

Sawbridgeworth Town Council

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



MAYOR
Cllr Dr John Stefan Burnicz

e-mail: info@sawbridgeworth-tc.gov.uk
web: www.sawbridgeworth-tc.gov.uk

TOWN CLERK
Richard Bowran BSc.(Hons) PSLCC

A G E N D A

and supporting papers for the meetings on

24 February 2020

Meeting of the Town Council

at 7.30 pm

followed by

Planning Committee Meeting

at about 8.30 pm

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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MAYOR

Cllr Dr John Stefan Burmicz

TOWN CLERK

Richard Bowran BSc.(Hons) PSLCC

Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;
Coysten; Furnace; Gray; Patel; Rattey; Richards and Royale

MEETING OF THE TOWN COUNCIL

You are summoned to attend a Meeting of the Town Council which will take place on **Monday 24 February 2020** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
18 February 2020

AGENDA

Welcome by the Town Mayor followed by Prayers

19/139 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

19/140 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members.

19/141 PUBLIC FORUM

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

19/142 MINUTES

[S] [V]

To approve as a correct record the minutes of the Meeting of the Town Council held on 27 January 2020 (M07) [Appendix A]

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

19/143 PLANNING COMMITTEE

[S]

To receive and note the minutes of the Planning Committee Meeting held on 27 January 2020 (P12) [Appendix B]

- [P] To receive and note the draft minutes of the Planning Committee Meeting held on 10 February 2020 (P12) [Appendix C]
- 19/144 AMENITIES COMMITTEE**
 To receive and note the draft minutes of the Amenities Committee meeting held on 10 February 2020 (A11) [Appendix D]
 [P]
- 19/145 APPOINTMENTS TO COMMITTEES**
 To consider appointing Members to fill the vacancies on the Amenities Committee and on the Economic Development and Sawbridgeworth Town Action Plan Committee.
 [P]
- 19/146 APPOINTMENT OF REPRESENTATIVE**
 Following the resignation of Steven Jones from the town council. To consider the appointment of a Representative to serve on the management committee of the Sawbridgeworth Memorial Hall Trust charity.
 [P]
- 19/147 NOMINATION OF A MAYOR-ELECT**
 To note that Council is required by statute to elect a mayor at the Annual Meeting of the Council.
 To nominate a mayor-elect for the civic year 2020-21 who will, if confirmed by a vote at that meeting, take office as Mayor at the Annual Meeting of the council to be held on 18 May 2020.
 [P]
- 19/148 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive and note Mayor's appointments and communications.
- 19/149 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
 [P]
 - County Councillor E Buckmaster [Appendix F]
 - District Councillor Aider
 - District Councillor R Buckmaster [Appendix G]
 - District Councillor Burmicz
 - Hertfordshire Police
 - Other Representatives & Champions
 [P]
 - Cllr Royle – Dep Mayor, Schools and Footpaths [Appendix H]
 - Cllr R Buckmaster – SYPRC & RHSO [Appendix I]
 [P]
- 19/150 DISTRICT PLAN**
 To report on latest information relating to the following proposed developments:
 [P]
 - Gilston Villages [Ref: 3/19/1045/OUT]
 - Land north of Sawbridgeworth (SAWB4) [Ref: 3/18/2735/FUL]
 To determine the response by the town council to the planning application
- 19/151 EHDC CORPORATE PLAN**
 To note the contents of the EHDC Corporate Plan and discuss any implications for the town, our Action Plan and the Eco audit.
 [P] [Appendix J]
- 19/152 OFFICERS REPORTS**
 To receive and note officers' reports:
 [P]
 - Town Clerk [Appendix K]
 - Town Projects Manager [Appendix L]
 [P]

19/153 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation.

- East Herts Affordable Housing Supplementary Planning Document (SPD) – This consultation will run from Thursday 30 January – Thursday 27 February 2020. The documents are available to view at the council offices. Any queries about these documents should be referred to the Planning Policy and Implementation Team at East Herts District Council
- Consultation: Draft Gilston Area Charter Supplementary Planning Document (SPD) - East Herts Council has published a draft Gilston Area Charter SPD for public consultation. A four week period of consultation will run from 12 February 2020 to 12 March 2020. All comments should be made in writing and be received by 5pm on 12 March 2020

19/154 FINANCIAL REPORT

To note the current Financial Report.

19/155 ACCOUNTS FOR PAYMENT

To note and approve accounts for payment.

19/156 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.

SAWBRIDGEGWORTH 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 27 January 2020**.

Those present

Cllr Angela Alder	Cllr Annelise Furnace
Cllr Eric Buckmaster	Cllr Peter Gray
Cllr Ruth Buckmaster	Cllr Dinesh Patel
Cllr John Burmicz	Cllr Spencer Richards
Cllr Pat Coysten	Cllr David Royle
Cllr Craig Chester	

In attendance:

6 members of the public	Chris Carter – BS Independent
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager
	Lisa Dale – Finance Officer

Welcome by the Town Mayor

Prayers were said by Cllr Berendt Furnace and were followed by one minute's silence to mark Holocaust Day – 75 years on.

