Minute F17/33.1.* and as referenced in the council meeting dated 30 April 2018. *Minute 17/193.*
[Prop Cllr Beeching; Secd Cllr Riches]
- 18/29 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation.
There were none
- 18/30 FINANCIAL REPORT**
Noted: The current Financial Report
- 18/31 ACCOUNTS FOR PAYMENT**
Noted and Agreed: Accounts for payment

Meeting closed at 20:35

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 11 June 2018**.

Those present

Cllr Ruth Buckmaster
Cllr Heather Riches

Cllr Don Hall
Cllr David Royle

In attendance ex Officio:

Cllr Angela Alder

In attendance:

Lisa Dale – Planning Officer

P 18/01 ELECTION OF COMMITTEE CHAIR

Resolved: That the chair of the Planning Committee for the civic year 2018/19 is Cllr Ruth Buckmaster [*prop Cllr Alder; secd Cllr Royle*]

P 18/02 ELECTION OF COMMITTEE VICE-CHAIR

Resolved: That the vice-chair of the Planning Committee for the civic year 2018/19 is Cllr Don Hall [*prop Cllr Alder; secd Cllr Buckmaster*]

P 18/03 APOLOGIES FOR ABSENCE

Apologies received from Cllr Coysten – unwell. Cllr Shaw was absent

P 18/04 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

P 18/05 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. There were none.

P 18/06 MINUTES

To approve as a correct record the minutes of the Meeting held on:

- 14 May 2018 (P19)) [*prop Cllr Hall; secd Cllr Royle*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.

P 18/07 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee

3/17/1778/FUL 11, 13 and 15 London Rd, CM21

Crossover and driveway

Applicant: Swayprime Limited

STC Comment: *Objection. In retrospect, committee in agreement with neighbours concerns*

3/18/0548/HH Dawn, 1 Walnut Tree Avenue, CM21 9JR

Single storey rear extension

Applicant: Mrs V Graney

STC Comment: *No objection*

3/18/0786/ADV 17 High Wych Road, CM21 0AY

Replacement non-illuminated timber fascia and replacement free standing non illuminated swinging sign

Applicant: Darren Grover

STC Comment: *No objection*

3/18/0791/LBC 17 High Wych Road, CM21 0AY

Replacement non-illuminated timber fascia and removal of amenity boards

Applicant: Darren Grover

STC Comment: *No comment*

3/18/0978/FUL Farlea, Spellbrook Lane West, Spellbrook

Change of use of stable block to C3 – 1no 3 bedroomed dwelling

Applicant: Mr Peter Bada

STC Comment: *No objection*

3/18/1023FUL Pishiobury House, Pishiobury Drive

Conversion of ground floor to create 2no. 2 bedroom ground floor apartments (associated with LPA 3/14/1748/FP for conversion from office to form 6 residential units)

Applicant: M&D Developments

STC Comment: *No comment until further information available*

3/18/1024/LBC Pishiobury House, Pishiobury Drive

Alterations to approved ground floor & basement layout to create 2no. 2 bedroom apartments in lieu of 1no. 3 bedroom apartment with new external sunken area & glazed doors

Applicant: M&D Developments

STC Comment: *No comment*

3/18/1038/HH 7 Reedings Way, CM21 9DX

Two storey rear, single storey front extensions and insertion of roof light to front elevation

Applicant: Mrs Ayse Casey

STC Comment: *No objection*

3/18/1049/HH 16 Walnut Tree Crescent, CM21 9EB

Conversion of single storey bungalow to two storey dwelling with single storey garage extension and open canopy

Applicant: Mr K Fuller

STC Comment: *Objection. Overdevelopment of site. Contrary to Policy ENV1.*

3/18/1127/HH **6 The Forebury, CM21 9BD**
Two storey side extension
Applicant: Mr & Mrs Smith
STC Comment: *Objection. Overdevelopment of site. Contrary to Policy ENV1.*

3/18/1130/HH **8 Sayesbury Avenue, CM21 0ED**
Proposed single storey rear extension and alterations to ground floor fenestration
Applicant: Mr & Mrs Bowler
STC Comment: *No objection*

