

Sawbridgeworth Town Council

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



MAYOR
Cllr Annelise Furnace

e-mail: info@sawbridgeworth-tc.gov.uk
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TOWN CLERK
Simon Crocker BSc.(Hons) Msc

A G E N D A

and supporting papers for the meetings on

22 February 2020

Meeting of the Town Council

By **ZOOM**

at 7.00 pm

Where a matter arises at a meeting which relates to an interest which is a sensitive interest, the member should 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 should 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 should not vote on the matter. For further information please follow link below <https://www.legislation.gov.uk/ukpga/2011/20/section/25/enacted>. – (Localism Act 2011 section 25)

Members must decide if it is appropriate for them to declare an interest at a meeting. If unsure, then it is for them to decide. There is no penalty for declaring an interest that subsequently proves not to be necessary. If they hold 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 should disclose the nature of the interest and not vote on the matter.

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

MEETING OF THE TOWN COUNCIL

You are hereby summoned to attend the meeting of the town council to be held via the video conference service [Zoom](#) on **Monday 22 February 2021** commencing at 19:00 to transact the business as set out in the agenda below.

Simon Crocker Town Clerk 16 February 2021

AGENDA

Welcome by the Town Mayor followed by Thought for the Day.

- 20/141 APOLOGIES FOR ABSENCE**
To consider any apologies for absence
- 20/142 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Pecuniary Interest by Members
- 20/143 PUBLIC FORUM**
To receive and respond to questions from members of the public on matters within the remit of the Town Council.
- 20/144 MINUTES**
To approve as a correct record the minutes of the Meeting of the Town Council held on 25 January 2020 (M07) [Attached]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda
- 20/145 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 2021-22 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 24 May 2021
- 20/146 WEST ROAD DEVELOPMENTS (SAWB2 & SAWB3)**
To consider any updates and recommendations
- 20/147 TOWN EVENTS 2021**
To consider Any updates or recommendations from the Town Events manager
- 20/148 FINANCIAL REPORT**
To consider the current financial report

- 20/149 BANK RECONCILIATIONS AND MANDATES**
To receive the latest bank reconciliation and consider an update on banking arrangements
- 20/150 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 20/151 COMMITTEE MINUTES**
To receive and note the minutes of the Planning Committee held on 25 January 2021 (P13) *[Attached]*

To receive and note the draft minutes of the Planning Committee held on 15 February 2021 (P14) *[Attached]*
- 20/152 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive the Mayor's report
- 20/153 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- County Councillor E Buckmaster
 - District Councillor Alder
 - District Councillor R Buckmaster
 - District Councillor Burmicz
 - Hertfordshire Police
 - Other Representatives
Cllr Royle - Footpaths; Schools; Town Twinning.
Cllr R Buckmaster – *RHSO; SYPRC*
- 20/154 OFFICERS REPORTS**
To receive the Town Clerk's and Project Manager's reports for the month of January 2021 *[Attached]*
- 20/155 ONLINE MEETINGS**
To consider a draft policy on the recording of meetings
- 20/156 LOCAL BUSINESSES**
To consider an update on support for local businesses and shops
- 20/157 DEVOLUTION AND RECOVERY**
To consider any updates on the Government proposals, which is delayed from publication scheduled to be in a White Paper in September, to force through a reorganisation of local government.
- 20/158 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- Herts Waste Local Plan – Draft Consultation
- 20/159 ITEMS FOR FUTURE AGENDAS**
To note any items for future agendas

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

Join Zoom Meeting

<https://us02web.zoom.us/j/82011592037?pwd=bEIDTG5PTEVZWIVlb3lySTFTL3RHQT09>

Meeting ID: 820 1159 2037

Passcode: 100513

M08 Agenda 210222

Online meeting protocol

- Councillors should identify themselves as such by putting “Cllr” before their video image - the rename button can be found next to your name in the list of participants on the right side of the screen.
- Members/public will normally mute their audio participation until invited to speak by the chair.

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN held on **Zoom** at 19:00 on **Monday 25 January 2021**.

Present: Cllrs A Furnace (Mayor), G Rattey, A Alder, E Buckmaster, R Buckmaster, J Burmicz, C Chester, D Patel, D Royle,

Absent: None

In Attendance: S Crocker – Town Clerk, L Dale – Admin Officer and three members of the public.