19/117 APOLOGIES FOR ABSENCE

There were no apologies for absence.

19/118 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members.

Cllr R Buckmaster declared that all Members had an interest in 19/128.4 Grant Application for SYPRC

Cllr D Royle declared an interest in 19/128.2 Grant Application for SLHS as a member of the Society

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.

Those candidates present made brief presentations to Members outlining their credentials as prospective co-optees.

Resolved: that the vote be carried out by secret ballot.

[prop Cllr Furness; secd Cllr R Buckmaster]

Greg Rattey, having received an absolute majority of votes, was duly co-opted to serve as a member of Sawbridgeworth Town Council

19/120 PUBLIC FORUM

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

Mrs Hazel Mead noted that work on resurfacing FP27 had commenced but asked if the drain was going to be sorted out.

Cllr E Buckmaster responded that the drain is a separate issue and will be addressed in due course.

Mrs Hazel Mead reported on a VE Day meeting on 22 January and reiterated events planned. Further asked if there could be an exhibition by schools and organisations in the council chamber for a weekly before the main event.

Clerk confirmed that the chamber would be made available.

Mrs Caroline Williams asked of proceeds could be shared with Help for Heros.

Mrs Caroline Williams reported fly-tipping outside the Age Concern charity shop and the regular visits of a white van on scavenging trips.

Clerk was asked to write to the landlord and seek a solution to the problem.

19/121 MINUTES

To approve as a correct record the minutes of the Meeting of the Town Council held on 25 November 2019 (M06)
[prop Cllr Alder; secd Cllr Patel]

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

Minute 18/83: Clerk reported the artwork for a "Blue Plaque" to commemorate the residence of Sir Arthur Cutforth. It was agreed to proceed with funding from the tourism budget.

19/122 PLANNING COMMITTEE

Received and Noted: The draft minutes of the Planning Committee Meeting held on 13 January 2020 (P11)

19/123 ECONOMIC DEVELOPMENT AND STAP COMMITTEE

Received and Noted: The notes of the Economic Development and STAP Committee meeting scheduled for 11 November 2019 (E03)

19/124 FINANCE & POLICY COMMITTEE

Received and Noted: The draft minutes of the Finance & Policy Committee Meeting held on 13 January 2020 (F04)

19/125 BUDGET 2020-21

Resolved: To adopt the recommendation of the Finance & Policy committee in Minute F19/34.4 dated 13 January 2020 and to adopt the Budget for 2020-21. *[prop Cllr E Buckmaster; secd Cllr Alder]*

Resolved: To resolve to set a Precept in the sum of £339,283 and advise East Herts District Council accordingly.
[prop Cllr E Buckmaster; secd Cllr Alder]

19/126 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

Received and Noted: Mayor's appointments and communications.

19/127 REPRESENTATIVES REPORTS

Received and Noted: Representatives reports from:

- o County Councillor E Buckmaster, in addition:
 - o Railings by the Mexican will be replaced with a less expensive option

- o Burnside double yellow lines will be implemented 20 June
- o Will discuss the replacement of Heritage Lights in the town centre
- o Implementation of double yellow lines in Three Mile Pond will be in the new financial year
- o Sheering Mill Lane one-way system will undergo first stage public engagement in February
- o Asked about cuts in Youth Services budget, unsure of answer but suggested lobbying Cllr Teresa Heritage.
- o District Councillor Alder
- o District Councillor R Buckmaster, in addition:
 - o Of 20,000 new homes 91% have access to a car, 67% go to work by car. Poor air quality in Bishops Stortford, Hertford and Sawbridgeworth.
 - o Library will have a Chatter Table from 24 February and then on the last Monday of each month.
- o District Councillor Burmicz
- o Hertfordshire Police in absentia
 - o Police priority set as ASB especially in Bell Street, Highfields and Cutforth Road
 - o Engagement on ASSB with schools
 - o Crime figures down
 - o New neighbourhood sergeant – PS Tre Funes-Walker
- o Other Representatives & Champions
 - o Cllr Royle – Dep Mayor, Schools and Footpaths
 - o Cllr R Buckmaster – SYPRC & RHSO, in addition:
 - An Orchard Action Plan is being prepared
 - A safeguarding policy is being prepared

19/128 GRANT APPLICATIONS

To consider grant applications received from:

East Herts Citizens Advice Service	Contribution to the Sawbridgeworth Out-reach service	£500
Sawbridgeworth Local History Society	Contribution to the SLHS's research into providing a VE Day celebration	£300
Keech Hospice care	Funding of three visits to local children with life limiting conditions	£500
Sawbridgeworth Young People's Recreation Centre	Contribution to setting up a fortnightly film club at SYPRC	£500

It was established that there was a sum of £1,000 remaining in the budget for discretionary grants. The total of grants applied for was £1,800.