3/18/1133/PNHH **21 Roseacres, CM21**
Single storey rear extension with pitched roof and 3 no. rooflights – maximum depth 3.6 metres, maximum height 3.5 metres and maximum eaves height of 2.6 metres
Applicant: Mr Richard Whisker
STC Comment: *No comment*

3/18/1182/HH **Boxley, Bonks Hill, CM21 9HU**
Single storey side/rear extension
Applicant: Mr & Mrs Harmack
STC Comment: *No objection*

P 18/08 **LATE PLANNING APPLICATIONS**
To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 08 June 2018

3/18/1205/LBC **118 Sheering Mill Lane, CM21 9ND**
Removal of 2 windows and installation of 1 set of painted timber bi-fold doors to rear elevation
Applicant: Mr Tayler
STC Comment: *No comment*

P 18/09 **PLANNING DECISIONS MADE BY EHDC**
To receive Planning Decisions from EHDC

3/15/1028/FUL **Rivers Hospital, High Wych Road, CM21 0AB**
Erection of cancer care unit with associated car parking
STC Comment: No objection.
EHDC Decision: Granted.

3/18/0462/FUL **2 Church Street, CM21 9AB**
Change of use from A1 to a Beauty Salon (Sui Generis)
STC Comment: No objection.
EHDC Decision: Granted.

3/18/0518/HH **Penrhyn, London Road, Spellbrook, CM23 4BA**
Proposed two storey front extension and first floor side extension. First floor balconies to front, side and rear of dwelling with new first floor front external doors
STC Comment: No objection.
EHDC Decision: Refused. Overdevelopment. Out of keeping and harmful to the character and appearance of existing building and surrounding area. Inappropriate development in Green Belt. Loss of privacy to occupants of "Badencourt" & "Brambles"

3/18/0603/HH **11 Bell Mead, CM21 9ES**
Rear single storey extension: Front single storey porch: Alter existing Upvc cladding to brick slips
STC Comment: No objection.
EHDC Decision: Refused. "The proposed developments, by reason of the materials proposed, fails to achieve a high standard of design to respond to the context of the site, or to reflect local distinctiveness. The developments would therefore be harmful to the character and appearance of the existing dwelling, adjoining row of terraces and surrounding area, contrary to Policy ENV1, ENV5 and ENV6 of the East Herts Local Plan Second Review April 2007"

3/18/0608/HH **9 Lowfield, CM21 9HL**
Two storey side extension, single storey front extension, single storey rear extension, new ground floor side door and window
STC Comment: No objection.
EHDC Decision: Granted.

3/18/0623/LBC **4 Potters Mews, Bell Street, CM21 9GY**
Replace side window in attic with new softwood single glazed heritage casement window. Re-insert ground floor east flank window into an existing opening that had been plaster boarded up.
STC Comment: No objection.
EHDC Decision: Granted.

3/18/0626/HH **50 Sayesbury Road, CM21 0EB**
Single storey rear extension
STC Comment: No objection.
EHDC Decision: Refused. "The proposed single storey rear extension would result in a prominent addition to the building which would be detrimental to the character and appearance of the existing building, the street scene and that of the surrounding area. The extension would create a poor relationship with the neighbouring property at No.48 Sayesbury and be detrimental to the amenity of its occupiers. The proposal would thereby be contrary to Policies ENV1, ENV5 and ENV6 of the East Herts Local Plan Second Review April 2007 and the National Planning Policy Framework"

3/18/0630/FUL **Italstyle Buildings, Harlow Road, Sawbridgeworth, CM20 2HE**
Construction of 2no. B2 general industrial units.

STC Comment: No objection.

EHDC Decision: Refused. "The site is situated within a flood plain and the proposed development would build within 8 metres of the River Stort without providing an adequate buffer. The proposed development would impede the flow of floodwater and reduce the capacity of the flood plain, consequently increasing the risk of flooding elsewhere and to property and people. The proposed development would thereby be contrary to Policy ENV19 of the East Herts Local Plan Second Review April 2007 and Section 10 of the National Planning Policy Framework."

3/18/0665/HH **Burton House, Burtons Mill Lane, CM21 9PL**

Replace part fence/part conifer hedge border with a 1.98 metre close boarded timber fence and gate.

STC Comment: No objection.