Press: Cat Barkley – Bishops Stortford Independent.

Welcome by the Town Mayor followed by Thought for the Day from Cllr Royle (Attached herewith)

20/122 APOLOGIES FOR ABSENCE

Received and accepted from Cllrs Gray and Coysten

20/123 DECLARATIONS OF PECUNIARY INTEREST

Cllr E Buckmaster declared a non-statutory interest as a member of Hailey Centre, RHSO and Town Twinning.

Cllr D Royle declared a disclosable pecuniary interest in respect of agenda item 20/126 as Vice-President of the Cricket club

20/124 PUBLIC FORUM

To receive and respond to questions from members of the public on matters within the remit of the Town Council.

Mrs Gillian Squire noted concerns regarding air pollution on behalf of Sustainable Sawbridgeworth, and requested Council consider reviewing anti-idling information published by some London Boroughs with a view to considering making Sawbridgeworth an anti-idling town.

Mr Roger Beeching welcomed the new Town Clerk to his post and wished him a long and successful stay, and further offered congratulations to Cllr G Rattey with regard to his efforts in supporting local businesses.

20/125 MINUTES

To approve as a correct record the minutes of the Meeting of the Town Council held on 30 November 2020 (M06) [Attached]

It was:

RESOLVED that the minutes of the Town Council meeting held on 30 November 2020 be approved as a correct record and duly signed by the Mayor.

*Proposed by **Cllr Alder**, seconded by **Cllr Royle** – All in Favour.*

Cllr E Buckmaster wished his dissatisfaction regarding communication over town events be recorded in the minutes.

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

Cllr A Furnace noted emails regarding events were sent.

20/126 GRANT APPLICATIONS

To consider grant applications from:

- East Herts Citizens Advice

It was:

RESOLVED to award the requested sum of £500 be awarded to East Herts Citizens Advice

Proposed by Cllr Alder, seconded by Cllr Burmicz – All in Favour

- Sawbridgeworth Cricket Club

It was:

RESOLVED to award the requested sum of £500 be awarded to Sawbridgeworth Cricket Club.

Proposed by Cllr R Buckmaster, seconded by Cllr C Chester – All in Favour.

20/127 HISTORICAL GRANTS

To consider a request from Stop Harlow North to divert historical grant monies to the Hunsdon, Eastwick & Gilston Neighbourhood Plan Group (HEGNPG).

Cllr E Buckmaster reported that the Stop Harlow North campaign was due to cease, and a request had been received to divert historical funding awards to the Hunsdon, Eastwick and Gilston neighbourhood plan group. The movement of money would have no effect on the current budget or precept.

It was:

RESOLVED to agree to the request to divert £10,636.39 of historical funding from the Stop Harlow North campaign to HEGNPG.

Proposed by Cllr E Buckmaster, seconded by Cllr Alder – All in Favour.

20/128 BUDGET 2021-2022

To consider a recommendation from the Finance & Policy Committee and set the precept for financial year 2021-2022

Members expressed thanks to the former Town Clerk for his work in preparing the draft budget. Cllr E Buckmaster reported that the new homes bonus was an unknown quantity at the present time and therefore the budget had been set to zero, and the sawbobus grant had been reduced by 50% meaning the shortfall needed to be funded by the precept.

It was:

RESOLVED To set the precept for financial year 2021/2022 at Three hundred and sixty-one thousand, Six hundred and twenty-eight pounds (£361,628)

Proposed by Cllr E Buckmaster, seconded by Cllr R Buckmaster – All in Favour.

20/129 FINANCIAL REPORT

To consider the current financial report

The report was **Noted**.

20/130 BANK RECONCILIATIONS AND MANDATES

To receive the latest bank reconciliation and consider an update on banking arrangements.

The Town Clerk reported that the changing of bank mandates was underway and an application for electronic banking was being processed.

The report was **Noted**.

20/131 ACCOUNTS FOR PAYMENT

To note and approve accounts for payment.

It was:

RESOLVED that the accounts for payment be received and approved.

Proposed by Cllr E Buckmaster, seconded by Cllr G Rattey – All in Favour.