Proposed: That the available grant monies be distributed pro-rata to the amounts applied for by the four applicants. [prop Cllr E Buckmaster, secd Cllr Patel] Motion carried

Counter Proposed: That the four applications be considered and prioritised for funding. [*prop Cllr Chester; secd Cllr R Buckmaster*] Motion defeated.

(Taking the counter proposal first.)

Resolved: That grants be distributed pro-rata to the amounts applied for by the four applicants.

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]
Steering Group meeting set for 6pm on 10 February, application and town council response to be considered at council meeting 24 February.
- Cllr E Buckmaster reported that s106 agreement in respect of SAWB3 had now been signed with substantial sums being reserved for assets the responsibility of the county council

19/130 OFFICERS REPORTS

Received and Noted: officers' reports:

- Town Clerk
- Town Projects Manager

19/131 ECO AGENDA & CLIMATE CHANGE

Received and Noted: The report by 3Acorns on the Eco Audit of the town council's facilities. Working Party to be set up under the auspices of the Amenities Committee.

19/132 ANNUAL RISK ASSESSMENT

Resolved: To approve the Risk Assessment relating to the activities of the Town Council in the year 2019/20

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

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.

Clerk was asked to write to the Canals and Rivers Trust and to invite them to talk to the town council

19/134 V.E. Day 75th ANNIVERSARY

To note that plans for the celebration of V.E. Day were discussed at a meeting led by the Sawbridgeworth Local History Group on 22 January 2020 at the Memorial Hall.

19/135 DEPOSIT & CONSULTATION DOCUMENTS

There were no documents for Noting and Consultation.

19/136 FINANCIAL REPORT

Noted: The current Financial Report.

19/137 ACCOUNTS FOR PAYMENT

Noted and Approved: To note and approve accounts for payment.

19/138 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- Nomination of a mayor-elect for 2020-21

Meeting closed at 21:20

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 21.06 on **Monday 27 January 2020**.

Those present

Cllr Angela Alder
Cllr Coysten
Cllr Patel

Cllr Craig Chester
Cllr Peter Gray
Cllr Richards

Cllr John Burmicz (Ex-officio)

Cllr David Royle (Ex-officio)

In attendance:

R Bowran – Town Clerk

L Dale – Planning Officer

1 Member of Public

P 19/103 APOLOGIES FOR ABSENCE

To receive any apologies for absence. There were none.

P 19/104 PUBLIC FORUM

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

P 19/105 DECLARATIONS OF PECUNIARY INTEREST

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

P 19/106 MINUTES

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

- 13 January 2020 (P12) [*prop Cllr Patel, secd Cllr Coysten*]

P 19/107 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/19/2579/FUL **Spellbrook JMI School, London Road, Spellbrook**
Construction of a Multi-use Games Area to include the surrounding far mac and adjoining footpath to original footpath
Applicant: Spellbrook JMI School
STC Comment: No objection [*prop Cllr Gray, secd Cllr Chester*]

3/20/0032/HH **16 Northfield Road, CM21 9DR**
Demolition of conservatory. Erection of a part single and two storey rear extension with alterations to fenestration to flank elevation
Applicant: Alistair Allen
STC Comment: No objection [*prop Cllr Coyster, secd Cllr Burnicz*]

3/20/0039/HH **3 The Orchards, CM21 9BB**
Two storey side and rear extensions. Single storey front extension to create porch. Loft conversion into additional living space to include front and rear dormer windows. Conversion and alterations of garage to playroom and study
Applicant: Mr & Mrs Paul James
STC Comment: Objection. Overdevelopment of site - contrary to policy HOU11 [*prop Cllr Gray, secd Cllr Royle*]

3/20/0050/PNHH **20 Yewlands, CM21**
Single storey rear extension. Depth 5 metres. Maximum height 3.80 metres. Eaves height 2.70 metres
Applicant: Chisnall
STC Comment: No objection [*prop Cllr Gray, secd Cllr Burnicz*]

3/20/0051/HH **8 New Street, CM21 9BA**
Construction of single storey rear extension and first floor rear extension. Alterations to rear roof and fenestration
Applicant: Robinson
STC Comment: No objection [*prop Cllr Richards, secd Cllr Burnicz*]

- P 19/108** **LATE PLANNING APPLICATIONS**
Planning Applications received from EHDC following the Publication of this Agenda and received before 24 January 2020. There were none.
- P 19/109** **PLANNING DECISIONS MADE BY EHDC**
To receive Planning Decisions from EHDC
-

3/19/2334/HH **4 Pishiobury Drive, CM21 0AE**
Erection of a part one storey, part two storey rear/side extension and insertion of rear rooflight
Applicant: Mr Jim Rex
STC Comment: No objection
EHDC Decision: Granted

3/19/2363/HH **8 Newton Drive, CM21 9HE**
Demolition of conservatory. Single storey side extension
Applicant: Mr & Mrs J Paterson
STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by reason of its size, scale, design and siting would add considerable bulk and mass to the subject building on this prominent corner site location, appearing as a visually obtrusive and disproportionate addition that fails to adhere to important building lines within the established pattern of development within the street. The proposal thereby constitutes poor design which will be to the detriment of the character and appearance of the existing building, its vicinity and wider street scene. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework (2019)".