EHDC Decision: Refused. "The proposed development by reason of its size, design and siting, together with the loss of existing hedgerow would appear unduly prominent and conspicuous within the street scene and would be out of keeping with and detrimental to the character and appearance of the site, the street scene and the Sawbridgeworth Conservation Area. The proposal would thereby be contrary to policies ENV1 and BH6 of the East Herts Local Plan Second Review April 2007"

3/18/0745/HH **17 Burnside, CM21 0EP**

Garage conversion to habitable accommodation, roof lights added on the rear roof, part two storey and part first floor side extension, new ground floor side window openings, front hanging tiles replaced with horizontal painted cladding.

STC Comment: No objection although concern raised about appropriate distant between properties (ie no overhang of guttering etc) being maintained

EHDC Decision: Granted.

3/18/0775/PNHH **21 Roseacres, CM21 0BU**

Single storey rear extension: Depth 3.3 metres, Maximum height 3.6 metres, Eaves height 2.6 metres

STC Comment: No objection.

EHDC Decision: Application withdrawn by Applicant/Agent

P 18/10 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals

18/00009/REFUSE **Land Adj Aiston Oak, Harlow Road, Sawbridgeworth**

Meeting Closed at 20:02

The next scheduled meeting of the Committee is at around 8.30pm on Monday 25 June 2018

SAWBRIDGECWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8.05 pm on **Monday 11 June 2018**.

Those present

Cllr Angela Alder	Cllr Roger Beeching
Cllr Eric Buckmaster	Cllr Ruth Buckmaster
Cllr Annelise Furnace	Cllr David Royle
<i>Ex Officio – Cllr Heather Riches</i>	

In attendance:

L Dale – Finance Officer

F 18/01 ELECTION OF CHAIRMAN

To elect a Chairman of the Committee for the year 2018/19

Resolved: That Cllr Eric Buckmaster is Chairman of the Committee for the year 2018/19. *[prop Cllr Beeching; secd Cllr Alder]*

F 18/02 ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman of the Committee for the year 2018/19

Resolved: That Cllr Angela Alder is Vice Chairman of the Committee for the year 2018/19. *[prop Cllr R Buckmaster; secd Cllr Beeching]*

F 18/03 APOLOGIES FOR ABSENCE

To receive any apologies for absence
There were none

F 18/04 DECLARATIONS OF INTEREST

To receive Declarations of Interest by Members.
There were none

F 18/05 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 16 April 2018 (F04) *[prop Cllr Alder; secd Cllr R Buckmaster]*

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda

Cllr Royle asked for an update on Footpaths. Cllr E Buckmaster said that he is waiting for existing s106 money to be transferred into his locality budget so that he can forward this on to the town council to undertake the work needed on both Elmwood and Church footpaths.

F18/06 TERMS OF REFERENCE

Terms of Reference were examined. The addition of 4.n "To establish and monitor a communications policy to ensure that all outgoing communications are consistent with the resolutions and policies of the town council" was agreed *(prop Cllr Alder; secd Cllr Furnace)*

F 18/07 STAFF MATTERS

To consider any matters relating to members of staff.

Cllr R Buckmaster requested an update on the Town Clerk's phased return to work. It was agreed that the Town Clerk would update the Appointments & Appraisals committee in due course

F 18/08 FINANCE MATTERS

To consider any matters relating to the finances and year end arrangements of the Council

- To advise members of the visit of the Internal Auditor on 24 May 2018 and to present the Audit Letter.
- With regard to Audit Recommendation & Matters Arising (Appendix C) LD explained that a majority of petty cash purchases are VAT exempt ie stamps, newspapers, food items, casual labour, vehicle valeting. The new software update should be able to support a mixed rate entry and it is noted that VAT be claimed wherever possible. Barclaycard could be "incorrect" due to statement date running mid-month to mid-month and overlapping year end cut-off - all bank reconciliations are clear matched
- To advise members of the Annual Return for 2017/18 and to make a recommendation for adoption by full council
 - o **Recommended:** That the Annual Return be adopted by Council [*prop Cllr Alder; secd Cllr Beeching*]

F 18/09 POLICY MATTERS

To consider any matters relating to policies for the future development of Town Council services to the community.
There were none

F 18/10 COMMUNICATIONS MATTERS

To consider any matters including a policy relating to council communications including the establishment of a "Communications Workshop"

Cllrs R Buckmaster and Royle to attend "Community Engagement Training". Working Party needs to consider both the positives and areas for improvement of Town Council Website, what methods of communication or engagement to use dependent on circumstances eg posters, leaflets, social media and when or whether support is needed from staff. Cllr Alder stressed the need to ensure that all communication be consistent and responsible and in line with Town Council policies. Recommendations regarding policies and budgetary requirements be made to the Finance and Policy Committee. Working Party meeting scheduled for 23 July at 18:30.

