

# Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth  
Hertfordshire CM21 9AN  
Tel: 01279 724537



**MAYOR**  
Cllr Mrs Angela Alder

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
web: [www.sawbridgeworth-tc.gov.uk](http://www.sawbridgeworth-tc.gov.uk)

**TOWN CLERK**  
Richard Bowran BSc.(Hons) PSLCC

## **A G E N D A**

and supporting papers for the meeting on

**Monday 28 January 2019**

-----  
**Meeting of the Town Council**

**at 7.30 pm**

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Followed by

**Planning Committee**

At about 8.30pm  
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Where a matter arises at a meeting which relates to an interest which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

Where a matter arises at a meeting which relates to a pecuniary interest, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

A member only has to declare his/her interest if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds a pecuniary interest which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

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Richard Bowran (BSc.(Hons) PSLOC)

## MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 28 January 2019** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk  
22 January 2019

## AGENDA

Welcome by the Town Mayor  
Followed by prayers

**18/116 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**18/117 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members. Noting that there is a blanket dispensation for all Members during a budget discussion.

**18/118 PERSONAL STATEMENT**

To note that Cllr Ruth Buckmaster has declared that she is now a member of the Conservative party and wishes to be recognised as such..

**18/119 PUBLIC FORUM**

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

**18/120 MINUTES**

[e] [v]

To approve as a correct record the minutes of the Meeting of the Town Council held on 26 November 2018 (M06) [Appendix A]

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

**18/121 STAP & ECONOMIC DEVELOPMENT COMMITTEE**

[e]

To receive and note the draft minutes of the STAP & Economic Development Committee Meeting held on: 14 January 2019 (S03) [Appendix B]

- 18/122 PLANNING COMMITTEE**  
To receive and note the draft minutes of the Planning Committee Meeting held on:
- [a] • 14 January 2019 (P10) *[Appendix C]*
- 18/123 FINANCE & POLICY COMMITTEE**  
To receive and note the draft minutes of the Finance & Policy Committee Meeting held on:
- [a] • 14 January 2019 (F03) *[Appendix D]*
- 18/124 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive Mayor's appointments and communications.
- 18/125 REPRESENTATIVES AND CHAMPIONS REPORTS**  
To receive reports from:
- County Cllr Eric Buckmaster
  - District Cllr Angela Alder
  - District Cllr Eric Buckmaster
  - Hertfordshire Police
  - Other Representatives & Champions
    - Cllr Royle – Schools, Footpaths & Open Spaces, Sports Association, Town Twinning *[Appendix E]*
- 18/126 OFFICERS REPORTS**  
To receive and note reports from:
- [a] [a] • Town Clerk *[Appendix F]*
  - [a] • Town Projects Manager *[Appendix G]*
- 18/127 EAST HERTS DISTRICT PLAN**  
To report on any developments following the adoption of the East Herts District Plan 2018.
- SAWB2 – to be considered by EHDC Development Management Committee – possibly in February.
  - SAWB3 – to be considered by EHDC Development Management Committee – possibly in February.
  - SAWB4 – Application received by EHDC and awaiting validation.
- 18/128 CCTV**  
To consider the County Councillor's request to install additional CCTV cameras to cover the traffic conflict areas in Vantorts road.
- To consider a Member's paper proposing budgeting for the addition of additional CCTV cameras to cover the vulnerable locations to the south of and including the junction of the A1184 with the West Road/Station Road interface. *[Appendix H to follow]*
- [a] [a]
- 18/128 BUDGET 2019-20**  
To note the recommendation of the Finance & Policy committee in Minute F18/24.3 dated 14 January 2019 and to adopt this as a Budget for 2019-20. *[Booklet enclosed]*
- To resolve to set a Precept in the sum of £318,277 and advise East Herts District Council accordingly.
- [a] [a]

**18/129 GRANT APPLICATIONS**

To consider grant requests made by the following:

[e] [v]

1. Keech Hospice Care : £500
  2. East Herts Citizens Advice Service : £500
- [Appendix I]*

**18/130 STANDING ORDERS**

To resolve to adopt new Standing Orders as recommended by the Finance and Policy Committee, Minute F18/25.1.

[e] [v]

*[Booklet enclosed]*

**18/131 POLICY ON EQUALITY**

To resolve to adopt a Policy on Equality as recommended by the Finance and Policy Committee, Minute F18/25.2.

[e] [v]

*[Appendix J]*

**18/132 LOCAL COUNCIL AWARD SCHEME**

To resolve that the Clerk should proceed with an application for a Quality Award under the Local Council Award Scheme promoted by NALC. As recommended by the Finance and Policy Committee, Minute F18/25.3.

[v]

In order to satisfy the requirements for a Quality Award, to resolve that the following items be published on the town council website.

[v]

- 1 Its standing orders and financial regulations
- 2 Its Code of Conduct and a link to councillors' registers of interests
- 3 Its publication scheme
- 4 Its last annual return
- 5 Transparent information about council payments
- 6 A calendar of all meetings including the annual meeting of electors
- 7 Minutes for at least one year of full council meetings and all committee and sub-committee meetings
- 8 Current agendas
- 9 The budget and precept information for the next financial year
- 10 Its complaints procedure
- 11 Council contact details and councillor information in line with the Transparency Code
- 12 Its action plan for the current year
- 13 Evidence of consulting the community
- 14 Publicity advertising council activities
- 15 Evidence of participating in town and country planning

And also to resolve that the council confirms that it has produced the following items:

[v]

- 16 A risk management scheme
- 17 A register of assets
- 18 Contracts for all members of staff
- 19 Disciplinary and grievance procedures
- 20 A policy for training new staff and councillors
- 21 A training record for staff and councillors in the last year
- 22 A clerk who has achieved 12 CPD points in the last year

- 18/133 MAY FAYRE**  
To endorse the operation of the SHMT May Fayre for 2019 and to provide the organisers with the council road signs for use at the event.  
[🗨️]
- 18/134 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**  
To consider and confirm new Rules of Management proposed by the SYPRC committee and as amended by the Chair and Secretary.  
[🗨️] [🗨️] *[Appendix M]*
- 18/135 DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation.
- East Herts Affordable Housing Supplementary Planning Document. Consultation from 02 January to 13 February.  
*[available in the council offices]*
  - Harlow Local Development Plan Submission. Available to view on [www.harlow.gov.uk](http://www.harlow.gov.uk).
  - A414 Strategy Consultation. Open until 23 February 2019. Available to view on [www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/a414-corridor-summary-of-consultation](http://www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/a414-corridor-summary-of-consultation)
- 18/136 FINANCIAL REPORT**  
To note the current Financial Report.
- 18/137 ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.
- 18/138 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.**

- 18/133      **MAY FAYRE**  
[e] [v]      To endorse the operation of the SHMT May Fayre for 2019 and to provide the organisers with the council road signs for use at the event.
- 18/134      **SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**  
[e] [v]      To consider and confirm new Rules of Management proposed by the SYPRC committee and as amended by the Chair and Secretary.  
*[Appendix K]*
- 18/135      **DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation.
- East Herts Affordable Housing Supplementary Planning Document. Consultation from 02 January to 13 February.  
*[available in the council offices]*
  - Harlow Local Development Plan Submission. Available to view on [www.harlow.gov.uk](http://www.harlow.gov.uk).
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- 18/136      **FINANCIAL REPORT**  
To note the current Financial Report.
- 18/137      **ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.
- 18/138      **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

### MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 26 November 2018**.

#### Those present

|                           |                       |
|---------------------------|-----------------------|
| Cllr Solirios Adamopoulos | Cllr Pat Coysten      |
| Cllr Angela Alder         | Cllr Annelise Furnace |
| Cllr Roger Beeching       | Cllr Heather Riches   |
| Cllr Eric Buckmaster      | Cllr David Royle      |
| Cllr Ruth Buckmaster      |                       |

#### In attendance:

|                                   |  |
|-----------------------------------|--|
| 2 members of the public           | CI Stuart Orton – Herts Police         |
| PC Shelly Marshall – Herts Police | PCSO Paul Weston - Herts Police        |
| R Bowran - Town Clerk             | Joanne Sargant – Town Projects Manager |

Welcome by the Town Mayor

A short address was given by Mrs Karin Keddy on the history of the Catholic Church in Sawbridgeworth. This was followed by a short prayer.