3/19/2545/LBC **Land to rear of f36 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 Jill Reilly
STC Comment: No comment
EHDC Decision: Application withdrawn by Applicant/Agent

P 19/110 **PLANNING APPEALS**

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

Meeting Closed at 21:36

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 19:35 on Monday 10 February 2020.

Those present

Cllr Angela Alder

Cllr Craig Chester

Cllr John Burmicz (*Ex-officio*)

Cllr David Royle (*Ex-officio*)

In attendance:

R Bowran – Town Clerk

L Dale – Planning Officer

J Sargant – Projects Manager

4 Members of Public

P 19/111 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllr Richards. Cllrs Coysten, Gray and Patel were absent.

P 19/112 PUBLIC FORUM

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

P 19/113 DECLARATIONS OF PECUNIARY INTEREST

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

P 19/114 MINUTES

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

- 27 January 2020 (P13) [*prop Cllr Chester; secd Cllr Burmicz*]

P 19/115 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/18/2735/FUL (SAWB4) Land at Cambridge Road, Sawbridgeworth
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 until the next Full Town Council meeting being held on 24 February 2020

3/20/0140/LBC **38 Knight Street, CM21 9AX**
Removal of render panels to rear gable and fitting weatherboarding over timber frame
Applicant: Mrs Shipman
STC Comment: No comment

3/20/0142/FUL **The Elms, 4 Bell Street, CM21 9AN**
Retention of portacabin and cladding and replacement of fencing between No.2 and No.4
Applicant: Asquith Nurseries Limited
STC Comment: *Objection. Proposal to convert existing Portacabin into a kitchen makes no adequate provision for a fire escape. Replacing fencing in the current location leaves waste bin storage on and adjacent to the footway, unacceptable from a highways and hygiene point of view. Adequate space is available on site for bin storage and the provision for opening gates rather than a solid fence would resolve both those issues.*

3/20/0163/HH **22 Vantorts Road, CM21 9NB**
Creation of first floor accommodation to form a two storey dwelling together with the erection of a side canopy
Applicant: Mr Donald Mackinnon
STC Comment: No objection [*prop Cllr Chester; secd Cllr Roylo*]

P 19/116 **LATE PLANNING APPLICATIONS**
Planning Applications received from EHDC following the
Publication of this Agenda and received before 7 February 2020.

3/20/0212/HH **8 Newton Drive, CM21 9HE**
Demolition of conservatory. Erection of single storey side and rear extensions
Applicant: Mr & Mrs Paterson
STC Comment: No objection [*prop Cllr Burmicz; secd Cllr Chester*]

P 19/117 **PLANNING DECISIONS MADE BY EHDC**
To receive Planning Decisions from EHDC

3/19/2129/LBC **Sawbridgeworth Congregational Church, London Road**
Installation of large flat panel tv in front of unused organ pipes. A flat panel tv screen mounted on front balcony. Two vertical lighting bars for stage light mounted behind roof trusses. Along with two small video cameras to the rear of the church and wall mounted loud speakers.
Applicant: Mr Tim Rossiter
STC Comment: No objection
EHDC Decision: Granted

3/19/2289/HH **Penrhyn, London Road, Spellbrook, CM23 4BA**
Erection of a balcony to bedroom at rear of the dwelling (resubmission of application 3/19/0307/HH)
Applicant: Mr Phil Neal
STC Comment: No objection
EHDC Decision: Refused. "The proposed development, cumulatively with the previous additions, would constitute inappropriate development within the Green Belt. The harm by reason of its appropriateness is not clearly outweighed by other considerations, nor have very special circumstances been demonstrated. The proposal is therefore contrary to policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework" and "The proposed balcony by reason of its siting and design relates poorly to the existing dwelling and fails to maintain the character and appearance of the dwelling. The proposal is therefore contrary to Policies HOU11 and DES4 of the East Herts District Plan 2018"

3/19/2397/FUL **29 Station Road, 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.
EHDC Decision: Refused. "The proposed development would not provide internal living accommodation capable of providing a satisfactory standard of amenity for the occupiers of the proposed self-contained dwelling. Additionally, the provision of a self-contained dwelling in this location fails to have regard to the local distinctiveness of the site. The proposal therefore constitutes poor design and development that fails to reflect local distinctiveness of the site; contrary to Policies DES4 and HOU7 of the East Herts District Plan 2018"

