

# Sawbridgeworth Town Council

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

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)



**MAYOR**  
Cllr Dr John Stefan Burmicz

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

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

and supporting papers for the meetings on

**27 January 2020**

**Meeting of the Town Council**

at 7.30 pm

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followed by

**Planning Committee Meeting**

at about 8.30 pm

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# Sawbridgeworth Town Council



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MAYOR  
Cllr Dr John Stefan Burnicz  
TOWN CLERK  
Richard Bowran BSc.(Hons) PStCC

## MEETING OF THE TOWN COUNCIL

You are summoned to attend a Meeting of the Town Council which will take place on **Monday 27 January 2020** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk  
21 January 2020

## AGENDA

Welcome by the Town Mayor followed by Prayers

**19/117 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**19/118 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Interest by Members.

**19/119 CO-OPTION TO FILL THE CURRENT VACANCY**

To consider the co-option of a suitably qualified person to fill the vacancy on the council. *[Appendix A]*

[a] [v]

To require the new Member, if one is appointed, to sign the Declaration of Acceptance of Office.

[v]

**19/120 PUBLIC FORUM**

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

**19/121 MINUTES**

To approve as a correct record the minutes of the Meeting of the Town Council held on 25 November 2019 (M06) *[Appendix B]*

[a] [v]

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

- 19/129 DISTRICT PLAN**  
 To report on latest information relating to the following proposed developments:
- Gilston Villages [Ref: 3/19/1045/OUT]
  - Land north of Sawbridgeworth (SAWB4) [Ref: 3/18/2735/FUL]
- 19/130 OFFICERS REPORTS**  
 To receive and note officers' reports:
- Town Clerk *[Appendix K]*
  - Town Projects Manager *[Appendix L]*
- 19/131 ECO AGENDA & CLIMATE CHANGE**  
 To receive and note the report by 3Acorns on the Eco Audit of the town council's facilities. *[Appendix M]*
- 19/132 ANNUAL RISK ASSESSMENT**  
 To note and resolve to approve the Risk Assessment relating to the activities of the Town Council in the year 2019/20  
*[Report available in the council office and will be tabled at the meeting]*
- 19/133 CANAL TOWPATH**  
 As part of the ambition to create a throughway from Bishops Stortford to Harlow, to discuss actions to get the canal towpath into a useable state.
- 19/134 V.E. Day 75<sup>th</sup> ANNIVERSARY**  
 To note that plans for the celebration of V.E. Day will be discussed further at a meeting led by the Sawbridgeworth Local History Group on 22 January 2020 at the Memorial Hall.
- 19/135 DEPOSIT & CONSULTATION DOCUMENTS**  
 To note receipt of any Documents for Noting and Consultation.
- 19/136 FINANCIAL REPORT**  
 To note the current Financial Report.
- 19/137 ACCOUNTS FOR PAYMENT**  
 To note and approve accounts for payment.
- 19/138 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.**

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Richard Bowran  
Subject: Co-opting of councillors  
Date: 20 January 2020

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### Members

At the meeting of the Town Council next Monday you are being invited to co-opt a suitable person to fill the casual vacancy that has arisen as a result of the resignation of Steve Jones.

At the deadline of Friday 17 January we had expressions of interest from four eligible candidates, in alphabetical order they are:

- Jacqueline Jackson
- Dawn Newell
- Greg Rattey
- Emma Vandore

Attached are the Candidate information submissions that they have made. Each candidate will be invited to address Members at the meeting for up to three minutes.

In order to allow for free and candid debate they will then be invited to withdraw from the chamber. You will then be invited to discuss the aspirants and vote for the candidate of your preference.

The voting procedure is laid down in law. (*LGA 1972 s12 para 39*). "A successful candidate must have received an absolute majority vote of those present and voting." As we have 11 Members, the absolute majority is 6 votes.

So, if on the first round no candidate has received an absolute majority, the lowest polling candidate(s) will be crossed off the poll and a second round will take place. The process will continue until an absolute majority is reached.

Members do of course have another option which is to resolve not to co-opt any of the candidates.

Normal procedure is to vote by a show of hands. It remains as an option for any member to propose a secret ballot. In that case I will conduct the vote and act as returning officer, Jo Sargent will act as teller. The mayor will announce the result.

Sawbridgeworth Town Council

SAWBRIDGEWORTH TOWN COUNCIL

13 JAN 2020

Town Clerk: Richard Bowran

Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN

RECEIVED

Tel: 01279 724537 : e-mail clerk@sawbridgeworth-tc.gov.uk

To Members Candidate Statement to Members

Name: Jacqueline Jackson

Address:

Sawbridgeworth, Herts,

Mobile:

E-mail:

Why I would like to join Sawbridgeworth Town Council:

I was born and raised in Hatfield heath, however my family relationship with Sawbridgeworth goes back to the 30s when an Aunt worked for Walter Lawrence building aeroplane parts, my Mother was evacuated to Sawb in the 40's, my father worked at Walter Lawrence as a wood machinist in the 70's and in the 90's my husband and I bought a flat in the renamed Lawrence Moorings.

I left the NHS, where I had worked since 1981, mainly in training and management positions to become a full-time carer for my husband who has Multiple Sclerosis, I have since committed my time to volunteer work, I'm a member of the Princess Alexandra Hospital Patient Panel, I help out at a night shelter in Harlow, I assist at the youth club in Hatfield Heath and was part of the High Wych drive safe team, I am also a Church Elder at Hatfield Heath United Reformed Church.

So, why would I like to join Sawbridgeworth Town Council? Firstly although I feel privileged to live in the area I can see a lot of things that can be enhanced to improve the life of the local community. I am passionate about the environment and keen to promote less use of the car, however with the volume and speed of traffic on our local roads, the lack of dropped curbs, the poor maintenance of some of the pavements as well as the increased number of "pavement parkers," anyone with a pram or mobility scooter would find getting from A to B decidedly hazardous. I am also keen to encourage the healthy activity of cycling however the problem of potholes, flooding, poor street lighting and again speed of cars presents many risks to the average bike user. Litter is also a problem that seems to be getting worse, the sight of drinks can and food wrappers on the grass verges is now so common place that it appears to have become part of the lands scape.

As a member of the town council I feel I could work with other authorities and the local community to address some of the problems and assist with solutions.

Sawbridgeworth has a lot to be proud of, the GP surgery for example, is now state of the art with electronic booking, screening programs and links to excellent chemists, there is a fantastic library, where users with limited mobility can now download electronic books as well as order paper copies in advance. There are wonderful local shops and restaurants as well the newly refurbished Bugden's, with the new Waitrose Express eagerly awaited. The Hailey Day Centre continues to be a Community Hub for the over 55's and there are numerous after school activities and groups for local children of all ages. The Sawbo bus is a great example of providing a service to the community, which I know gives a great many people access to the local facilities. The May Fair and the Christmas Illuminations also attract huge numbers who wish to share in the local celebrations.