#### 18/99 APOLOGIES FOR ABSENCE

Apologies received from:

Cllr Hall – unwell.  
Cllr Burmicz – business commitment.  
Cllr Shaw - business commitment.

#### 18/100 DECLARATIONS OF PECUNIARY INTEREST

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

#### 18/101 PUBLIC FORUM

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

**Mrs Val Bright** commented on the dangerous corner by Wiggies leading to Fair Green and also the danger caused by the lack of a footpath near 24 Vantorts Road.

*Cllr E Buckmaster confirmed that the issues were in hand, that he had commissioned a survey report for the whole area and that it would be open to public consultation.*

**Mrs Hazel Mead** commented that FP27 at the junction with Forebury Avenue was covered in heavy mud.

*Cllr E Buckmaster agreed to progress this with Nicholas Maddex, Herts Highways footpaths manager.*

**Mrs Hazel Mead** asked what progress had been made with providing a commemorative seat to mark HM the Queen's 90<sup>th</sup> birthday.

*Clerk responded that this was not being progressed as the*

*council did not have a budget for a project such as this.*

**Mrs Hazel Mead** asked what progress had been made on the application for a Modification Order in relation to converting the Elmwood footpath to a Right of Way.

*Clerk responded that this was in hand and that progress would be given in his monthly report.*

**18/102 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Meeting of the Town Council held on 29 October 2018 (M04)  
*[prop Cllr Royle; secd Cllr Coyster]*

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

**18/103 PLANNING COMMITTEE**

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

- 12 November 2018 (P09)

**18/104 STAP AND ECONOMIC DEVELOPMENT COMMITTEE**

**Received and Noted:** The draft minutes of the STAP and Economic Development Committee Meeting held on:

- 12 November 2018 (S03)

**18/105 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications.

Letter received from Mrs Diana Jones concerning the lack of response from Herts CC about the future of Sawbridgeworth Library.

*Cllr E Buckmaster said he was in a dialogue on the subject and that no decision had been made, that there were additional issues on for example re-siting of aerials at the fire station. Failure to proceed would mean the loss of Government funding. The alternative proposal from SMHT has not been ruled out but it might be that a Public Service Mutual be appropriate.*

*Cllr Furnace said that we must have some answers to pass on to the public.*

*Clerk was asked to write to Mrs Jones and to Herts CC.*

- 10th November – attended wreath laying at airfield followed by attendance at the Memorial Hall for the wreath laying there.
- 11th November – attended the Town Act of Remembrance at the War Memorial followed by the Service in church. After the Service members and public processed back to the Council where I outlined the work of the World War One group from day one of the Great War to its conclusion on 11th November 1918. Tea and cake was served by our council staff and a member of the Hailey staff to our visitors. I presented a book recording the work of the group to our M.P. Mark Prisk for him to place in the House of Commons library. The visitors from Bry-sur-Mame were most impressed by all the work Sawbridgeworth had done during the four year period and by all the commemorations during the weekend. I also presented a copy of the WWI group's book tracking the progress of hostilities during the four years of the war and recording what we did to commemorate some of the significant events during that time. I also wish to express my personal thanks and those of the community for the hard work and dedication to the project as

performed by our Projects Manager and to include our thanks to the local constabulary and Police Cadets for their contribution to the smooth running of all the commemorations held during the weekend events.

- o 16th November – attended Bishops’ Stortford Police Station to present the Mini Police from Spellbrook School with their certificates and joined them in a tour of the police station.
- o 17th November - attended the Isabel Hospice Lights of Love ceremony at Bakers Waik and the dedication of the tree in memory of lost loved ones.
- o 22nd November – attended High Wych Primary School to present their silver award in connection with walking to school project.
- o 23rd November – attended the Mayor of B/S’s Quiz night in aid of Age Concern Bishop’s Stortford.
- o 24th November – the big Christmas Lights Switch on – another resounding success. A very big “thank you” to our Projects Manager, Jo Sargent, and her team for once again ensuring a smooth, enjoyable and fun event for all the family. And again to echo my earlier thanks to the local Police and Police Cadets – they were fantastic. Father Christmas was, as usual, kept very busy with lots of excited young people wanting to impart their Christmas list to him. Three hundred badges were ordered to give to the children and only seventeen were left. The entertainment on the stage was excellent and we are grateful for the contributions from Youth Create, Diverse Arts and, of course, the characters from the local pantomime Beauty and the Beast making their annual appearance to jolly things along.
- o 30th November – a reminder of the Town and Parish Network meeting at Ware organised by East Herts Council.

## **18/106 REPRESENTATIVES AND CHAMPIONS REPORTS**

To receive reports from:

- o County Cllr Eric Buckmaster gave congratulations for the Christmas Lights event and reported:
- o Plans for future of the fire service published A bold vision for the future of Hertfordshire Fire and Rescue Service has been published by the county council ahead of a public consultation. The draft Integrated Risk Management Plan (IRMP) sets out what resources the fire and rescue service needs, and where they need to be to comprehensively deal with risks across the county now and in the future.
- o The process for applying to primary, junior and middle schools in Hertfordshire opens. The easiest way to apply for a school place for September 2019 is to visit [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) and complete the online application form. Online applications can be amended at any time up to the closing date and you can access your school offer before allocation letters are received and accept your school allocation online.
- o Family Centre Service. The Family Centre Service brings together our Children’s Centres, Health Visiting and School Nursing Services to support children, young people and their families to thrive. Families will be able to access available services from any Hertfordshire Family Centre, allowing them to fit more sessions and services around busy family life.
- o Hertfordshire County Council has broadly welcomed the opportunities offered by an expanded Stansted but remains concerned about impacts on the ground, particularly about how passengers will get to and from the airport. On 14 November Uttlesford District Council’s decided to permit the expansion of Stansted Airport to handle 43 million passengers a year.
- o A new strategy to prevent small and medium-sized businesses falling victim to cyber-crime has been launched by Hertfordshire’s Police and Crime Commissioner and Hertfordshire County Council.

- o National HIV testing week launches on Saturday 17 November and Hertfordshire County Council is encouraging anyone who thinks they may be at risk to get tested by ordering a self-test kit or visiting your local sexual health clinic.
- o Lighting up times are set to increase and this will be by two hours under a new policy by Hertfordshire County Council. Cabinet, at its meeting on 22 October 2018, approved the proposal to reduce the hours of darkness from the existing regime of midnight to 6am to a new period from 1am to 5am and will be carried out in areas that have LED street lighting installed.
- o Hertfordshire County Council were crowned winners of the Excellence in Walking category at the Modeshift awards 2018 for their Walk to Clean Air Day project, despite facing stiff competition from other local authorities. I am pleased to say that Mandeville School on behalf of the 5 local primary schools in Sawbridgeworth Travel Challenge won the best school category in the Eastern Region and will now go on to the national final.
- o Sawbridgeworth bus stop relocation the Integrated Transport Projects team of Hertfordshire County Council (HCC) has been appointed to improve bus stop facilities on Cambridge Road, Sawbridgeworth. This scheme (ITP180023-1) will achieve this by relocating the existing bus stop. We will be engaging the nearby residents/businesses on Friday 30th November.
- o Potential local highways schemes. As members know I have been responding to resident's concerns over speed and parking around town. Schemes are in the process of being designed and consultations will start in 2019. Potential schemes include:
  - o One way system in Sheering Mill Lane from Fair Green end
  - o Priority signs at both ends of Fair Green
  - o Additional junction protection ( yellow lines) in Elmwood and Linwood junctions with Fairway
  - o Yellow lines at entrance to cemetery at 3 mile pond, both sides of road.
  - o A speed indicator device will be installed outside Spellbrook School (January or February)

Cllr Furnace highlighted the congestion on London Road over recent week caused by temporary traffic lights in London Roads and at the West Road junction.