20/132 COMMITTEE MINUTES

To receive and note the minutes of the Planning Committee held on 30 November 2020 (P11) *(Attached herewith)*

To receive and note the draft minutes of the Planning Committee held on 11 January 2021 (P12) *(Attached herewith)*

To receive and note the draft minutes of the Finance & Policy Committee held on 11 January 2021 (F03) *(Attached herewith)*

The minutes were **Noted**.

20/133 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive Mayor's report

The Mayor had circulated a monthly report *(Attached herewith)*

20/134 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor E Buckmaster
- District Councillor Alder
- District Councillor R Buckmaster
- District Councillor Burmicz (to follow)
- Hertfordshire Police
- Other Representatives

Cllr Royle - Footpaths; Schools; Town Twinning.

Cllr R Buckmaster – *RHSO; SYPRC* (to follow)

The reports *(Attached herewith)* were **Noted**.

It was:

RESOLVED to write to EHDC expressing concern at the lack of a transport plan for the West Rd Developments, and consider starting a monitoring group.

Proposed by Cllr Chester, seconded by Cllr Alder – All in Favour.

20/135 OFFICERS REPORTS

To receive the Town Clerk's and Projects Manager reports for the month of December 2020 *(Attached herewith)*

The reports were **Noted**.

20/136 AIR QUALITY

To consider a report from the Town Mayor

A previously circulated report was considered *(attached herewith)*, members discussed the recommendations therein.

It was:

RESOLVED to write to EHDC requesting regular updates and publication of air quality monitoring results, and information on plans to promote cleaner air in Sawbridgeworth including anti-engine idling campaigns.

*Proposed by **Cllr Royle**, seconded by **Cllr Patel** – All in Favour.*

20/137 LOCAL BUSINESSES

To consider an update on support for local businesses and shops.

Cllr Rattey delivered an update and reported local support grants were being fully paid out. Members expressed thanks to Cllr Rattey and the Town Projects manager for their supportive efforts.

20/138 DEVOLUTION AND RECOVERY

To consider any updates on the Government proposals, which is delayed from publication scheduled to be in a White Paper in September, to force through a reorganisation of local government.

There was no update.

20/139 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation

- EGTP – Eastern Area Growth and Transport Plan – consultation closes 31 January 2021

20/140 ITEMS FOR FUTURE AGENDAS

To note any items for future agendas

- Mayor elect.
- Committee Structure (Annual Meeting).

Meeting ended at 20:44

AGENDA ITEM

20/147

To: All Members
From: Joanne Sargent
Subject: Town Events Update – Town Projects Manager
Date: 16th February 2021

Nationally some 2021 events have either been cancelled (Glastonbury) or postponed until the Autumn (Chelsea Flower Show) other summer events are currently under review. More locally Ware Festival have announced (February 5th) that their summer events have been cancelled, this includes Rock at the Priory that was due to take place in July 2021.

It is very hard to gauge at this time what the public perception will be on attending large scale events, additionally COVID guidelines and restrictions will dictate the feasibility of events taking place.

Detailed below is a schedule of events that would normally take place annually and are included in the 2021/2022 budget.

Event Name	Proposed Date	Indoor / Outdoor	Comments
Annual Town Meeting	5 th April	Indoor	Coronavirus Act 2020 does not require this to take place.
Civic Dinner	1 st May	Indoor	Memorial Hall booked. Caterer booked
Annual Awards Ceremony	20 th May	Indoor	Chamber – under review
Civic Service	TBC	Indoor	Great St Marys Church
Fun on the Field	4 th Sept	Outdoor	Can provisionally book first aid and funfair
Town Selfie Walk	25 th Sept	Outdoor	Liaison with schools / under review
Remembrance Day	14 th Nov	Both	In liaison with Great St Marys Church
Christmas Lights Switch On	27 th Nov	Both	Can provisionally book first aid and funfair
Sawbo Sleigh Ride	TBC	Outdoor	This newly created 2020 COVID secure event could take place if the Switch on Festival of 27 th November cannot go ahead
Christmas Competition Awards	TBC	Indoor	Chamber

AGENDA ITEMS 20/148+149

15/02/2021

Sawbridgeworth Town Council

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Detailed Income & Expenditure by Budget Heading 01/01/2021