My feeling is that Community involvement is key, so if I was made a co-opted councillor I would like to work with local businesses and partner authorities to develop some cost neutral ideas which would be beneficial to the local community.

(Happy to discuss these in detail when we meet on the 27<sup>th</sup> January.)

Signed:

Handwritten signature: Jacqueline Jackson

Date:

Handwritten date: 10/Jan/20

# SAWBRIDGEWORTH TOWN COUNCIL

Sawbridgeworth Town

Council

16 JAN 2020

Town Clerk: Richard Bowran

Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN

Tel: 01279 724537 : e-mail [clerk@sawbridgeworth-tc.gov.uk](mailto:clerk@sawbridgeworth-tc.gov.uk)

RECEIVED

To: Members

Initials: R

## Candidate Statement to Members

Name: Dawn Kathleen Anne Newell.

Address:

Sawbridgeworth  
MK23 8LJ

Phone: 01279-724537

Mobile: ( )

E-mail:

Why I would like to join Sawbridgeworth Town Council:

Because I can <sup>bring</sup> my experience of raising my family, and latterly my grandson in Sawbridgeworth I have experience of being a parent at the local schools and attending local clubs.

I use the local swimming pool, parks & small businesses, where I have met a lot of local people over the years.

I can represent local views & priorities, I am good at building strong relationships, through my previous job role as a service manager with adults with learning disabilities. I can engage with all members of the community and respond to their queries and investigate their concerns.

I have experience working with organisations including the public, and voluntary community and private sectors.

I want to share the vision for Sawbridgeworth make the best use of resources & deliver services.  
Pro.

Signed: D. Newell.

Date: 16/1/20

# SAWBRIDGEWORTH TOWN COUNCIL

Town Clerk: Richard Bowran  
Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN  
Tel: 01279 724537 : e-mail [clerk@sawbridgeworth-tc](mailto:clerk@sawbridgeworth-tc)

Sawbridgeworth Town Council  
14 JAN 2020  
RECEIVED  
To Members | Inits: *RB*

## Candidate Statement to Members

Name: **GREG RAITEY**

Address: **Sawbridgeworth HERTS**

Phone: **01279-222222**

Mobile: **07777-777777**

E-mail: **greg.raitey@bt.com**

Why I would like to join Sawbridgeworth Town Council:

I would like to join Sawbridgeworth town council because I believe I have the drive, energy and experience to serve the community.

I have decades of experience of voluntary work, including Age Concern, working with Hertfordshire police, Isobel Hospice and have campaigned locally and nationally on equality issues.

I have worked and traded in Bell Street for 45 years, my salon has always been more than just a service for hairdressing, I have always helped and supported the elderly and vulnerable in the town.

I am also a trustee of the Healey Centre and have a proven and trusted track record.

Signature: *[Handwritten Signature]* Date: **13/Jan/2020**

# SAWBRIDGEWORTH TOWN COUNCIL

Town Clerk: Richard Bowran  
Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN  
Tel: 01279 724537 : e-mail [clerk@sawbridgeworth-tc.gov.uk](mailto:clerk@sawbridgeworth-tc.gov.uk)

Sawbridgeworth Town  
Council

10 JAN 2020

## Candidate Statement to Members

RECEIVED

To Members | Inits: *RB*

Name: *EMMA VANDONE*

Address:  
*Sawbridgeworth*

Phone:

Mobile:

E-mail:

Why I would like to join Sawbridgeworth Town Council:

I had the opportunity, as reported for the BS Independent, <sup>to see</sup> the good work you do as a town council. When I saw you were looking to co-opt a new member, I thought this would be an opportunity to continue - albeit in a different role + participating in the life of the town, which as an <sup>active</sup> ~~active~~ <sup>1</sup> ~~active~~ member, I have come to love.

Signed:

*Emma Vandone*

Date:

*10/1/2020*



# 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 25 November 2019**.

### Those present

Cllr Angela Alder	Cllr Craig Chester
Cllr Annelise Berendt Furnace	Cllr Peter Gray
Cllr Eric Buckmaster	Cllr Dinesh Patel
Cllr Ruth Buckmaster	Cllr Spencer Richards
Cllr John Burnicz	Cllr David Royle

In attendance:	3 members of the public
PS Mark Collins – Herts Police	Chris Carter – BS Independent
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager

The meeting of council was preceded at 7.00pm by a presentation to be given by Mr Bob Reed on Pishiobury Park as a Local Nature Reserve.

Welcome by the Town Mayor  
Prayers were said by Cllr Gray

### 19/97 APOLOGIES FOR ABSENCE

Town Clerk advised that he had received that morning the resignation of Steven Jones, for personal reasons.  
Apologies for absence had been received from Cllr Coysten - unwell.

### 19/98 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Interest by Members.

### 19/99 PUBLIC FORUM

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

**Mrs Hazel Mead** thanked the council for the use of a minibus for the Nostalgia Day on 09 November.

**Mrs Hazel Mead** reported on a meeting held by the Sawbridgeworth History Group at the memorial Hall to discuss VE Day Anniversary celebrations in 2020. Suggestions were:

- A Ration Book challenge
- A display in the council chamber
- A street party in the Memorial Hall, with entertainment
- Bell ringing at 15:00
- Souvenirs for children
- Decibells entertainment in the evening

Next meeting on 22 January in SMH. Funding required but no indication yet of what costs might be.

4. 8<sup>th</sup> November: Pickle Night: sadly cancelled. Origins?
5. 9<sup>th</sup> November: attended a memorial service in Lille, Flanders.
6. 10<sup>th</sup> November: attended the remembrance service at Gt. St. Marys which was wonderful. I expressed my delight at seeing so many youngsters attending. Also had the honour of dismissing the Scouts and Guides after the service.
7. 11<sup>th</sup> November: In my role as Mayor I was invited by the Czech Ambassador and the Military Attaché to attend Czech armed Services Day. Also Lady Mayoress in attendance.
8. 11<sup>th</sup> November: Gave a talk at the local Rotarians Meeting about the Polish RAF units and my father's role from Siberia to the UK via North Africa and Monte Casino. Lovely evening with some very charming people.
9. 12<sup>th</sup> November: Invited to Polish Embassy in my role as Mayor for a meeting on expanding Anglo-Polish Relations: unfortunately ended up in Theatre to repair my eye so could not attend.
10. 19<sup>th</sup> November: PAGO meeting: could not attend as my eye was a bit sensitive still to night lights from cars.
11. 23<sup>rd</sup> November: Excellent evening organised by Johnathan Kaye at The Fletcher's Lea in Ware to raise money for the Isabel Hospice. Also attended by Cllrs R & E Buckmaster.