*Cllr E Buckmaster agreed that this has thrown up the question of the viability of installing traffic lights at the West Road junction as part of the traffic management scheme for the development of SAWB2, SAWB3 and SAWB4.*

- o District Cllr Angela Alder reported:
  - o Attending a Combating Loneliness seminar at Herts CC, the Dementia Awareness Group and an update on the Harlow/Gilston question at EHDC.
- o District Cllr Eric Buckmaster gave updates on:
  - o The Old River Lane Project
  - o The Arts centre project
  - o Hertford Theatre expansion
  - o Meeting with a framework advisor for Leisure Services.
- o Hertfordshire Police
  - o PC Shelly Marshall reported:
    - Crime remains low in the area. 2 burglaries, 6 thefts from motor vehicles
    - Held 3 surgeries about keeping safe for winter and OWL sign-ups.
    - Attended Remembrance Day, Christmas Lights event and Lights of Love.
    - Police cadets are a great asset and min-police are

- proving popular.
  - Working with Clarion housing on vulnerability
  - Pub Watch now working better and meeting quarterly
  - Accompanied the licensing officer on a number of pub checks on 24 November. Some issues were identified
  - Police priority is on thefts from motor vehicles
  - Visited all sports facilities in the town
  - Burglaries are up a bit so pushing video alarms, CCTV coverage etc.
- Cl Stuart Orton after thanking his local team addressed the council and said he had three key themes:
  - Police processes and information sharing – particularly on the subject of “county-lines”. The use of train lines/ false number plates and hire vehicles. The grooming of young males to deal in drugs leading to youth violence.
  - Public engagement – creation of problem solving panels made up from community groups in the five towns and rural wards.
  - Alignment of processes – to understand crime trends and to tackle issues.
- Other Representatives & Champions
  - Cllr Royle – Schools. All schools have now confirmed that they wish to have a school council/town council briefing meeting in the chamber in the Spring Term and two town school council meetings, one each in the Spring and Summer terms. The Mayor is attending a Mandeville Action Takers’ meeting on 4 December. I am joining the Fawbert and Barnard Street Detectives’ walk on 9 January at their invitation. I am continuing to pursue closer community links with Leventhorpe (they have copies of the new Great War books).
  - Cllr Royle – Footpaths. Still no update on Footpath 27 from the Church to Lower Sheering Road, which has long-standing drainage issues. TUS community litter pick held on 17 November (organised by Corinne Lewis) supported by Mint Café, Budgens and Adam Mackay; 20 volunteers, 20 bags of rubbish collected. Plan for joint pick with TUBS on 11 May next year in Spellbrook.
  - Cllr Royle – Sports Association Implications of the removal of SAWB5 from the District Plan were discussed at meeting on 30 October; mainly affects the Football Club. Leventhorpe all-weather pitch is expensive and designed for hockey (not intended for community use?). The SYPRC management committee will also be discussing how best to support them. Bowls Club needs support for improving disabled access. Problems faced by member clubs include an ageing membership (tennis), inability to pay therefore to attract/keep players (football, cricket), expensive and distant coaching (tennis); cricket club has started strategy meetings.
    - It was regretted that SAWB5 had been taken out of the District Plan. This has caused the proposal for a Performing Arts Centre to be abandoned. Pressure was needed from the Sports Association.
  - Cllr Royle – Town Twinning Six members responded to the Mayor of Bry’s invitation to join the centenary commemoration ceremonies in Bry sur Marne; we laid two wreaths and attended a peace mass and concerts with contributions from choirs, groups and orchestras from the UK, France and Germany. The Mayor of Moosburg was in attendance. I gave our counterparts a copy of the History Society Great War book for their

councils/local history societies.

- o Cllr Riches – Advised of parenting classes to be held at the Congregational church from January. Details will be made available.
- o Cllr Alder – STACC. Attended meeting on new terminal building facilities and also a meeting with the Luton Airport consultative committee to understand common ground.
- o Cllr R Buckmaster – SMHT. May fayre meeting attended by 35-40 people. CVS will not continue running the event which will now be taken over by a new committee under the direction of SMHT. Next meeting will be on 27 November.

#### **18/107 OFFICERS REPORTS**

**Received and Noted:** Reports from:

- Town Clerk.  
Town Clerk added that the external audit for 2017-18, due by 30 September, had now been received on 22 November. There was no qualification.  
Also that the draft budget would be addressed by the chair of F&P committee on 29 November.  
There were no questions.
- Town Projects Manager  
There were no questions.

#### **18/108 EAST HERTS DISTRICT PLAN**

To report on any developments following the adoption of the East Herts District Plan 2018. It was confirmed that scrutiny of any major applications made under the plan would be monitored in the Masterplanning process.

**Agreed:** That this topic should remain as a standing agenda item.

#### **18/109 MEMBERS TRAINING**

Carried forward from 29 October: To consider Members' training requirements for inclusion in the proposed budget for 2019/20

**Agreed:** To submit a proposed sum of £2,400 for inclusion in the draft budget.

#### **18/110 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**

Carried forward from 29 October:

1. To consider rescinding the Resolution made on 21 May 2018 at M01:18/21 (concerning councillors appointed as members of the SYPRC management committee).
2. To confirm, following the AGM and management committee meeting of the SYPRC, the appointment of Gill Hawkins, Steve Day, Angela Alder, Ron Alder, Joanne Sargant, Gemma Felsted and Victoria Luck as Community Representatives to the management committee.
3. To confirm the new Rules of Management proposed by the SYPRC committee

**Resolved:** To defer consideration of these three items to 28 January 2019 after the next meeting of the SYPRC management committee

*[prop Cllr R Buckmaster; secd Cllr Richos]*

- 18/111      **ANNUAL RISK ASSESSMENT**  
*Resolved:* To approve the Risk Assessment relating to the activities of the Town Council in the year 2017/18  
*[prop Cllr Riches; secd Cllr Booching]*
- 18/112      **DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation. There were none.
- 18/113      **FINANCIAL REPORT**  
*Noted:* The current Financial Report.
- 18/114      **ACCOUNTS FOR PAYMENT**  
*Noted and Approved:* Accounts for payment.
- 18/115      **ITEMS FOR FUTURE AGENDAS**  
To consider any items for inclusion on future agendas.
- Sawbridgeworth Young People's Recreation Centre
    - a. Rules of Management
    - b. Appointment of community members
    - c. Rescinding the Resolution made on 21 May 2018

Meeting closed at 21:03





# SAWBRIDGEWORTH TOWN COUNCIL

## SAWBRIDGEWORTH TOWN ACTION PLAN AND ECONOMIC DEVELOPMENT COMMITTEE

### Minutes

of the meeting of the Sawbridgeworth Town Action Plan and Economic Development Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 18:00 on **Monday 14 January 2019**.

#### Those present

Cllr John Burnicz  
Cllr Angela Alder  
Cllr Ruth Buckmaster

Cllr Heather Riches  
Cllr David Royle

#### In attendance:

R Bowran – Town Clerk

J Sargant – Town Projects Manager

#### **S 18/16 APOLOGIES FOR ABSENCE**

Received from Cllr Hall - unwell

#### **S 18/17 DECLARATIONS OF INTEREST**

To receive any Declarations of Interest by Members  
There were none

#### **S 18/18 MINUTES**

**Resolved:** To approve as a correct record the minutes of the committee meeting held on 12 November 2018 (S02)  
*[prop Cllr R Buckmaster; secd Cllr Burnicz]*

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

**Minute S18/13.** SurveyMonkey poll. Discussion as to what the committee wanted out of the survey and what the questions might be. These were assembled and the Clerk would proceed to create a survey. Report on the outcome to be made at the Annual Town Meeting.