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>100 Staff</u>					
4000	33,053	80,429	27,376		27,376
4001	9,918	16,349	5,431		5,431
4002	0	8,296	8,296		8,296
4003	22,394	36,653	14,259		14,259
4004	0	22,745	22,745		22,745
4005	16,202	23,080	7,878		7,878
4008	0	12,129	12,129		12,129
4011	6,000	6,855	1,855		1,855
4012	0	7,626	7,626		7,626
4014	2,992	0	(2,992)		(2,992)
4029 Salary Recharge	0	(55,222)	(55,222)		(55,222)
4035 NIC	41,020	24,145	(16,875)		(16,875)
4040 Pension	40,787	40,242	(545)		(545)
Staff :- Indirect Expenditure	<u>170,367</u>	<u>202,327</u>	<u>31,960</u>	<u>0</u>	<u>31,960</u>
Net Expenditure	<u>(170,367)</u>	<u>(202,327)</u>	<u>(31,960)</u>		
<u>200 General Administration</u>					
1076 Precept	338,263	338,263	0		
1078 New Homes Bonus	8,863	0	(8,863)		
1090 Interest Received	73	750	677		
1100 Asset Disposal	0	10,000	10,000		
1999 Miscellaneous Income	1,400	0	(1,400)		
General Administration :- Income	<u>349,619</u>	<u>350,033</u>	<u>414</u>		
4045 Subcontracted Labour	350	0	(350)		(350)
4070 Subscriptions	2,114	1,500	(614)		(614)
4075 IT Support	7,806	6,000	(2,806)		(2,806)
4080 Training (Members)	30	1,000	970		970
4081 Travel Expenses	23	240	218		218
4082 Training (Staff)	231	600	369		369
4083 Clerks Expenses	79	250	171		171
4085 Staff Development	0	1,000	1,000		1,000
4090 IT Development	0	1,000	1,000		1,000
4095 Photocopy Charges	1,068	1,500	432		432
4100 Telephone/Broadband	1,784	2,500	716		716
4105 Postage	496	900	404		404
4110 Stationery	754	750	(4)		(4)
4115 Insurance	0	6,100	6,100		6,100