## 19/106 REPRESENTATIVES REPORTS

**Received:** Representatives reports from:

- o **County Councillor E Buckmaster**  
**YC Hertfordshire has developed a survey for young people aged 11-17 and up to 25 for those with special educational needs.** The aim of the survey is to hear and capture the voices of young people, to help us understand what they would like from out-of-school provision, the issues of greatest concern to them, and how we can make services and activities better.  
**Hertfordshire schools being enriched by over 600 art donations** Sixty schools are set to benefit from the diverse artworks being donated by Hertfordshire County Council.  
**New rapid cross-county transport system proposed for Hertfordshire** A new high-speed, east-to-west public transport system could be on the way for Hertfordshire after county councillors recommended developing a detailed proposal for a new Mass Rapid Transport (MRT) system to run along the A414 corridor.  
**Hertfordshire's over-55s to enjoy new community-centric housing following £33million investment** Councillors have agreed to approve capital investment of £33million into developing around 750 new homes that will provide flexible care services and community spaces for the over-55s across the county.  
**Young people in Hertfordshire can now be 'Fearless' about reporting crime** A new website has been launched ([www.fearless.org](http://www.fearless.org)) to enable Hertfordshire's younger residents to anonymously report criminal or violent activity.

In addition

- o Posts installed in Wisemans Gardens
- o Vantorts Road relined
- o EHDC conservation officer to look at London Road railings

by the Monitoring Officer, it is better to seek committees views early on. Steps that are taken

- complaint received
- Decision whether to take action
- Is it a breach of conduct
- Does it need a sanction?

Sanctions You cannot remove someone from the council only by the ballot box, but they can be censured and restricted from committees. Hearings shouldn't be behind closed doors. All findings must be made public as residents have a right to know.

HGGT. 11.11.19 Stewardship. To ensure community assets are looked after in perpetuity. This meeting was in a Workshop style with the attendees in small groups. We looked at the assets that could be included for stewardship. What model of stewardship should be used. What governance and legal statutes for stewardship body. How is it to be funded. Some of the ideas

- Long term funding streams for future investments for benefit of communities.
- Letchworth model, no free holds sold, rents from commercial properties give income.

#### Stewardship Model Choices

- Local council led model, funding can be allocated by District Council
- Development Trusts, use self trading/ ownership of land to gain revenue
- Community Land Trusts, can acquire land and assets, must use profits for the benefit of the local community
- Management Companies, can apply a service charge to residents
- Community Interest Company, limited by shares or guarantee
- Community Benefit Society, a corporate body which carries a business, trade or industry for the benefit of the community
- Housing Associations, varied structure and funding, can gain charitable status.

I will be attending training on BREEAM and sustainable design on 21st November. I will give a verbal report on this at the Council Meeting.

- District Councillor Burmicz
  - Nothing further to report
- Hertfordshire Police, PS Mark Collins
  - Thanks for use of minibus for Remembrance Day
  - 43 crimes reported in month
  - Fireworks night saw injury and criminal damage, next year

During our visit to Moosburg over the weekend of 25-27 October we were shown the new Moosburg/Sawbridgeworth Town Twinning sign, shorn of EU stars. The town Clerk/Cllr. Buckmaster can perhaps update us on progress on, and positioning of, our new town signs incorporating Moosburg?

**5 VE DAY 8 MAY 2020**

A meeting was held on 20 November with community group representatives to discuss the detail of the day. I will report back on 25th.

- o Cllr R Buckmaster – SYPRC & RHSO
  - o SYPRC. Next meeting is on 27th November nothing to report other than Music night going ahead on the 7th December.

RHSO We are having a juice stalk in Bell Street Car Park on 14th December 9.00 - 1.00. Please come and buy your Apple juice .The Wassail this year will be on 18th January 6.00 - 7.30. The Ukes of Hazard will be playing again and refreshments will be available.

**19/107 DISTRICT PLAN**

To report on latest information relating to the following proposed developments:

- Gilston Villages [Ref: 3/19/1045/OUT]
  - o Current status is that a "Village 7" consultation is taking place.
- Land north of Sawbridgeworth (SAWB4) [Ref: 3/18/2735/FUL]
  - o No further information, sign boards erected on Cambridge Road saying "new homes coming soon"

**19/108 OFFICERS REPORTS**

*Received and noted:* Officers' reports from:

- Town Clerk
- Town Projects Manager

**19/109 ECO AGENDA & CLIMATE CHANGE**

To determine the council's approach to an Eco Agenda and Climate Change. Clerk advised 3Acorns Eco-Audit first visit will be on 03 December and feed-back to Members on 04 December.

**19/110 V.E. Day 75<sup>th</sup> ANNIVERSARY**

*Noted:* the report of the meeting led by the Local History Group on 20 November 2019 at the Memorial Hall, described at Minute 19/99.

**18/111 DEPOSIT & CONSULTATION DOCUMENTS**

There were no Documents for Noting and Consultation.

**19/112 FINANCIAL REPORT**

*Noted:* The current Financial Report.

**19/113 ACCOUNTS FOR PAYMENT**

*Noted and Approved:* Accounts for payment.

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 19:30 on Monday 13 January 2020.

#### Those present

Cllr Angela Alder  
Cllr Coysten

Cllr Craig Chester  
Cllr Don Patel

*Cllr John Burmicz (Ex-officio)*

*Cllr David Royle (Ex-officio)*

#### In attendance:

R Bowran – Town Clerk  
J Sargent – Town Projects Manager

L Dale – Planning Officer

2 Members of Public

#### P 19/93 APOLOGIES FOR ABSENCE

To receive any apologies for absence. No apologies received. Cllrs Gray and Richards were absent.