Clerk mentioned the "Pocket Parks Plus" grant scheme announce by the DHCLG. Deadline for application is 25 January 2019. Clerk instructed to proceed with such applications that could be made within that time scale...

#### **S 18/19 TOWN ACTION PLAN**

To review and monitor progress made against the Town Action Plan.

Agreed that:

- The post-monitoring version of the plan be loaded onto the town council web-site.
- Re-establish the STAP working parties after the May local council elections.

**S 18/20 ECONOMIC DEVELOPMENT**

To review proposals for promoting economic development in the town.  
There were three proposals put forward for consideration:

- Creation of a town map, some members felt this should be deferred until after the new housing estates were completed.
- Creation of "Welcome Packs" for newcomers to the town. It was revealed that Gt St Marys church were considering such a scheme.
- Establishing a Christmas shopping evening as a separate identity from the Lights Switch-on evening.

**S 18/21 WEEKLY MARKET**

To determine, subject to budget approval, whether to initiate a weekly market on Town Green.

Clerk said that Town Project Manager's priorities for the next few months were on developing the Cemetery offering. Any proposal for establishing a market could not be enacted before the Autumn of 2019. In the meantime a SurveyMonkey poll would be created to establish demand.

**S 18/22 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

- Outcome of Survey Monkey survey.

Meeting Closed at 18:58

# SAWBRIDGECWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

Of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, and Sawbridgeworth at 19:30 on **Monday 14 January 2019**.

#### Those present

Cllr Ruth Buckmaster  
Cllr Pat Coysten

Cllr David Royle  
Cllr Heather Riches

*Ex officio Cllr Angela Alder*

In attendance:

Richard Bowran – Town Clerk  
Lisa Dale – Planning Officer

- P 18/93 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence. Apologies received from Cllrs Hall and Shaw.
- P 18/94 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 18/95 DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members. There were none.
- P 18/96 MINUTES**  
To approve as a correct record the minutes of the Meeting held on:  
• 26 November 2018 (P10) [*prop Cllr Royle; secd Cllr Riches*]  
  
To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 18/97 DELEGATED POWERS**  
Report on comments made under delegated powers meeting held on 17 December 2018 and Decisions reviewed

#### Applications

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**3/18/2096/HH 2 Lancaster Gate, Chaseways**

Conversion of garage to habitable accommodation with associated elevational alterations and loft conversion to garage roof with the insertion of a roof dormer, single storey link extension from garage to main dwelling, two storey rear extension with Juliette balcony at first floor level, insertion of 1 no. first floor flank elevation window and fenestrations alterations

**Applicant: Mr Simon Weeks**

**STC Comment:** We support this application

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**3/18/2514/FUL**      **43 Bell Street, CM21 9AR**

A change of use of building from D1 use class to Sui Generis for beauty salon

**Applicant: Mr Gary Cook**

**STC Comment:** We support this application

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**3/18/2534/HH**      **2 Lowfield, CM21 9HL**

Demolition to conservatory. Double storey side extension and single storey rear extension

**Applicant: Mr Mark Simpkins**

**STC Comment:** We support this application

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**3/18/2557/HH**      **5 The Forebury, CM21 9BD**

Proposed roof extension and raising the roof height to create first floor accommodation, incorporating a frontal dormer window, single storey rear extension and associated internal alterations. Alteration to fenestration

**Applicant: Mr & Mrs Westrop**

**STC Comment:** No Objection..... but neighbour's comments are noted and should be considered.

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**3/18/2558/FUL**      **Flat 4, Hillcrest, London Rd, Spellbrook**

Replacement of ground floor elevation window with a new door and access ramp for provision of wheelchair access ramp to Flat 4

**Applicant: Mr J Earley**

**STC Comment:** We support this application

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**3/18/2572/HH**      **40 Sayesbury Road, CM21 0EB**

Removal of rear extension. Erection of part single part two storey rear extension and single storey side extension. Extension to front bay roof to form porch

**Applicant: Mr J Hart**

**STC Comment:** We support this application

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**3/18/2577/FUL**      **Birch House, London Rd, Spellbrook**

Replacement of ground floor elevation window with a new door for provision of wheelchair access ramp; infill side window to existing door on north elevation

**Applicant: Mr J Earley**

**STC Comment:** We support this application

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**3/18/2602/HH**      **3 Walnut Tree Crescent, CM21 9EB**

Proposed gable end roof to either side of the property. proposed dormer window to the rear, addition of frontal velux roof lights and demolition of chimney

**Applicant: Ms J Ellis & Mr K Mascafi**

**STC Comment:** We support this application

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**3/18/2627/HH**      **23 High Wych Road, CM21 0HE**

First floor rear extension and changes to fenestration

**Applicant: Mrs Ann Thomas & Michelle Cayle**

**STC Comment:** We support this application

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**3/18/2628/LBC**      **23 High Wych Road, CM21 0HE**

First floor rear extension. Internal alterations at ground floor by provision of an internal partition and door to create smaller W/C and breakfast room together with the provision of an internal partition and door to create a new bathroom and hallway at first floor level with an increase in size to bedroom 2

**Applicant: Mrs Ann Thomas & Michelle Cayle**

**STC Comment:** No comment

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**3/18/2636/HH**      **1 Rowney Cottages, Harlow Rd, CM21 0AJ**

Rear conservatory

**Applicant: Mr Deniz Mustafa**

**STC Comment:** We support this application

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**3/18/2693/HH**      **19 West Road, CM21 0BJ**

Single storey side and rear extension. alterations to roof at first floor and insertion of dormer windows to front and rear

**Applicant: Mr Adrian Hibbert**

**STC Comment:** Objection. The extent and design of the proposed alterations, massing and appearance, would appear to be contrary to Policies HOU11(a) and HOU11(d) of the District Plan 2018.

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**3/18/2716/HH**      **19 West Road, CM21 0BJ**

Single storey side and rear extension

**Applicant: Mr Adrian Hibbert**

**STC Comment:** We support this application

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## Decisions

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**3/18/1583/ADV**      **1 Forelands Place, CM21 9QD**

Retrospective application for 1no. non-illuminated Fascia sign

**Applicant:**

**STC Comment:**

**EHDC Decision:** Refused. The advertisements, by reason of their materials, design and appearance, would have an adverse impact upon the character and appearance of the area. The proposal fails to preserve or enhance the character and local distinctiveness of the Sawbridgeworth Conversation Area contrary to Policies HA6, HA4 and DES6 of the East Herts District Plan 2018 and the National Planning Policy Framework

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**3/18/2098/FUL**      **The Leventhorpe School, Cambridge Rd, CM21 9BY**

Provision of 8 single storey temporary general teaching classrooms on an existing area of hard play surface

**Applicant:** Leventhorpe School

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/2124/HH**            **16 Walnut Tree Crescent, CM21 9EB**

Raising of roof to create first floor, single storey front and side extension. Changes to ground floor fenestration

**Applicant:** Mr Stephen Grayston

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

**EHDC Decision:** Granted

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**3/18/2138/FUL**            **Orion (Garden of) London Rd, Spellbrook**

Residential development comprising 4 no. detached houses within part of the garden of the existing house (Orion)

**Applicant:** SPELLBROOK No1 LTD

**STC Comment:** Does not appear to be contrary to Policy VILL2 of the EHDP 2018. But cannot support application until comments made by Hertfordshire Highways relating to access and HF&R service are taken into account.