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4120 Bank Charges	144	600	456		456
4125 Repairs & Renewals	0	600	600		600
4130 Staff Care	706	1,500	794		794
4135 Office Care	2,770	2,500	(270)		(270)
4140 Office Equipment	864	1,000	136		136
4180 Accountancy Services	110	1,500	1,390		1,390
4185 Audit	(900)	2,200	3,100		3,100
4190 Professional Fees	5,939	1,700	(4,239)		(4,239)
4195 Tourism	186	600	314		314
4200 Web-site	1,900	2,000	100		100
4201 Web-site development	0	1,000	1,000		1,000
4410 Heat & Light	28	0	(28)		(28)
4800 Fuel	42	0	(42)		(42)
4950 CCLA Investment	100,000	0	(100,000)		(100,000)
4990 Contingency	5,249	2,500	(2,749)		(2,749)
4999 Miscellaneous Costs	2,664	0	(2,664)		(2,664)
General Administration :- Indirect Expenditure	136,372	39,840	(96,532)	0	(96,532)
Net Income over Expenditure	214,247	310,193	95,946		
210 Democratic Services					
1335 Civic Dinner Income	639	6,000	5,361		
Democratic Services :- Income	639	6,000	5,361		
4315 Mayor's Allowance	65	1,500	1,435		1,435
4330 Civic Events	0	2,500	2,500		2,500
4335 Civic Dinner Expenditure	1,800	5,000	3,200		3,200
Democratic Services :- Indirect Expenditure	1,805	9,000	7,195	0	7,195
Net Income over Expenditure	(1,226)	(3,000)	(1,774)		
220 Grants					
4350 Grants - SYPRC	0	1,000	1,000		1,000
4355 Grants - The Halley Centre	0	1,000	1,000		1,000
4360 Grants - Twinning - Bry	1,000	1,000	0		0
4370 Grants - S137	0	75	75		75
4375 Grants - Citizens' Awards	0	600	600		600
4380 Grants - Other	1,000	2,500	1,500		1,500
Grants :- Indirect Expenditure	2,000	6,075	4,075	0	4,075
Net Expenditure	(2,000)	(6,075)	(4,075)		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>300 Civic Centre</u>					
1400 Rental Income	0	500	500		
Civic Centre :- Income	0	500	500		
4115 Insurance	6,892	0	(6,892)		(6,892)
4405 Rates	7,859	9,000	1,141		1,141
4410 Heat & Light	3,072	3,000	(72)		(72)
4415 Water	179	100	(79)		(79)
4420 Maintenance	4,040	2,000	(2,040)		(2,040)
4426 Fixtures & Fittings	275	1,000	725		725
4445 New Equipment	0	2,000	2,000		2,000
Civic Centre :- Indirect Expenditure	22,318	17,100	(5,218)	0	(5,218)
Net Income over Expenditure	(22,318)	(16,600)	5,718		
<u>310 Police Suite</u>					
1400 Rental Income	2,880	3,840	960		
Police Suite :- Income	2,880	3,840	960		
4420 Maintenance	0	250	250		250
Police Suite :- Indirect Expenditure	0	250	250	0	250
Net Income over Expenditure	2,880	3,590	710		
<u>320 Halley Centre</u>					
4420 Maintenance	250	2,000	1,750		1,750
Halley Centre :- Indirect Expenditure	250	2,000	1,750	0	1,750
Net Expenditure	(250)	(2,000)	(1,750)		
<u>330 Other Rented Accommodation</u>					
4400 Rent	2,540	3,020	480		480
4410 Heat & Light	601	0	(601)		(601)
Other Rented Accommodation :- Indirect Expenditure	3,141	3,020	(121)	0	(121)
Net Expenditure	(3,141)	(3,020)	121		
<u>400 Bullfield Allotments</u>					
1600 Allotment Rent Income	1,238	750	(488)		
1510 Allotment Water Income	123	200	78		
Bullfield Allotments :- Income	1,360	950	(410)		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4416 Water	355	500	145		145
4420 Maintenance	911	1,500	589		589
Bullfield Allotments :- Indirect Expenditure	1,266	2,000	734	0	734
Net Income over Expenditure	84	(1,050)	(1,144)		
410 Bellmead Allotments					
1500 Allotment Rent Income	241	120	(121)		
1510 Allotment Water Income	58	30	(28)		
Bellmead Allotments :- Income	299	150	(149)		
4416 Water	54	50	(4)		(4)
4420 Maintenance	580	250	(330)		(330)
Bellmead Allotments :- Indirect Expenditure	634	300	(334)	0	(334)
Net Income over Expenditure	(335)	(150)	185		
420 Vantoris Allotments					
1500 Allotment Rent Income	270	125	(145)		
1510 Allotment Water Income	33	25	(8)		
Vantoris Allotments :- Income	303	150	(153)		
4416 Water	98	100	4		4
4420 Maintenance	650	750	100		100
Vantoris Allotments :- Indirect Expenditure	746	650	104	0	104
Net Income over Expenditure	(444)	(700)	(256)		
430 Southbrook Allotments					
1500 Allotment Rent Income	1,393	1,000	(393)		
1510 Allotment Water Income	178	175	(3)		
Southbrook Allotments :- Income	1,571	1,175	(396)		
4416 Water	215	250	35		35
4420 Maintenance	251	1,250	999		999
Southbrook Allotments :- Indirect Expenditure	486	1,500	1,034	0	1,034
Net Income over Expenditure	1,105	(325)	(1,430)		
440 Cemetery					
1550 Burial Fees	24,840	56,640	31,800		
1560 Memorial Fees	1,515	3,784	2,269		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1570 Grave Digging Income	1,680	2,000	110		
1580 Trees	5,250	3,347	(1,903)		
1581 Benches	3,320	3,668	348		
1582 Plaques	120	750	630		
Cemetery :- Income	36,935	70,189	33,254		
4029 Salary Recharge	15,149	12,398	(2,751)		(2,751)
4045 Subcontracted Labour	0	5,000	5,000		5,000
4416 Water	84	150	66		66
4420 Maintenance	1,268	6,000	3,731		3,731
4440 New Area	0	10,000	10,000		10,000
4441 Cemetery Development	1,602	0	(1,602)		(1,602)
4520 Skip Hire	3,060	3,000	(60)		(60)
4525 Grave Digging Costs	590	0	(590)		(590)
4530 Trees	513	1,000	487		487
4531 Benches	3,319	2,500	(819)		(819)
4532 Plaques	1,030	500	(536)		(536)
4675 Publicity	0	500	500		500
Cemetery :- Indirect Expenditure	26,822	40,048	13,426	0	13,426
Net Income over Expenditure	10,313	30,141	19,828		
<u>450 Playground</u>					
4420 Maintenance	7,372	6,000	(2,372)		(2,372)
4580 Playschemes	0	2,000	2,000		2,000
Playground :- Indirect Expenditure	7,372	7,000	(372)	0	(372)
Net Expenditure	(7,372)	(7,000)	372		
<u>460 Rivers Heritage Site & Orchard</u>					
4700 RHSOG	1,075	2,500	1,425		1,425
Rivers Heritage Site & Orchard :- Indirect Expenditure	1,075	2,500	1,425	0	1,425
Net Expenditure	(1,075)	(2,500)	(1,425)		
<u>500 Groundsman</u>					
1600 SYPRC-Income	0	500	500		
1603 Public Toilet Income	555	2,000	1,445		
1610 Contract - Other	710	500	(210)		
Groundsman :- Income	1,265	3,000	1,735		
4029 Salary Recharge	7,600	12,398	4,798		4,798