#### P 19/94 PUBLIC FORUM

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

#### P 19/95 DECLARATIONS OF PECUNIARY INTEREST

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

#### P 19/96 MINUTES

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

- 25 November 2019 (P11) [*prop Cllr Chester ; secd Cllr Patel*]

#### P 19/97 DELEGATED POWERS

To report on comments made under delegated powers on 20 December 2019

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#### 3/18/2735/FUL (SAWB4) Land a Cambridge Road)

Hybrid planning application comprising: Full planning permission for 85 dwellings along with a new access into Cambridge Road, provision of new spine road, landscaping, associated infrastructure and the demolition of existing dwelling; and Outline planning permission for 99 dwellings with associated open space, landscape and infrastructure with all matters reserved except access

**Applicant:** Countryside Properties

**STC Comment:** Deferred. To be discussed at a separate meeting – date to be confirmed (please refer to Agenda point P 19/102)

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**3/19/2503/HH &  
3/19/2504/LBC**      **Bonks Hill House, High Wych Rd**  
Conversion of coach house to annexe  
**Applicant:** Mr Oliver Hookway  
**STC Comment:** No objection & No comment

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**3/19/2535/HH**      **28 Rowney Gardens, CM21 0AT**  
Demolition of side garage and removal of chimney stacks. Erection of single storey front, side, rear and two storey side and rear extensions. New vehicle access onto Rowney Gardens and proposed access gates and front boundary wall.  
**Applicant:** Mr K Hawkins  
**STC Comment:** Objection. On further consideration this appears to be overdevelopment of site

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**3/19/2544/FUL &  
3/19/2545/LBC**      **136 Sheering Mill Lane, CM21 9ND**  
Erection of 1, two bedroom dwelling to include a front Juliet balcony, 2 parking spaces and associated landscaping  
**Applicant:** Mrs J Reilly  
**STC Comment:** No objection but concerns regarding suitability of vehicular access onto highway on dangerous bend

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**3/19/2577/OD/PN**      **39 London Road, CM21 9EH**  
Change of use of first and second floor from B1 Office to C3 Residential to create 1 dwelling  
**Applicant:** A Evans  
**STC Comment:** No objection

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**P 19/98**      **PLANNING APPLICATIONS RECEIVED FROM EHDC**  
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

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**3/19/2397/FUL (Amended) &  
3/19/2398/LBC**      **29 Station Road, CM21 9JY Bell Street, CM21 9JY**  
Conversion of barn outbuilding into a self-contained residential unit and associated development to include 2 rear roof lights  
**Applicant:** Mr Colin Hardy  
**STC Comment:** No planning objection however objections from neighbouring properties concerning invasion of privacy and lack of sufficient parking noted.

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**P 19/99**      **LATE PLANNING APPLICATIONS**  
Planning Applications received from EHDC following the Publication of this Agenda and received before 10 January 2020. There were none.

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**3/19/1840/LBC**      **130 West Road, CM21 0BW**

Single storey rear extension

**Applicant:** Mr Keith Willson

**STC Comment:** No comment

**EHDC Decision:** Granted

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**3/19/1894/ODPN**      **34A London Road, CM21 9JS**

Change of use from Class B1 (a) offices to Class C3 residential, to create 1 no. dwelling

**Applicant:** White Ivy Homes Ltd

**STC Comment:** No comment

**EHDC Decision:** Prior approval is not required

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**3/19/1919/LBC**      **91 London Road, CM21 9JJ**

Replacement of PVC windows to rear and fill of window to ground floor

**Applicant:** Mr Keith Burnand

**STC Comment:** No comment

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

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**3/19/1952/HH**      **79 West Road, CM21 0BN**

Single storey side and front extension, to create family annexe

**Applicant:** Mr K Green

**STC Comment:** No objection

**EHDC Decision:** Refused – Contrary to Policies DES4 and HOU11 of the East Herts District Plan (2018)

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**3/19/1973/HH**      **45 Vantorts Road, CM21 9NB**

Demolition of existing conservatory, kitchen and utility to rear. Erection of a two storey rear extension, hip to gable roof alteration, to include 5 dormer windows and 4 rooflights, erection of pitched roof front porch, fenestration alterations, alterations to widen driveway, new gates and walls

**Applicant:** Mr and Mrs S Nixon

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/19/1999/PNHH**      **11 Chaseways, CM21 0AS**

Single storey rear extension, Depth 6.585 metres; maximum height 2.8 metres; height at the eaves 2.8 metres

**Applicant:** Mr and Mrs Jemmett

**STC Comment:** No objection

**EHDC Decision:** Prior Approval is required and refused

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**3/19/2104/HH**      **23 Elmwood, CM21 9NN**

Single storey front extension

**Applicant:** Mr L Gardner

**STC Comment:** Objection. Not in-keeping with street scene

**EHDC Decision:** Granted

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**P 19/101 PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals. There were none.

**P 19/102 MEETING DATE TO BE SET**

To consider date for extra meeting to discuss Planning Application  
3/19/2735/FUL (SAWB4) Land at Cambridge Road, Sawbridgeworth.  
Meeting date set – Monday 10 February 2020 at 19:00.

Meeting Closed at 19:55



# SAWBRIDGEWORTH TOWN COUNCIL

## ECONOMIC DEVELOPMENT & SAWBRIDGEWORTH TOWN ACTION PLAN COMMITTEE

### Minutes

of the meeting of the Economic Development and STAP Committee held at the Council Offices, Saysbury Manor, Bell Street, Sawbridgeworth at 20:00 on **Monday 13 January 2020**.

#### Those present

Cllr Angela Alder	Cllr Dinesh Patel
Cllr Ruth Buckmaster	Cllr David Royle
Cllr Craig Chester	Cllr John Burnicz ( <i>ex officio</i> )

#### In attendance:

4 members of the public  
R Bowran – Town Clerk

J Sargant – Town Projects Manager

#### E 19/29 APOLOGIES FOR ABSENCE

There were no apologies for absence

#### E 19/30 PUBLIC FORUM

There were no representations from members of the public on matters within the remit of the ED & STAP Committee.

#### E 19/31 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

#### E 19/32 MINUTES

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on 09 September 2019 (E02)

**Noted:** The record of the inquorate meeting scheduled for 11 November 2019 (E03). Cllr R Buckmaster wanted it recorded that she had advised that she would be late for the meeting and therefore it should not be recorded that she was absent.

#### E 19/33 ECONOMIC DEVELOPMENT

To review proposals for promoting economic development.

- Weekly market as a destination.
  - Town Projects Manager reported on-going research
  - That the council had joined NASMA for support
  - That the market was projected to start in late spring
  - That a sum of £2,000 would be needed for branding the initiative
  - That in line with the vision set out by the Herts Forward conference, the market would establish the town as a "destination"
- Support from EHDC
  - Clerk was set the task of securing financial support from EHDC in line with the District Plan 2018 objective of supporting economic vibrancy initiatives.
- Town Green
  - Clerk reported that a grant application had been made for the second round of Pocket Park development and had received the support of EHDC

# 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 20:30 on Monday 13 January 2020.

#### Those present

Cllr Angela Alder	Cllr Annelise Berendt Furnace
Cllr Eric Buckmaster	Cllr David Royle
Cllr Ruth Buckmaster	

#### In attendance:

R Bowran – Town Clerk	Joanne Sargent – Town Projects Manager
Lisa Dale – Finance Officer	

#### F19/30 APOLOGIES FOR ABSENCE

There were no apologies for absence  
Cllr Richards was absent

#### F19/31 DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members  
Clerk advised of special dispensation in discussing the budget

#### F19/32 MINUTES

**Resolved:** To approve as a correct record the minutes of the Finance and Policy Committee held on 18 November 2019 (F03)  
*[prop Cllr Berendt Furnace; secd Cllr Alder]*

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

#### F19/33 STAFF MATTERS

To consider any matters relating to members of staff.