**EHDC Decision:** Refused. 1. "The entire development site is not within the village boundary, therefore the proposal constitutes inappropriate development in the Metropolitan Green Belt and other harm is identified in respect of adverse impact on openness and adverse impact on the character of the area. Very special circumstances have not been identified that would clearly outweigh the harm by reason of inappropriateness, and the other identified harm. The proposal would therefore be contrary to Policies GBR1 and VILL2 of the East Herts District Plan and the National Planning Policy Framework. 2. The proposal is a cramped form of development with a poor layout and design that is not reflective of the character of the surrounding area. As such it is likely to create a detrimental impact on adjoining and nearby neighbours and provide poor living conditions for the future occupants; contrary to Policies DES3, DES4, VILL2 of East Herts District Plan.

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**3/18/2173/HH**            **71 West Road, CM21 0BN**

Addition of single-storey Glass Canopy to rear elevation of property

**Applicant:** Mr & Mrs Rees

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/2258/HH**            **42 School Lane, CM21 9FA**

Erection of garage

**Applicant:** Ms N Warren

**STC Comment:** Objection. Overdevelopment of site.

**EHDC Decision:** Refused. "The proposal, by reason of its size, scale, siting and design would, together with the previously extended garage and single storey infill front extension be unduly intrusive and detrimental to the character and appearance of the existing dwelling, and the surrounding area contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018".

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**3/18/2266/HH**            **22 Hoestock Road, CM21 0DZ**

Loft conversion. Insertion of 9 no. rooflights

**Applicant:** Miss Elizabeth Scurfield

**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/18/2426/HH**      **16 Sayesbury Road, CM21 0EB**  
 Single storey rear extension and alterations to rear fenestration  
**Applicant:** Mrs M Shipman  
**STC Comment:** We support this application  
**EHDC Decision:** Granted

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**3/18/1934/FUL**      **Jacobs Neurological Centre, Caplo Rivers Hospital**  
 Erection of Two Storey (20x Bed) Ward Extension and associated car parking  
**Applicant:** Ramsey Health Care UK Ltd  
**STC Comment:** We support this application  
**EHDC Decision:** Granted

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**P 18/98**      **PLANNING APPLICATIONS RECEIVED FROM EHDC**  
 To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

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**3/18/1760/FUL**      **(SAWB2) Land North of West Road, CM21**  
Development of 140 dwellings including vehicular and pedestrian accesses, associated infrastructure, car parking, open space, landscaping, green infrastructure, sustainable drainage system, and associated works; and provision of land to facilitate the expansion of Mandeville Primary School

**Applicant:** Taylor Wimpey

**STC Comment:** Objection. Comments made in addition to those submitted relating to the original application, which comments remain valid.

1. The additional dwellings will add to the potential for flooding in the undersized culverts mentioned previously.
  2. The additional dwelling will further add to problems of inadequate parking provision already identified.
  3. Any additional housing must be identified for social use to maintain the housing mix.
  4. There is still no commitment for bench-marking to ensure the quality of building meets the expectation of exceeding standards.
  5. There is still no commitment to efficiency of construction and sustainability.
  6. Any monitoring of the development by any organisation independent from the Local Planning Authority, as has been indicated, must include representatives from the town council who have the relevant local knowledge.
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**3/18/2363/FUL**      **13 Riverside Business Park, Harlow Rd, CM20 2HE**  
Retention of change of use from B1 (Business), B2 (General Industry) and B8 (Storage or Distribution) to D2 (Assembly and Leisure) Boxing Academy  
**Applicant:** Unknown

**STC Comment:** We support this application

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**3/18/2749/HH**      **46 Bullfields, CM21 9DF**

Proposed two storey side extension

**Applicant:** Mr Sharaz Aslam

**STC Comment:** Objection. The extent and design of the proposed alterations, massing and appearance, would appear to be contrary to Policy HOU11(a)

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**3/18/2786/HH**      **Chalks Farm, Coney Gree, CM21 0DA**

Two storey rear extension with addition of second floor side window

**Applicant:** Mr & Mrs B Ellis

**STC Comment:** We support this application

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**P 18/99**      **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 11 January 2019.

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**3/19/0022/HH**      **27 Cambridge Road, CM21 9JP**

Demolition of existing lean-to and construction of two storey rear extension

**Applicant:** Mr C Hammond

**STC Comment:** We support this application

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**P 18/100**      **PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC

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**3/18/0978/FUL**      **Farlea, Spellbrook Lane West, CM23 4AY**

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

**Applicant:** Mr Peter Bada

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/2096/HH**      **2 Lancaster Gate, Chaseway**

Conversion of garage to habitable accommodation with associated elevational alterations and loft conversion to garage roof with the insertion of a roof dormer, single storey link extension from garage to main dwelling, two storey rear extension with Juliette balcony at first floor level, insertion of 1 no. first floor flank elevation window and fenestrations alterations

**Applicant:** Mr Simon Weeks

**STC Comment:** We support this application

**EHDC Decision:** Granted

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**3/18/2374/HH**      **50 The Crest, CM21 0ES**

Single storey rear extension, first floor side extension and alteration to front fenestration

**Applicant:** Mr & Mrs Clucas

**STC Comment:** We support this application

**EHDC Decision:** Granted

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**3/18/2404/HH            27 Cambridge Rd, CM21 9JP**

Removal of lean-to structure with erection of ground and first floor rear extension.

**Applicant: Mr Chris Hammond**

**STC Comment:** We support this application.

**EHDC Decision:** Application withdrawn by Applicant/Agent

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**3/18/2443/FUL            24 Pishiobury Drive, CM21 0AE**

Demolition of dwelling. Erection of 2 no. detached 4 bedroom dwellings

**Applicant: Mr S Mortimer**

**STC Comment:** We support this application

**EHDC Decision:** Refused. "The proposed development by reason of its scale, form and design would be out of keeping with and harmful to the character and appearance of the streetscene.

The proposal is therefore contrary to Policies DES4 of the East Herts District Plan 2018"

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**P 18/101            PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals.

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**Pishiobury House, Pishiobury Drive, Sawbridgeworth, Hertfordshire**

**LPA Appeal Reference: 18/00046/REFUSE**

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**Pishiobury House, Pishiobury Drive, Sawbridgeworth, Hertfordshire**

**LPA Appeal Reference: 18/00047/REFUSE**

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**Land off Spellbrook Lane West, Spellbrook**

**LPA Appeal Reference: 18/00131/REFUSE**

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Meeting Closed at 20:00



# SAWBRIDGEWORTH 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 8.00 pm on **Monday 14 January 2019**.

#### 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:

R Bowran – Town Clerk  
J Sargant – Town Projects Manager      L Dale – Finance Officer

#### F 18/20      **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.  
There were none

#### F 18/21      **DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members  
Chairman confirmed there was a blanket dispensation at a meeting to discuss budget, however wanted any association with trusts, clubs and societies to be noted.

- Cllr E Buckmaster – Town Twinning and Hailey Centre
- Cllr Alder - Town Twinning, SYPRC and Hailey Centre
- Cllr R Buckmaster - Town Twinning and SYPRC
- Cllr Royle - Town Twinning and SYPRC
- Cllr Furnace – SYPRC and Schools Travel Challenge

#### F 18/22      **MINUTES**

**Resolved:** To approve as a correct record the minutes of the Finance and Policy Committee held on 10 September 2018 (F02) *[prop Cllr Royle; secd Cllr R Buckmaster]*

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

**Minute F18/17** It was observed that not all references to the male gender had been modified to include the female gender.

#### F 18/23      **STAFF MATTERS**

To consider any matters relating to members of staff.

**Noted:** The renewal of the contract of employment for Vivienne Derrick. Approved by the A&A sub-committee SA17: Minute 18/12.1.

**F 18/24 FINANCE MATTERS**

To consider any matters relating to the finances of the Council

**24.1 Annual Return**

**Noted:** That the Annual Return has been signed and approved by PKF Littlejohn, the external auditor, unqualified and with no adverse comments.