F 18/11 ITEMS FOR FUTURE AGENDAS

The following were stated as items for inclusion on future agendas:
Cllr Furnace requested that the Budget v Actual Report be added as a future Agenda item for discussion

Meeting Closed at 20.45

SAWBRIDGEWORTH TOWN COUNCIL
FINANCE AND POLICY COMMITTEE
TERMS OF REFERENCE

1 Objectives

- a. To manage, promote and achieve the efficient conduct of the finance and administrative affairs of the Town Council.
- b. To make representations to any organisation relating to the efficient conduct of the finance and administrative affairs of the Town Council where in the view of the Committee these matters are deteriorating or need to be improved.
- c. Within the limits of the Council's powers and responsibilities and its approved budget to authorise actions to fulfill the above objectives.

2 Standing Orders

The Committee shall take note of and abide by the Standing Orders of the Council.

3 Budget

- a. The Committee shall submit its budget by participation in the budget setting meetings which occur annually during the months of October and November.
- b. The Committee will receive, scrutinise and approve the income and expenditure records of the Council on a quarterly basis
- c. The Committee shall be authorised to make payments on items within the budget agreed by the full Council up to the spending limit set and report this action to the next meeting of the Council, and the reason for that expenditure to be minuted.

4 Areas of Responsibility

- a. To establish the accommodation, and to maintain the accommodation of the administration function of the Town Council.
- b. To specify, and provide the facilities required to support the town council and its committees, working parties and its administration support to conduct its business in a timely and effective manner.
- c. To support the town clerk and other support staff in their normal duties and for any unforeseen duties.
- d. To be responsible for setting and maintaining, and monitoring the job descriptions of the town clerk and other support staff.

- e. To manage all (external and internal) complaints, grievances and conduct issues relating to the town clerk and support staff
- f. To document and maintain the staff manual incorporating all processes and procedures relating to staff and councillors
- g. To be responsible for the employment provisions including annual salary reviews and terms and conditions of employment of the town clerk and support staff
- h. To manage all health and safety issues for both staff and councillors.
- i. To manage all risk assessments as required.
- j. To ensure adequate administrative support to the town council and the committees, working parties, and any other support group initiatives or necessary contingencies.
- k. To establish and maintain links external to the town council, other town councils, Town Partnership, other trade and industry groups within the town and industry itself.
- l. To establish long term strategy for the town council, and its accommodation and administration.
- m. To establish a Training Plan for Members.
- n. To establish and monitor a communications policy to ensure that all outgoing communications are consistent with resolutions and policies of the town council.

5 Membership

The Committee shall consist of six (6) members, duly elected at the Annual Meeting, plus *ex-officio* the mayor and deputy mayor of the Council. The quorum of a meeting shall be three (3) members. The Committee Chairman and Vice-chairman are elected at the first Committee meeting after each Annual Meeting.

Section 1 – Annual Governance Statement 2017/18

ADDENDUM A

We acknowledge as the members of:

SANBRIDGEWORTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Answer			Yes means that this authority:
	Yes	No	N/A	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.				<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has not all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

dated

Other Information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address

www.sawbridgeworth-tc.gov.uk



Section 2 – Accounting Statements 2017/18 for

SAYBRIDGEWORTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	97,516	110,927	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	248,065	267,910	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	175,878	185,630	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	221,870	231,506	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	188,662	187,648	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (-) Balances carried forward	110,927	145,313	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	110,468	141,429	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	940,739	890,218	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date:

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given



Section 3 – External Auditor Report and Certificate 2017/18

In respect of

SANBRIDGEWORTH TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)