##### 19/33.1 Update on advice from ELAS

Clerk reported that an occupational health review had been arranged for a returning member of staff.

##### 19/33.2 Staff Contracts of Employment

Clerk reported that making a change to contracts of employment of all staff by introducing a new sickness policy to protect the exposure to long term sickness was under way.

#### F19/34 FINANCE MATTERS

To consider any matters relating to the finances of the Council

##### Annual Return

19.34.1 Clerk reported that the Annual Return has been signed and approved by PKF Littlejohn, the external auditor, unqualified and with no adverse comments.

##### 19.34.2 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 Alder; secd Cllr R Buckmaster]*

## County councillor report January 2020

### **Budget plans: Investment to support the vulnerable, meet the challenge of a growing Hertfordshire and to protect the environment**

Hertfordshire County Council has published plans to invest to support the vulnerable, meet the challenge of a growing Hertfordshire and protect the environment. A solid track record of sound financial management' coupled with an increase in central government funding for the first time in many years, means that the council is able to consider investing in key services.

The extra investment will also be paid for by an increase of 2% for adult social care precept and 1.99% addition in general council tax. This is equivalent to £1.04 a week increase for average band D households.

Through the council's annual budget consultation process, 60% of those residents said that they would be willing to pay more in council tax to maintain local services.

The key areas highlighted within the budget are:

- **Supporting the vulnerable:** This includes the headline £12m investment to reward and help retain Hertfordshire's 30,000 strong care workforce who make a real difference supporting older and disabled people – this will be broadly met for by the extra 2% in social care precept. Our close proximity to London and low unemployment has, in the past meant that we have struggled to recruit and retain these highly skilled workers. These new plans will help us to build a system in Hertfordshire which financially rewards those working in social care, offers real opportunities for career development and progression and delivers the best possible quality of care. £8m is also being invested to ensure there is sufficient funding to support the most vulnerable children in care. This is on top of transformation funding to develop more specialist care capacity within the county. A further £3m is being invested for Special Education Needs transport;

**Meeting the challenges of a growing county:** This investment now totals £37m over a 5 year period, with £8m being invested next year in improving the standard of the local road network;

- **Protect the environment:** In July 2019, the county council agreed the declaration of a climate emergency. Alongside some of the existing initiatives, including the air quality strategy and the energy strategy, this budget includes £10m of capital to invest in public transport and bus priority measures. There will also be an initial £300k per year as a catalyst for the emerging Sustainable Hertfordshire Strategy;

The County Council is also facing a number of financial challenges such as continued uncertainty of future government funding and increasing demands for vital support services for disabled and vulnerable children, adults and the elderly.

### **A great year for cycling**

In 2019, Cycling Team has delivered training to nearly 9,000 children and adults across the county, increasing again from 2018 figures. There is enthusiasm and support for the Bikeability scheme with more and more schools getting involved. The team have had an excellent year with their work ensuring that children with special needs have the opportunity to do additional cycle training giving them the confidence and ability to join in Bikeability training, and most importantly enjoy cycling.

There is a newly revised 'Hertfordshire Cycling Map for Travel and Leisure'. The map is updated and shows what is available in the county with clearly marked cycle hubs and cycle pit stops and lots of different routes.

For more information get in touch with the Cycling team at [cycling@hertfordshire.gov.uk](mailto:cycling@hertfordshire.gov.uk)

**Learn 2 Live programme** with 19 performances, **more schools and colleges attending than ever before** and excellent feedback, the Learn 2 Live programme is growing and continuing to innovate. Every attendee receives potentially life-changing messages and strategies that will keep them safer on the roads. Thanks to our partners from Roads Policing, Fire and Rescue, Trading Standards to Road Victims Trust for their essential support. The [young drivers' link](#) provides more information and an overview of Learn 2 Live, and introduces a virtual reality film - 360° film [www.hazardaware360.co.uk](http://www.hazardaware360.co.uk) on driving hazards.

### **East Herts**

#### **Items on Executive Agenda this month (21<sup>st</sup> January)**

7. Bishop's Stortford High School Site (BISH6) Masterplanning Framework
8. South of Hertford (HERT5) Masterplanning Framework
9. East of Manor Links (BISH9) Masterplanning Framework
10. Bircherley Green – Hertford Town Centre Urban Design Strategy Update
11. Corporate Plan 2020/21
12. Sustainable Medium Term Financial Plan 2020/21 - 2023/24
13. Capital Strategy 2020 Onwards
14. Treasury Management Strategy 2020/21

**Hartham Leisure Centre.** The planning application for the extension of Hartham Leisure Centre was considered at Development Management Committee on 8<sup>th</sup> January. Members raised concerns over the design and materials and asked for the decision to be deferred. Officers will consider steps that may be taken to address the concerns. The change of use of a temporary location to house the gym equipment during construction was approved as well as the play area alongside the Leisure Centre.

EHDC report for TC meeting 27.01.2020

This is my report for the months of December and January.

4.12.2019 DMC

At the meeting we voted Cllr Deering to be Chair as Cllr Page had decided to step down.

3/19/1856/HH - FIRST FLOOR REAR EXTENSION AT DOVECLOSE, BISHOP'S STORTFORD, This was the only planning application on the agenda and was approved. It was put before the committee because it is a member of EH staff.

18.12.2019 Council Meeting

At the council meeting we received various reports including the Executive report, the calculation of Council Tax Base 2020/21, Licensing Committee and Annual Treasury Management Review. We voted to accept the Adoption of the International Holocaust Remembrance Alliance Working Definition of Antisemitism.

As it was the meeting before Christmas we all wore our Christmas jumpers/ ties or jackets to raise money for the Chairs Charities.

8.01.2020 DMC

There were Three planning applications before the committee all in connection with Hartham Common Leisure Centre .

3/19/1882/FUL Hartham Leisure Centre Demolition of western part of Leisure Centre and northern part of plant building. Construction of 2 storey extension to leisure centre incorporating a ground floor café with outside seating and construction of 1 detached substation. Rearrangement of part of car park and cycle storage. After much discussion it was proposed and agreed to defer this application on grounds of design.

3/19/2218/FUL Biomarsh House, Change of use of part of the ground floor from B1 (Office/light Industrial) to D2 (fitness centre) for a temporary period of 3 years together with associated elevational alterations including provision of new entrance doors and access ramp, ventilation louvres, lighting and 3 AC condensers.