**24.2 Internal Auditor**

**Resolved:** That Mr Chris Clark be re-appointed as internal auditor to the town council. Mr Clark has expressed his willingness to accept such an appointment.  
*[prop Cllr Furnace; secd Cllr Alder]*

**24.3 Budget 2019/20**

To review the draft budget for the year 2019-20; to respond to any written questions put to the Chair of F&P or the Clerk prior to the meeting; to receive any supplementary questions for clarification.

Clerk explained the implications of council financial reserves, and the standard of 25% to 33% required for the level of general reserve. Any budget deficit would be made up by drawing down from general reserve and that any surplus would be added to general reserve.

Clerk explained the uncertainties within the budget especially relating to discretionary grant income from other authorities.

A number of questions were asked and minor adjustments made to the draft budget.

Specific questions to be taken to full council before adoption relate to the distribution of grants to be made by the town council and to the principle of whether to acquire and install a defibrillator in the town.

**Resolved:** To make a recommendation for adoption of the budget by Council after some amendments and some questions for decision by Council.  
*[prop Cllr Beeching; secd Cllr Alder]*

**F 18/25 POLICY MATTERS**

To consider any matters relating to policies for the future development of Town Council services to the community.

- **Resolved:** To adopt new Standing Orders modelled on the format advocated by NALC.  
*[prop Cllr Alder; secd Cllr Beeching]*
- **Resolved:** To adopt a Policy for Equality (Policy 6.13) *[prop Cllr Royle; secd Cllr R Buckmaster]*
- **Resolved:** To work towards applying for accreditation in the NALC promoted Local Council Award Scheme.  
*[prop Cllr Royle; secd Cllr Furnace]*

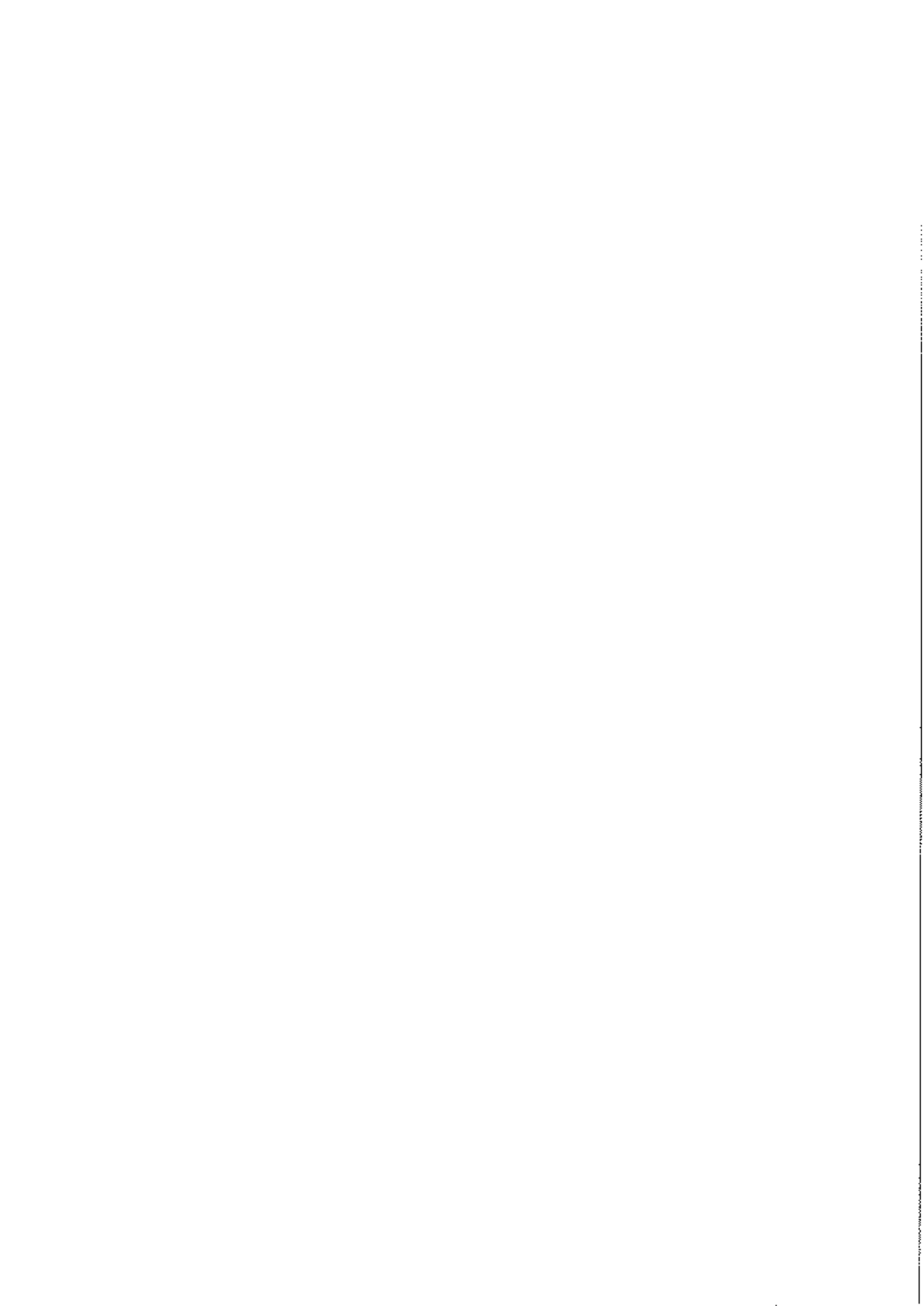
**F 18/26 COMMUNICATION MATTERS**

To consider any matters relating to council communications.  
There were none.

**F 18/27 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.  
There were none.

Meeting Closed at 21:20



### **SAWBRIDGEWORTH TOWN COUNCIL 28 JANUARY 2019**

#### **REPRESENTATIVES' AND CHAMPIONS' REPORTS**

##### **SCHOOLS**

I have now invited all schools to confirm a date for a town council briefing meeting in the Chamber and to meet the Mayor, as well as two school town council meetings. I am continuing to pursue closer community links with Leventhorpe.

The Mayor and I attended a Year 1 Tea party (cucumber sandwiches and fruit kebabs) at the invitation of the Fawbert and Barnard Year 1 teacher as part of their 'Bright Lights Big City' topic. We also read a story to each class and answered questions. We were representing the Queen! I also joined the Fawbert and Barnard Street Detectives' Year 2 walk on 9 January at their invitation, with my local history hat on.

Following a conversation with one of our primary school heads about limited recycling opportunities, I sent in a Freedom of Information Request to East Herts Council to establish what was on offer. The reply did not match the reality, according to the school. I have raised this with the portfolio holder, Cllr McAndrew.

##### **FOOTPATHS AND OPEN SPACES**

No update on Footpath 27 from the Church to Lower Sheering Road, which has long-standing drainage issues. I note Tim Pribul's email re the footpath from Spellbrook Lane East to the main road, already raised with the Council. The issue at Brook Lane (cut vegetation blocking the brook) reported by a resident has been cleared by the Environment Agency with the help of Cllr Eric Buckmaster, EHDC Operations and the Environment Agency.

Dog fouling remains an issue, especially near schools. Will follow up with Claire Sterne and her team of sprayers and EHDC.

I note that CMS is applying for a Heritage Lottery Fund grant for Pishiobury Park to fund a consultant-led archaeological research project which will include a geo-physic survey, as well as a small number of targeted digs. The findings from this research will be used to improve the onsite interpretation and to develop a heritage trail. The Sawbridgeworth Local History Society has provided a letter of support and will work with Bod Reed and the Friends of Pishiobury as required.

##### **SAWBRIDGEWORTH SPORTS ASSOCIATION**

Meets on 29 January. Provision of adequate recreational facilities for the new housing developments will be discussed. I have also drawn their attention to the East Herts draft Physical Activity Strategy 2019-23 and note that one of its key strategic themes is to 'enable local sports clubs and voluntary organisations to promote their health and wellbeing offer to the community'. I'm sure the SSA will want to play its part.