3/19/2398/LBC **29 Station Road, 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 comment
EHDC Decision: Granted

3/19/2474/HH **8 Kingsmead, CM21 9EY**
Demolition of existing extension and erection of single storey side extension
Applicant: Mr Andrew Brighton
STC Comment: No objection
EHDC Decision: Granted

3/19/2503/HH

& 3/19/2504/LBC Bonks Hill House, High Wych Road, CM21 9HT

Conversion of coach house to annex together with associated elevational alterations including erection of chimney, reconstruction of roof with roof light

Applicant: Mr Oliver Hookway

STC Comment: No objection & No comment

EHDC Decision: Granted

P 19/118 PLANNING APPEALS

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

Meeting Closed at 19:57

SAWBRIDGEWORTH TOWN COUNCIL

AMENITIES COMMITTEE Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:00 hrs on **Monday 10 February 2020.**

Those present

Cllr Annelise Furnace
Cllr John Burmicz

Cllr David Royle

In attendance:

R Bowran - Town Clerk

3 members of the public

Joanne Sargant – Town Projects Manager

A19/23 APOLOGIES FOR ABSENCE

To receive any apologies for absence
Cllrs Coysten and Gray were absent

Members present agreed that Cllr Furnace would take the chair.

A19/24 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Amenities Committee.

Mr Greg Leary: Asked for progress on establishing the Elmwood footpath as a Right of Way.

Clerk responded that an application under s25 of the Highways Act 1980 would not succeed and we will have to revert to applying for a DMMO. The next step is evidence gathering.

Cllr Burmicz: had been approach again by the occupier of 42 School Lane with entreaties about obstructive parking.

Cllr Chester said there were between 50 and 100 sixth form students taking cars to school, that there was no parking available on site including the meadow which is currently unusable.

Mrs Hazel Mead: said that it was getting more difficult for allotment holder to maintain the central path in the Southbrook Allotments and asked if a grant could be made to buy a bigger mower.

Clerk responded that the town council would undertake to cut the central path from time to time in the growing season.

A19/25 DECLARATIONS OF INTEREST

To receive any Declarations of Pecuniary Interest by Members

A19/26 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 14 October 2019 (A02)
[prop Cllr Royle; secd Cllr Furnace]

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

Minute A19/04. Cllr Furnace reported that Thames Water had agreed to fix and reconfigure the sewer run at Church Crescent.

A19/27 ALLOTMENTS

Received and Noted Reports: Discussed matters relating to Allotments

- Officer's report
- Clerk's report

A19/28 CEMETERY

Received and Noted Reports: Discussed matters relating to the Town Cemetery

- Officer's report
Suggested that we contact the Herts and Middlesex Wildlife Trust to seek advice on the treatment of the Cemetery Spinney.

A19/29 FOOTPATHS & OPEN SPACES

Received and Noted Reports: Discussed matters relating to Footpaths and Open Spaces

- Champion's report
Further reported that FP32 remedial work will commence on 16 March.
- Clerk's report
Further reported that bits of the elm trees in Vantorts Road had fallen due to high winds, latest date from Herts Highways for remedial work is 24 February
Further reported that Herts CC had given an award to Pishiobury Park for the work in expanding the Osier beds and the car park.

A19/30 OPERATIONS

Received and Noted Report: Discussed matters relating to Operations

- Clerk's report

A19/31 CIVIC AMENITIES

Received and Noted Report: Discussed matters relating to Civic Amenities

- Clerk's report
Agreed that the Working Party to consider actions following the Eco-audit should be Cllr Furnace, Cllr Royale and Hazel Mead.

A19/32 ITEMS FOR FUTURE AGENDAS

To note items for future agendas

- Sustainable Towns
- Eco-audit Working Party

Meeting ended at 21:20

County councillor report Feb 2020

Big plans for Hertfordshire's bus network get go ahead

Ambitious plans to improve Hertfordshire's bus network are set to go ahead after county councillors approved plans to form a new enhanced partnership with bus companies, and a raft of highway improvements to improve bus reliability.

The new Intalink Enhanced Partnership will see bus companies and local authorities working more closely together to improve the bus networks. Key plans for the partnership include giving buses priority on congested roads and measures such as:

- Prioritising bus and coach services in traffic
- Improving the image of bus travel
- Upgrading bus infrastructure
- More closely integrating the bus network
- Making smarter use of data and information

Alongside the Enhanced Partnership, councillors also agreed the A414 delivery plan that includes 24 public transport schemes in towns along the route of the A414, as well as measures to make walking and cycling more practical and schemes to tackle congestion hotspots.