This application was approved.

3/19/2313/FUL Hartham Common Play Area, Refurbishment of play area including alterations to railings, proposed new paths, play equipment, safety surfacing and signage.

This application was approved.

15.01.2020 EH environmental climate forum.

As both Cllrs Royle and Furnace also attended the forum i will leave it to them to report back. It was well attended by over 100 people a good start in this area with more meetings planned around the district.

16.01.2020 BREEAM training

The Building Research Establishment Environmental Assessment Method was first published by the Building Research Establishment (BRE) in 1990, is the worlds longest established method of assessing, rating and certifying the sustainability of buildings.

The aim for Hertford Theatre is to be a BREEAM certified Building. Hertfordshire has 142 certified buildings, 5 in East Herts.

BREEAM is voluntary, the aim is for best environmental practice and to go beyond regulations. But evidence must be provided. The levels of BREEAM are; pass Good Excellent Outstanding. Hertford Theatre are going for excellent.

There are 9 areas for credits to be fulfilled, each area has different sections, these all have different quantity of credits depending on importance.

Energy (most important) 8 sections

Health and well-being. 6 sections

## 1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS

I am still awaiting responses from some schools to confirm briefing dates for the 2019/20 school year and town school council meetings. I have asked them to look at/complete the Action Plan survey and we can discuss it at meetings.

John Rider and I assisted with FandB's Year 2 Street Detectives topic history walk on 8 January and the next day I attended the Bright Lights Big City tea party, representing the mayor and the Queen. Cucumber sandwiches and fruit and an interrogation. The children had made some fantastic models of London landmarks (with a little help).

## 2 FOOTPATHS, OPEN SPACES AND DOG FOULING

Work has started/is starting on Footpath 27 (Sheering Mill Lane to the Church) and I understand that Cllr Eric Buckmaster has budgeted for the more problematic lower part in his next year's locality budget. I have asked for an update on Footpath 32 (Bell Street 'Surgery' Car Park to London Road) but no response so far. I assume that the Modification Order on the Elmwood to the river path is still 'pending'. An amount is in the draft budget for resurfacing the FandB footpath to the Nursery and Parish Rooms. I have also reported on the poor state of Footpath 21 (Brook Road to Town Square) to both HCC and EHC (see below) following complaints on Facebook.

I suggested an annual footpath RAG review to the Amenities Committee last October but we didn't discuss it. This is something Brian Rochester used to do as part of the Stort Valley project. I have contacted a few volunteers. Cllr Eric Buckmaster is happy to discuss and possibly fund priorities arising. Meanwhile I have received further 'clarification' of the mysterious world of footnote maintenance: it appears EHC would welcome our help in surveying paths in the area, although they 'now have volunteers who try to do this'. I have suggested we/I coordinate! HCC confirms that responsibility for the surface of sealed (e.g. tarmac or paved) public rights of way rests with Highways, under a Sealed/Unsealed Routes Agreement with them. They prefer to receive reports via their online Fault Reporting System or via the Call Centre, rather than emails (or the Fix My Street app), as this automatically generates a priority. Responsibility for mud, leaves, litter, etc., is that of the district council, and problems should be reported direct to them. Cllr Eric Buckmaster advises that [Customer.Services@eastherts.gov.uk](mailto:Customer.Services@eastherts.gov.uk) is the best route and you receive acknowledgement, but not confirmation.

Can I clarify please the remit and management of our town centre road sweeper?

HCC had a Highways Together 'programme of projects developed to enable Parish and Town Councils to tackle local highway issues in their community with voluntary participation'. It aims to empower and enable Parish and Town Councils to address local priorities. It was launched in June 2015 but didn't really fully cover footpath maintenance. I recall that EHC at one time was considering transferring responsibility (and funding?) for footpaths to town and

**RHSO report for TC meeting 27.1.2020**

In December we held a stall selling juice in Bell St. It was a cold day but was successful with over 50 bottles of juice sold.

On Saturday 18th January we held the annual Wassail. It was an extremely good evening with musical entertainment by the Ukes of Hazard, the refreshments including mulled cider and mulled apple juice were very popular. There was about 250 people in attendance who took part in blessing the trees and singing the wassail songs.

The juice will continue to be sold at Full of Beans health food shop and other community events.

Ruth Buckmaster Chair.

**SYPRC report for TC meeting 27.01.2020**

The music night held on 7th December was well attended with 53 tickets 'sold'. All seemed to enjoy themselves but as a committee decided that next time tables and chairs might be put out. We are hoping to hold another one on 8th February. This is an area we are hoping to grow, giving the young people a venue where they can come and play and listen to their music.

Due to the cost of the repairs and maintenance of the hall and playground equipment this year our expenditure exceeded our income by £4000.

Therefore from 1st April we are increasing our hire rates. These will be £14 ph weekdays, £18ph and £22 ph for weekends.

We are still hoping to run a film club subject to funding.

Cllr Ruth Buckmaster Chair

11 DEC 2019

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GRANTS limits f



# SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

## Application for Grant – 2019/20

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 10 January 2020 for consideration on 27 January 2020.

Name of Organisation:	EAST HERTS CITIZENS ADVICE SERVICE LTD
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Name and position of person making this application	ROGER L.H. MERTON Trustee / Director
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Address for correspondence:	ROSELANDS HOUSE CUNAGE ROAD HODDINGTON HERTS EN11 9DT
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Phone number:	(M) 07860 423977 (H) 01992 441610
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Name of Project:	OUTREACH IN SAWBRIDGEWORTH
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Description of Project, how and when grant will be spent.	GRANT TOWARDS COST OF RUNNING OUTREACH OFFICE IN SAWBRIDGEWORTH. PROVISION OF DROP-IN SERVICE FOR PUBLIC BETWEEN APRIL 2019 & MARCH 2020 TO ADVISE ON DEBT, BENEFITS & WELFARE, WE ENSURE LOCAL RESIDENTS DO NOT SUFFER THROUGH LACK OF KNOWLEDGE OF THEIR RIGHTS
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East Herts Citizens Advice Service Ltd (CAEH)

Registered Office: 74, South Street, Bishop's Stortford, Herts CM23 3AZ

Statement on the financial position of East Herts Citizens Advice Service Ltd

for the next 3 years to be read in conjunction with the application for funding (dated 8 December 2019) to Sawbridgeworth Town Council for 2019/20.

2018/19

Independently Examined accounts are attached. The amount of Reserves as Unrestricted General Funds is to satisfy the Charity Commission's and Cit A's requirements and as per the policy of the Trustees/Board of Directors.

Our Service is provided by Volunteer Advisers with paid Specialists and Supervisors, all of whom are part time.