##### **TOWN TWINNING**

The AGM will be held on 7 February to formalise the amalgamation of the two committees into one. A group from Moosburg will visit from 5-7 April (postponed from October last year and Brexit willing); a group from Bry will come to Sawbridgeworth from 13-15 September and we will visit Moosburg from 25-27 October.





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# Sawbridgeworth Town Council

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**Subject: Clerk's Report December 2018 & January 2019**

**Date: 21 January 2019**

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## **Budget 2019-20**

- Considered by the F&P committee on 14 January and recommendation made.

## **Christmas Event**

- Managing a complaint from a retailer on London Road alleging damage to lead flashing and seeking compensation.

## **CCTV in Sawbridgeworth**

- Quotes being sought for additional CCTV coverage in the Vantorts Road area.

## **Community Transport - Sawbobus**

- Sawbobus issues escalated to FIAT UK.
- New route discussions in progress.
- Routes now to be submitted to Traffic Commissioner.

## **Community Transport – Hire buses**

- Repairs to be completed.

## **External Audit**

- External Auditors have now completed their task and our Annual Return for 2017-18 has been signed off without qualification.

## **May Fayre**

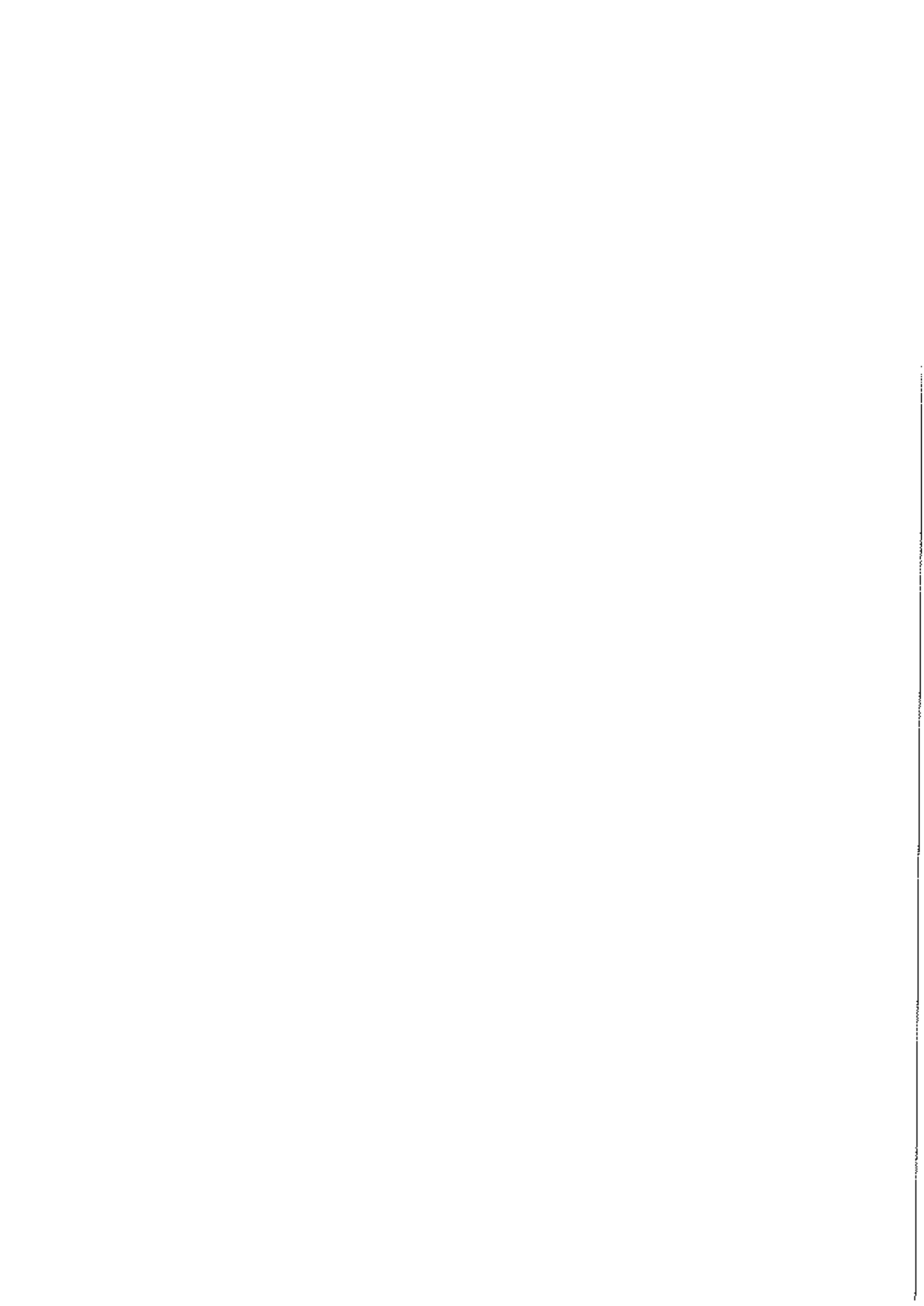
- As Lord of the Manor with vicarious liability for any activity on Fair Green, we are scrutinizing the arrangements for the SMHT May Fayre event in May.

## **Member Liaison**

- The meeting for liaison with Members was held on 31 December and was attended by 4 Members and 4 Officers. There were apologies for absence from 3 other Members.

## **Projects**

- Town Green; contact re-made with EHDC to discuss options for redevelopment into a town social multi-use hub.
- SurveyMonkey poll initiated to examine parishioners wishes.
- Quote for Cemetery road extension received, two further tenders are required.
- Council Storage. Initial plans are being considered to replace the existing storage facility at Oakridge Nurseries.



To: All Members  
From: Joanne Sargant  
Subject: Town Project Manager Report  
Date: 21<sup>st</sup> January 2019

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**War Memorial** – Site visit to take place with Lodge and Sons to evaluate the work carried out, to assess the work that still requires attention that was not completed before 11<sup>th</sup> November 2018. East Panel is the only panel that would now require full replacement because of the high shell content in the Portland stone. The replacement cost will be high, so this will be achieved by an application to the War Memorials Trust.

**World War One Group** - The Treaty of Versailles took place on 28<sup>th</sup> June 1919, therefore the group will discuss the possibility of marking this in some way on or near Friday 28<sup>th</sup> June 2019 in the town as a final group project. The Now & Then book was a success, and will now be digitised and added to our website for all to enjoy.

**Town Vibrancy** – Attended a Vibrant Towns Meeting in Watford on 17<sup>th</sup> January 2019. This meeting is for towns that are BID towns, it was interesting to hear what the BID towns are planning that include Street Fayres, Food Fests, Night Markets, Beach Week, Halloween Trails etc. Whilst this all sounds very exciting, it has to be remembered that BID towns have huge amounts of funding and a duty as part of their 'BID' to provide such activities in the town centres. We have to be mindful that there is little (via grants) or no funding in Sawbridgeworth for such activities, it is very easy to compare ourselves (as 'not doing anything') with other towns in East Herts and the County as a whole but we must be mindful that we are a small town. Town Vibrancy is a complex subject, therefore research for cost effective / neutral solutions is an ongoing project that includes the introduction of a small weekly market.

**2019 Events:**

**Fun on the Field** – Sunday 30<sup>th</sup> June 2019 – Planning underway. H&S and main attractions booked.

**Civic Dinner** – Saturday 30<sup>th</sup> March, please add this date to your diaries. To take place at the Memorial Hall, The Forebury – 6.45pm for 7pm

**Annual Awards Presentation Evening** – Friday 26<sup>th</sup> April 2019 at 7pm

**Town Selfie Walk** – Saturday 28<sup>th</sup> September 2019.

**Christmas Lights Switch On** – Saturday 30<sup>th</sup> November 2019 – Planning underway



APPENDIX H

— CCTV to follow



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**SAWBRIDGEWORTH TOWN COUNCIL**  
**PAPER FROM THE TOWN CLERK**

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**TO:** MEMBERS OF COUNCIL  
**FROM:** RICHARD BOWRAN  
**SUBJECT:** GRANT APPLICATIONS  
**DATE:** 22 JANUARY 2019

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**Background**

For the year 2018-19 the Council budgeted a sum of £2,500 for grants to be bid for. At the grant round in July 2018 Members resolved to make two grants of £500 each. Therefore there remains £1,500 which could be distributed.