Public transport schemes in the delivery plan include:

- A new bus and coach interchange near Maylands business park in Hemel Hempstead
- Bus priority lanes on the 'Magic Roundabout' in Hemel Hempstead
- A bus lane on Cavendish Way in Hatfield
- Improved bus services between London Colney and St Albans
- Improvements to Hertford Bus Station
- Upgrading bus stops across Broxbourne borough

Budding George Ezras from Hertfordshire invited to star in live music videos

A live performance video series has been launched by Hertfordshire Music Service to give young people a chance to showcase their talents on YouTube. Songwriter Originals is all part of the service's renewed commitment to enable young people in the county to find and develop their unique musical voices. The music video showcase is open for young people who live or go to school in Hertfordshire to share their own music on YouTube. Songwriter will film the successful young musicians performing their own songs live at exciting venues across Hertfordshire.

The video series launched with young songwriters performing within St Albans South Signal Box, a unique venue located next to the city's train station. Young people can apply to perform now by submitting their audition videos to songwriteronline.co.uk/originals The deadline to apply to perform in the first series is 6 April 2020, and the deadline for the following series is 27 July 2020.

Extra 300 local roads resurfaced thanks to extra highways investment

An extra 307 roads have been resurfaced over the last year, as part of the county council's extra £37m investment in local roads.

Since works began in October 2018, an extra 77 miles of Hertfordshire's roads have been given a new surface. That's on top of the normal highways resurfacing programme.

The extra investment, which is being made over five years, is being spent on resurfacing the county's unclassified roads – that's the smaller local roads where most people live and work.

The county council delivers over 1,000 planned highways maintenance and improvement schemes every year, with busy A and B roads traditionally given the highest priority.

However, we know the smaller local roads are just as important to residents. That's why in 2018 the council decided to launch an additional programme of resurfacing works, funded with extra money, targeted specifically at local roads.

Council invests £1million into Healthy Hubs

A new health and wellbeing service funded by Hertfordshire County Council and delivered in partnership with district and borough councils is launching across Hertfordshire this year.

Healthy Hubs are dedicated local venues where people can get health services, support and advice all in one place, making it easier to get help with a range of physical and mental health issues.

Whether it's stop smoking services, help to lose weight, mental health support, encouragement to get more active or even advice on how to cut down on your drinking - your Healthy Hub can help you.

All Hubs will be open by Spring 2020, welcoming people of all ages who need a little bit of advice and support to improve their health and wellbeing.

Hertfordshire County Council's Cabinet Member for Public Health and Prevention, Tim Hutchings said: "The Healthy Hubs are part of our District Partnership programme, through which we have already invested £2.3million into health and wellbeing services across the county over the last five years.

"This new initiative will see a further £1million invested over the next two years to enable each district to establish a Healthy Hub in their area, making it easier for people to pop in and get the friendly, professional one-to-one support they need to improve their health and wellbeing."

For more information and to find your nearest hub, visit www.healthyhubs.org.uk

Special Educational Needs and Disabilities Local Offer website launch event success

The launch of the new and improved Local Offer website for Hertfordshire on Tuesday (21 January) was a great success, with over 200 parents, carers and professionals attending the event in Watford. Thank you to any staff who made it along!

As many of you will know, the Local Offer website lets parents, carers, young people and professionals know what special education needs and disability (SEND) services are

available in Hertfordshire and who can access them. Over the last year we've been working in collaboration with families and SEND professionals to rebuild and improve the website.

The event provided an opportunity to bring the Local Offer to life by showcasing some of the SEND organisations featured on the website, that offer support and advice to families and professionals across the county. More than fifteen organisations attended, alongside representatives from our SEND specialist teams, YC Hertfordshire, Blue Badge Scheme and the Money Advice Unit; thank you to all those staff who supported the event.

You can find more information about the launch, the organisations that were there and any workshops that took place on the day at www.hertfordfordshire.gov.uk/localofferwebsitelaunch. Please feel free to share this page with any colleagues and families who may be interested. Our digital team spent time at the launch gathering feedback on the new look Local Offer from families and professionals. Initial feedback has been very positive. We're pleased to learn that all of the hard work that has gone into this project, has helped to improve a service that is vital to so many people living in Hertfordshire.

Traveller Employment Excellence Programme

Around 35% of schools in Hertfordshire currently have Traveller pupils on roll. Set against this backdrop, we are pleased to be able to share news of an innovative and ground-breaking targeted programme, supporting the young Traveller community in the county.

In 2018 a successful partnership bid was made to the Careers & Enterprise Company by YC Hertfordshire Services for Young People aimed at the Gypsy, Roma, Traveller (GRT) community in the county.

This 20-month programme is aimed at young people in years 8 to 11 from the GRT community to provide professional information, advice and careers guidance alongside work experience placements with one to one mentoring and further support, expected to last between six and twelve months. The programme is designed around the young Traveller's aspirations and attempts to address some of the cultural and practical barriers they may face. It has seen YCH SfYP, The Access to Education Team, Schools, Employers and the GRT community coming together to support their young people.