2020/22

We seek funds annually from outside Organisations to increase our income, from 'Project Funding' as 'Restricted Funds', or Organisations such as Sawbridgeworth Town Council for whose residents we offer our services.

With reference to the attached application form, we wish to point out:

- (i) In the latest recorded figures to 31 March 2019 we saw 5,849 clients with 11,914 issues for the whole organisation, of which 29% were in connection with benefits (excluding universal credit), 4% Universal Credit, 12% debt advice, 11% housing, 10%, relationship and family and 9% employment, a total of 75%. Many clients are seen more than once but they are only counted once per quarter.
- (ii) for the same period at Sawbridgeworth outreach and visits to our Bishop's Stortford and Hertford & Ware bureaux by Sawbridgeworth residents over the 12 month period, we estimate there were 100 unique clients
- (iii) we are grateful and appreciative for all the facilities you provide and we thank you most sincerely.

Roger L H Merton MBE

Director/Trustee

East Herts Citizens Advice Service Ltd

December 2019

APPENDIX J(2)



R	to
RECEIVED	GRANTS
17 DEC 2019	
Council	
Sawbridgeworth	

# SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

## Application for Grant – 2019/20

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 10 January 2020 for consideration on 27 January 2020.

<b>Name of Organisation:</b>	<b>Sawbridgeworth Local History Society</b>
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<b>Name and position of person making this application</b>	<b>Hazel Mead Treasurer</b>
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<b>Address for correspondence:</b>	<b>44 Ash Groves Sawbridgeworth Herts CM21 9LN</b>
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<b>Phone number:</b>	<b>01279 724503</b>
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<b>Name of Project:</b>	<b>VE Day Pageant</b>
<b>Description of Project, how and when grant will be spent.</b>	<b>In response to the National call for commemorative events to celebrate the 75<sup>th</sup> Anniversary of VE Day a Pageant will be held in the town on Friday 8<sup>th</sup> May 2020. The aims are to commemorate the event and raise money for the Armed Forces charity, SSAFA, which includes the Merchant Navy. Local community groups, churches and schools will be involved in the planning of the event and as many as possible will participate in it on the day or</b>

Self-help; details of other activities to meet this need.

Depending on the outcome of grant applications we may seek additional support, contribute from our own funds, organise fund-raising events etc.

Signature of Applicant

*H. Neal*

Date:

16-12-19

Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.

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SAWBRIDGEWORTH LOCAL HISTORY SOCIETY  
44 ASH GROVES  
SAWBRIDGEWORTH  
HERTFORDSHIRE  
CM21 9LN



Write to us at:  
PO Box 1000  
Andover  
BX1 1LT

Call us on: 0345 072 5555 (from UK)  
+44 1733 347338 (from Overseas)  
Visit us online: [www.lloydsbank.com](http://www.lloydsbank.com)

Your branch: VICTORIA (309897)  
Sort code: 30-98-97  
Account number: 75771060  
BIC: LOYDGB21031  
IBAN: GB58 LOYD 3098 9775 7710 60

**TREASURERS ACCOUNT**  
SAWBRIDGEWORTH LOCAL HISTORY SOCIETY

**Account Summary**

Balance On 1 November 2019	£1,821.24
Total Paid In	£333.00
Total Paid Out	£0.00
<b>Balance On 21 November 2019</b>	<b>£2,154.24</b>

**Account Activity**

Date	Payment type	Details	Paid out (£)	Paid In (£)	Balance (£)
1 Nov 19		BALANCE BROUGHT FORWARD			1,821.24
13 Nov 19	Deposit	500005		33.00	1,854.24
21 Nov 19	Bank Giro Credit	HERTFORDSHIRE CC 1000 2004582558 K		300.00	2,154.24
21 Nov 19		BALANCE CARRIED FORWARD			2,154.24

**Transaction Details**

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

**Messages**

Please note that only compensation related queries should be referred to the FSCS on the reverse of this statement.  
For our data privacy notice, please see: <http://www.lloydsbank.com/business/privacy.asp>



## SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

### Application for Grant – 2019/20

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 10 January 2020 for consideration on 27 January 2020.

<b>Name of Organisation:</b>	Keech Hospice Care
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<b>Name and position of person making this application</b>	Meg Davies Trusts and Grants Manager
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<b>Address for correspondence:</b>	Great Bramingham Lane Streatley Luton LU3 3NT
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<b>Phone number:</b>	01582 497861
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<b>Name of Project:</b>	The BraveHerts Children's Appeal - helping more children in Hertfordshire
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<b>Description of Project, how and when grant will be spent.</b>	Last year we cared for 187 children with life-limiting conditions from Herts including 6 children and their families from Sawbridgeworth. However, it's estimated that only 1 in 3 children from Hertfordshire are currently getting the hospice care they deserve. The BraveHerts Children's Appeal aims to increase our current children's community service into a full specialist team. This will ensure we can provide more care and services locally to families and reach those who need our help. Working alongside our existing community team, the team will be dedicated to supporting families from Hertfordshire wherever and whenever we are needed. This includes providing local families with 24-hour access to: pain and symptom management; emotional, psychological and practical support; focused play and educational activities; and compassionate care at a child's end of life. Please see the attached supporting information to see how your support to the BraveHerts Children's Appeal will help us to provide the best possible care to all families caring for a child with a life-limiting condition from Sawbridgeworth and across Hertfordshire.
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20 JAN 2020

RECEIVED

To: *AGS*

Initials: *AGS*

APPENDIX I (4)



## SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

### Application for Grant – 2019/20

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 10 January 2020 for consideration on 27 January 2020.

<b>Name of Organisation:</b>	Sawbridgeworth Young People's Recreational Centre (SYPRC)
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<b>Name and position of person making this application</b>	Gill Hawkins Management Committee Member
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<b>Address for correspondence:</b>	2 Walnut Tree Avenue Sawbridgeworth Herts CM21 8JR
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<b>Phone number:</b>	07896 483218
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<b>Name of Project:</b>	Film Club
<b>Description of Project, how and when grant will be spent.</b>	We would like to set up a fortnightly Film Club at SYPRC, in collaboration with Leventhorpe School. This would initially be aimed at young people aged 12+ and, if popular, would then be extended to younger children on a different day. We already have adult volunteers in place who are willing to run the Film Club, but we need the necessary equipment to do this, ie a screen, projector, sound bar and DVD/Blue Ray player. We would also need a Public Video Screening Licence (PVSL). The licence runs from 1 May - 30 April each year, so we would aim to commence at the beginning of May this year. A survey organised by one of our youth committee members (see attached) was circulated to years 7, 8 and 9 at Leventhorpe and was completed by 240 respondents, all of whom said they would be interested in attending a Film Club.