**Applications**

There are three applications for consideration at the Council meeting of 28 January 2019; they are:

|   | Applicant                          | Purpose                  | Total Project | Grant Requested |
|---|------------------------------------|--------------------------|---------------|-----------------|
| 1 | Keech Hospice Care                 | Contribution to expenses | £500          | £ 500           |
| 2 | East Herts Citizens Advice Service | Contribution to expenses | £4,250        | £ 500           |
|   |                                    |                          | <b>Total:</b> | <b>£ 1,000</b>  |

## SUMMARY OF GRANT APPLICATION

### Applicant

Keech Hospice Care

### Purpose

Contribution to costs

### Narrative Analysis

Request for a donation towards costs and help them provide specialist patient care.

### Sum Requested

£500

### Self Help

Multiple appeals

### Supporting Information

|                                  |           |
|----------------------------------|-----------|
| <i>Financial Info</i>            | n/a       |
| <i>Forward Plan</i>              | Narrative |
| <i>Prev. Grant Monitor Rec'd</i> | n/a       |

|                               |       |
|-------------------------------|-------|
| <b>Financial Implication:</b> | £ 500 |
| <i>%age of total project</i>  | 0.02% |

|                           |  |
|---------------------------|--|
| <b>Legal Implication:</b> | Localism Act 2011, General Power of Competence |
|---------------------------|--|

|                         |                 |
|-------------------------|-----------------|
| <b>Risk Assessment:</b> | Not for Council |
|-------------------------|-----------------|

### Decision





# **Sawbridgeworth Town Council**

## **Policy 6.13**

# **EQUALITY POLICY**

**(Recognising Diversity)**

**Proposed 14 January 2019 – Review by 31 Dec 2023**

## Equality and Diversity Policy

### Statement of Intent

Sawbridgeworth Town Council positively welcomes and aims to support the growing diversity of the community we serve and the people we employ. Further, the Council recognises the changing patterns of households, the expansion of the town and the diverse requirements that will need to be met in the future.

The Council believes that opportunity and freedom from discrimination are fundamental human rights and actively oppose all forms of discrimination.

This Council recognises its responsibilities under the equalities legislation and related Codes of Practice including the following:

- The Sex Discrimination Act 1975 (amended 1986)
- The Equal Pay Act 1970
- The Race Relations Act 1976, 2000 (amended), and 2003 (amended)
- The Disability Discrimination Act 1995 and amendments
- The Human Rights Act 1998
- All European regulations and Directives

Through European Employment regulations, the Council recognises its responsibilities to promote equal opportunities in employment on the grounds of sexual orientation, religion or belief and age.

The Council aims to provide its services without discriminating against any part of society or the residents in particular.

Discrimination and harassment is unacceptable and contrary to the Council's aim of providing quality services and the recruitment of staff.

This policy will be reviewed every four years or earlier if so required by legislation or additional material.

## **SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)**

### **RULES OF MANAGEMENT**

1. SYPRC shall be managed by a Committee of 10 and a maximum of 12 members, consisting of:

- (a) four Members of the Sawbridgeworth Town Council, and
- (b) a minimum of six other members, representing the community and/or hirers. The Committee may co-opt additional members from the community/hirers as necessary.

The town council representatives on the Management Committee (the Committee) shall be appointed at the Annual Meeting of Sawbridgeworth Town Council and reported at the SYPRC AGM. Nominations for the other members may be received before or at the AGM and voted on at the AGM. The Committee may also make recommendations. The Chairman and other officers shall be appointed from the Committee at the AGM.

Committee members are expected to give their apologies in writing to the Secretary if they are unable to attend a meeting. Members who do not attend three consecutive meetings may be replaced by the Committee or the Town Council, in the case of councillor members.

2. An Annual General Meeting shall be held by the end of July each year, following the Annual Meeting of Sawbridgeworth Town Council in May, to receive the Chairman's and Centre Manager's Report and the audited Accounts for the previous financial year. Notice of the Annual General Meeting shall be given to SYPRC hirers and Sawbridgeworth residents 14 days before the date set for the meeting. The Committee shall make arrangements to publicise the AGM as widely as possible, using social media and posters, etc. and notice of the meetings shall also be displayed on the Town Council's website and Notice Boards.

The following Committee officers shall be elected at the AGM from the Committee members, to hold office until the next Annual General Meeting: Chairman, Vice-Chairman; Treasurer; Secretary.

3. All residents of the Parish of Sawbridgeworth are entitled to attend the Annual General Meeting.

4. The Secretary, on the signed application of not less than seven Members of the Committee, shall call an Extraordinary Meeting of the Committee within 10 days of the receipt of such an application.

5. No business shall be transacted at a Committee Meeting unless there is a quorum of four members.

6. Subject to the Scheme made by the Secretary of State for Education and Science dated 25 November 1969 (hereinafter called the Scheme), the Committee shall:

- (a) manage the SYPRC, specifying the terms and conditions for the use of the Centre and Playing Field;

- (b) be responsible for the employment and dismissal of paid staff, and
- (c) be responsible for the insurance, maintenance, repair and improvement of the property, including grass cutting and the weekly inspection of the playground equipment
- (d) be responsible for fund raising and applying for grants, loans etc. for the purpose of improving the property and the field
- (e) be responsible for consulting with hirers, and potential hirers, and specifically with young people resident in Sawbridgeworth up to the age of 22, on improvements to the building and field and the facilities and activities offered by SYPRC
- (f) send copies of all management committee agendas and minutes through the Secretary to the Sawbridgeworth Town Council's Town Clerk as the Proper Officer of the Council responsible to the Charities Commission and its external auditors for the good regulation of SYPRC and adherence to the 1969 Scheme. The Town Clerk will arrange to post the agendas and minutes (excluding any confidential items) on the Council's website

7. Subject to the provisions of the Scheme, the property, land, or any thereof, may be used by such organisations, groups or individuals as the Committee may determine, subject to the payment of expenses and the costs of the maintenance and use of the Centre and otherwise upon such terms as may be specified by the Committee.

8. Priority of use is for young people who have not reached the age of 22, but in particular those who have not reached the age of 17.

#### 9. Finance

- (a) An account shall be opened at a recognised bank into which all income received on behalf of the Committee shall be paid;
- (b) The Committee shall be authorised to open an investment account(s) with a recognised bank into which income from (a) above may be paid.
- (c) The Committee shall not incur any item of expenditure exceeding £2,000 without the prior consent of the Town Council.
- (d) Authority to sign cheques shall be given to any three of the following, one of whom shall be a Member of the Sawbridgeworth Town Council: Chairman; Vice-Chairman; Treasurer; Secretary.
- (e) The Accounts shall be made up to 31 December in each year and duly certified in such form as the Charity Commissioners may require.

10. These Rules shall be reviewed by the Committee annually at the first meeting following the AGM and are subject to the approval of the Sawbridgeworth Town Council, as SYPRC Trustees, who have the sole power to make, alter and revoke at any time without notice the rules for the regulation and management of the SYPRC or any part thereof. Following approval by the Committee, amended versions will be submitted to the Town Clerk by either the Chairman or Secretary for approval by the Town Council.

11. If any of the Rules are inconsistent with any provision of the Scheme, the latter shall prevail.

*Agreed by the Committee on 12 December 2018; amended at the request of the Town Clerk on 3 January 2019 and submitted to Sawbridgeworth Town Council on 28 January 2019.*