72 young people are now benefitting from a variety of support. These include extended work experiences, careers coaching, mentoring and employability skills. These experiences and interventions have improved their awareness of career pathways, the value of education and training for a career pathway, of employer expectations and employability characteristics; and are aimed at increasing their chances of moving into employment, education or training post.

New meals-on-wheels contract to deliver half a million hot dinners per year
Hertfordshire Independent Living Service (HILS) will continue providing its vital meals on wheels service to vulnerable residents after winning a new service contract with

Hertfordshire County Council. HILS successfully tendered for the contract which will run until 2025 and currently delivers over 517,000 meals a year to individuals and lunch clubs.

In addition to delivering hot lunches, HILS delivers around 60,000 tea and breakfast packs to clients and social groups.

HILS also provides a nutritional review of service users if there are concerns over loss of weight raised by delivery staff, GPs, health visitors or concerned family members.

Their 'nutrition boosts' are tailored to service users identified as being malnourished or for residents who are convalescing after a spell in hospital, having been identified as requiring additional nutrition. They also provide meals designed for diabetics, or soft and pureed food for people who have been advised to have a texture-modified diet.

HILS are also able to provide meals for people with specific cultural and religious requirements such as Kosher, Halal, West Indian or Caribbean.

Other supplementary services include providing medicinal prompts and pop-in visits to remind service users to take their medication, 'Home from Hospital' packs and access to HILS' dementia club.

Hertfordshire's largest ever police force plans supported by £10-a-year Council Tax increase Residents in Hertfordshire are to pay an average of £10-a-year extra to support plans for the county's largest ever police force. Hertfordshire is on course to have 2,100 officers by the end of the forthcoming financial year, the highest level in a decade. Numbers are then set to increase to 2,314 officers, the highest number ever, by the end of March 2023.

An extra £16m will be invested in Hertfordshire Police this year, with the precept increase generating £5.8m, and uplifted core government grants providing an extra £10.7m. The precept pays for 42% of Hertfordshire Constabulary's 20/21 budget, generating £90.5m. The other 58%, £126.8m, comes from central government grants. Band D property owners will now pay £198 a year, which equates to 83p per month more than the last year.

Also outlined in the budget is a new scheme to tackle the causes of crime and reduce people's chances of becoming victims. The £1m Crime Prevention and Innovation Fund will look at a broad scope of ways to prevent crime and intervene early.

Earlier this year a survey conducted by the Commissioner's office had over 1,000 replies with 65 per cent saying they were willing to pay more for policing

East Herts

Items on Executive Agenda this month (February)

Outcomes of the Parking Task and Finish Group Review

Decision:

That (A) the findings of the Overview and Scrutiny Committee Parking Task and Finish Group be received and considered, and (B) authority be delegated to the Head of Operations, in consultation with the Chairman of the Overview and Scrutiny Committee and Chairman of the Parking Task and Finish Group, and with the Executive Member for Environmental Sustainability, to assess the full viability of the recommendations by the Executive and bring a further report to the Executive setting out cost implications.

Gilston Area Charter Supplementary Planning Document - draft for consultation

Decision:

That (A) the draft Gilston Area Charter Supplementary Planning Document, as set out in Appendix A, be agreed and published for a minimum four-week period of public consultation; (B) delegated authority is given to the Head of Planning after consultation with the Leader of the Council to make minor modifications to the draft Charter prior to publication for consultation;

(c) in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004 to determine that a Strategic Environmental Assessment of the emerging Gilston Area Charter Supplementary Planning Document (SPD) is not required as it is unlikely to have significant environmental effects.

- **Qtr 3 - Budget Monitor Report -**

Decision:

That (A) the net cost of services budget forecast underspend of £35k in 2019/20 be noted (paragraph 2.5 of the report);

(B) the capital budget for 2019/20 is £77.812m, of which £78k is estimated to underspend and £64.292m is to be carried forward to future years be noted (paragraph 5.1.1); and

(C) the reported performance for the period October 2019 to December 2019 be noted (paragraph 7).

EHDC Report

28.1.2020

We had a briefing on Herts3 and 4. The point of these briefings is to give the DM committee extra information about the sites and planning proposals before they go to committee. Herts 3 is split into 2 sites but only the south site was going before DMC at this time.

29.1.2020 extra council meeting

The main items at this council meeting was agreeing the budget, Old River Lane investment matters and master planning for four areas.

31.1.2020 site visit to Stevenage DMC

The DM committee went to the site of Herts 2 which is on the boundary of Stevenage. We were walked around the site by the case officer and had various points explained to us and the position of the school, care home and neighbourhood hub shown to us. This helped put the reports we read in connection with each application in to context.

5.2.2020 DM Committee meeting

We had three applications to consider.