## ADDITIONAL INFORMATION

The idea of running a Film Club was suggested at a recent committee meeting, and one of the young people on our committee, who is a pupil at Leventhorpe, offered to carry out a survey of pupils there. The results, as you can see from the enclosed sheet, are very positive. SYPRC is a centre for young people, and we are very keen to run events that are initiated/led by them.

SYPRC aims to provide as many different activities as possible for the young people of Sawbridgeworth, to enable them to have a worthwhile focus and a safe place to go. There have been a number of acts of vandalism and anti social behaviour recently in the town and it is hoped that the Film Club will attract some of these young people and also encourage them to participate in some of the other activities on offer. Although there are various uniformed groups and clubs available in Sawbridgeworth, all doing sterling work, there are few places where young people can "hang out" or "chill" with their friends.

The Film Club will be advertised through Leventhorpe School, many of whose pupils come from the housing estate in the immediate vicinity of SYPRC and from other areas of Sawbridgeworth. We will also put up posters at the venue and on the notice board outside, to attract additional members. The regulations of the licence for screening films restrict the way in which we can advertise, and we can therefore not use social media. The terms of the film licence mean that we will also not be able to charge an entrance fee, but we intend to provide refreshments and raise a small amount of profit in this way to go towards future projects.

### Breakdown of Costs

Screen	140.00		
Projector	340.00		
Sound Bar	190.00		
DVD/Blue Ray Player	55.00		
	725.00	=	605.00 (exc VAT)
PVSL Licence			135.00
	<b>TOTAL</b>		<b><u>740.00</u></b>

We very much hope that Sawbridgeworth Town Council will look favourably on this application, as we feel that it offers an alternative to "hanging around on the streets" for young people, and will ultimately attract them into more worthwhile activities.

Thank you.

# Sawbridgeworth Young People's Recreation Centre

## I & E Acc 2019

Income			
Lettings (Regular)	25,407.23		
Letting (Occasional)	1,661.00		
Rent Receivable	-		
Grants Received	12,537.50		
Interest receivable	3.53		
	<u>                    </u>		39,609.26
Expenditure			
Accounting & Administration Services	432.00		
Waste disposal	1,791.34		
Insurance	-		
Utilities	5,110.59		
Cleaning	9,000.42		
Repairs & Maintenance	25,017.93		
Service Charge	-		
Printing, Postage & Stationery	-		
Telephone	239.88		
Depreciation	1,188.00		
Bank Charges	-		
Equipment Purchased	-		
General Expenses	940.70		
Interest Payable	-		
	<u>                    </u>		43,720.86
Net Surplus / (Deficit)		<u>(4,111.60)</u>	

## B S as at 31 Dec 2019

General Reserve			
Brought Forward	298,869.56		
Net Surplus / (Deficit)	(4,111.60)		
Carried Forward		<u>294,757.96</u>	

Represented By:-

Assets	Premises	270,564.00	
	Playground Equipment	2,746.42	
		<u>                    </u>	273,310.42
Less	Long Term Loan - STC		-
Current Assets			
	Debtors	-	
	Deposit Account	1,874.71	
	Current Account	19,772.83	
		<u>                    </u>	21,647.54
Less:	Creditors	(200.00)	
		<u>                    </u>	(200.00)
			21,447.54
			<u>294,757.96</u>



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# Sawbridgeworth Town Council

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**Subject: Clerk's Report January 2020**

**Date: 20 January 2020**

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## **Bell Street Conveniences.**

- Installation completed by 30 November.
- Cleaning contract in place
- Waiting for revised lease from EHDC
- Experiencing some vandalism

## **CCTV in Sawbridgeworth**

- Order placed for CCTV upgrade and enhancement.
- Restoration of power by Ringways lighting awaited.

## **Cemetery Development**

- Installation of KL2 Dry Toilet completed

## **Christmas Lights**

- Successful event at end of November 2019
- Three year contract with current supplier ended, new tender to be prepared.
- Significant infrastructure works needed for 2020
- Further restriction on operators advised by Ringway/HCC

## **Community Transport - Sawbobus**

- EHDC has applied for grant for electric bus

## **Community Transport – Hire buses**

- One mini-buses is active use.
- One mini-bus is up for sale

## **Electric Vehicle Points**

- EV points were not installed in Bell Street car park by end December 2019.
- EHDC advise that equipment has been delivered
- Now waiting for installation date to be confirmed.

## **Equipment Hire**

- Bad experiences over the last year now cause us to consider whether to discontinue the hire of council assets.

## **Insurance Valuation**

- Property valuation carried out by RSA surveyor to update our insurance cover

## **Finance**

- Asset Management software commissioned

To: All Members  
From: Joanne Sargant  
Subject: Town Project Manager Report  
Date: 21<sup>st</sup> January 2020

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**Town Vibrancy & Market** – Working towards a late 'Spring 2020' market launch, the new weekly market would be held in the car park of the Old Bell Public House in Bell Street. This was a central location with a hardstanding and would enable visitors to the town to park in one of the three main car parks and explore what the town has to offer with the market as a destination. Initial response from the retail community in the town has been extremely positive. A business plan will be produced by Town Clerk and Project Manager. Funding to be sought for 'branding and marketing' of the town as a whole with the market being an 'event destination' pull.

[www.enjoysawbridgeworth.com](http://www.enjoysawbridgeworth.com) and [www.enjoysawbridgeworth.co.uk](http://www.enjoysawbridgeworth.co.uk) – in talks with website provider to make active one of these domains with a focus on Plastic Free Sawbridgeworth / Travel Challenge and Economic Vibrancy.

**Cemetery** – New brochures etc. to promote Three Mile Pond Cemetery and updated information to funeral directors is ongoing project work. Development of the site with planting scheme along bank in new K section has been carried out to allow the plants to settle and establish by spring 2020.

**West Road Play Area** – Quotations for new surface under the large cradle swing and a new surface for the mound and slide area is to be sought for submission to the 2020/2021 budget.

***2020 Dates for your diary:***

**Community Champion Awards & COTY** – Friday 1<sup>st</sup> May 2020  
7pm for 7.30pm

**Civic Dinner** – Saturday 18<sup>th</sup> April 2020, please add this date to your diaries.  
To take place at the Memorial Hall, The Forebury – 6.45pm for 7pm

**Fun on the Field** – Saturday 05 September 12noon to 5pm

**Town Selfie Walk** – Saturday 26<sup>th</sup> September 2020 11am to 2pm

**Remembrance Day** -Sunday 8<sup>th</sup> November 2020 – 3pm Great St Marys Church

**Christmas Lights Switch On** – Saturday 28<sup>th</sup> November 2020

APPENDIX M

3 ACORNIS - ELO REPORT

NOT RECEIVED AT 2/01/20