3/19/0118/OUT Herts 2. This was an outline planning application for 618 homes, primary school, 80 bed care home, 50 assisted living homes, neighbourhood hub including shops and a travelling showpeople site. We discussed this application for about 1and half hours covering many points, including new road crossings and cycleway. The application was approved.

3/19/1024/FUL HERTS 3. This was for a full application for 254 dwellings. The application was approved.

3/19/2781/FUL and 3/19/2782/LBC Wareside. This application was for change of use of farm buildings and repair to fire damaged buildings. The application was approved.

20.2.2020 Training update on MODGOV

This concludes my report I am happy to take questions.

EHD Cllr Ruth Buckmaster

REPRESENTATIVES' AND CHAMPIONS' REPORTS

1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS All schools now have a briefing date and we have two town school council meetings. I am still pursuing Leventhorpe. 21 Mandeville Action Takers came to the Council on 4 February and I attended a Reedings Eco Council meeting on 13 February. Lots of awareness of climate change issues and good questions. They have plans to do more recycling.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING. Footpath 32 (Bell Street 'Surgery' Car Park to London Road), first reported in August last year: HCC says work is planned from 16 March! I await a response on Footpath 21 (Brook Road to Town Square). The reporting process is, to my mind, still unsatisfactory and automated responses unhelpful. Both HCC and EHC websites are not particularly user-friendly. Cllr Eric Buckmaster assures me that HCC officers are aware and intending to improve. I have yet to organise a volunteer review of our footpaths. EHC has confirmed that there is only one volunteer on their books, and I have contacted him.

Open Spaces. Pishiobury Park has been awarded a 'Heritage Discovery' grant by the Heritage Lottery Fund to support a Community Archaeology Project in partnership with EHC, the Friends of Pishiobury and HCC's Countryside and Rights of Way Service. The Osier Beds boardwalk will be extended, plus tree planting, installation of a disabled parking bay, and an interpretation 'refresh'. There is a **Heritage Walk in the Park on 3 March** to learn more about the history of the park and about archaeology volunteer opportunities this year and a **Geophysics Open Day on 4 March** to try out different geophysics survey techniques. An update on the Park's Nature Reserve status is promised next month.

Dog fouling. Only six incidents, mostly in Sayesbury Avenue, have been reported to EHC from last November to end January. We are encouraging people to report incidents. I'm not convinced that the reporting process is working as it should.

3 CLIMATE CHANGE MOTION/PLASTIC FREE SAWBRIDGEWORTH (PFS). The PFS 'committee' met on 25 January: we have registered with Surfers Against Sewage under their protocol and have lots of supporting guidance from them. The Brownies have helped us develop a PFS logo. This will feature on our community noticeboard outside Budgens, one of two community information noticeboards they will put up next month. Ours is being purchased from our County Councillors locality budget. PFS members are very grateful for this support and the support from Budgens. EHC's Corporate Plan 2020-2024 promises '(environmental) sustainability at the heart of everything we do', including '*council and district carbon neutrality by 2030; joined-up multi-agency action on climate change; 65% recycling rate by 2035; climate friendly and building control regulations in force*'.

4 TOWN TWINNING. We have a fund-raising quiz on 29 February. Plans are under way for a concert in Great St Mary's to celebrate the 25th anniversary of the birth of Beethoven during the visit from Moosburg from 22-25 October. We await news of our new town signs incorporating Moosburg.

5 VE DAY 8 MAY 2020 The next planning meeting is on 4 March.

David Royle 160220

RHSO

There is nothing new to report this month other than we are holding our AGM at Sawbridgeworth Library, 18th February, 8.00 pm.

Chair Ruth Buckmaster

SYPRC

Nothing new to report.

Chair Ruth Buckmaster

Sawbridgeworth Town Council

Subject: Clerk's Report February 2020

Date: 18 February 2020

Bell Street Conveniences.

- Waiting for revised lease from EHDC
- Experiencing some vandalism

CCTV in Sawbridgeworth

- CCTV server upgraded.
- New camera installed in car park.

Cemetery Development

- Visits by Ware TC and Bishops Stortford TC to see KL2 Dry Toilet

Christmas Lights

- 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
- Briefing by HCC/Ringway on 09 March

Community Transport - Sawbobus

- EHDC has applied, on behalf of Sawbobus, 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.

Photocopier Review

- Review of photocopying costs carried out with current supplier and two others to determine Best Value for money.

Projects

- Town Green; Pocket Parks grant applied for and failed.

Sustainable Travel Towns

- New expression of interest submitted, application form in hand.

To: All Members
From: Joanne Sargant
Subject: Town Project Manager Report
Date: 19 February 2020

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 and 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 1st May 2020
7pm for 7.30pm

Civic Dinner – Saturday 18th 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 26th September 2020 11am to 2pm

Remembrance Day -Sunday 8th November 2020 – 3pm Great St Marys Church

Christmas Lights Switch On – Saturday 28th November 2020