10:24

Detailed Income & Expenditure by Budget Heading 01/01/2021

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4045 Subcontracted Labour	0	10,000	10,000		10,000
4800 Planters	60	1,000	950		950
4801 Bell St Conveniences	9,853	10,000	347		347
4605 Parish Paths	0	3,000	3,000		3,000
4615 Ranger's Vehicle	5,870	2,500	(3,370)		(3,370)
4620 Ranger's Tools	1,244	1,000	(244)		(244)
4625 Mower Costs	393	1,000	607		607
4830 CCTV	2,889	2,500	(489)		(489)
4835 CCTV Extension	0	2,500	2,500		2,500
Groundsman :- Indirect Expenditure	27,799	45,898	18,100	0	18,100
Net Income over Expenditure	(26,833)	(42,898)	(16,365)		
600 Fun on the Field					
1670 Event Income	0	1,000	1,000		
Fun on the Field :- Income	0	1,000	1,000		
4029 Salary Recharge	0	600	600		600
4045 Subcontracted Labour	0	300	300		300
4670 Event Costs	0	1,000	1,000		1,000
4675 Publicity	0	500	500		500
Fun on the Field :- Indirect Expenditure	0	2,400	2,400	0	2,400
Net Income over Expenditure	0	(1,400)	(1,400)		
010 Events General					
4670 Event Costs	93	1,000	907		907
4675 Publicity	0	500	500		500
Events General :- Indirect Expenditure	93	1,500	1,407	0	1,407
Net Expenditure	(93)	(1,500)	(1,407)		
620 Christmas Festival					
1670 Event Income	0	400	400		
Christmas Festival :- Income	0	400	400		
4029 Salary Recharge	0	1,000	1,000		1,000
4045 Subcontracted Labour	0	350	350		350
4670 Event Costs	1,321	1,000	(321)		(321)
4675 Publicity	0	500	500		500
4685 Christmas Lights	14,816	15,000	184		184
4690 Competitions	100	600	500		500
Christmas Festival :- Indirect Expenditure	16,236	18,450	2,212	0	2,212
Net Income over Expenditure	(16,236)	(18,050)	(1,812)		

Detailed Income & Expenditure by Budget Heading 01/01/2021

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
830 Markets					
1670 Event Income	0	7,500	7,500		
Markets :- Income	0	7,500	7,500		
4029 Salary Recharge	0	2,250	2,250		2,250
4675 Publicity	2,950	3,000	50		50
Markets :- Indirect Expenditure	2,950	5,250	2,300	0	2,300
Net Income over Expenditure	(2,950)	2,250	5,200		
840 Projects					
4700 RHSOG	400	0	(400)		(400)
4710 Hanging Baskets	0	2,000	2,000		2,000
4715 Planters Project	0	500	500		500
4720 Town Green	1,180	10,000	8,820		8,820
4725 Fair Green	0	1,200	1,200		1,200
4731 Defibrillator	0	2,500	2,500		2,500
4735 Remembrance Day	37	250	213		213
4740 War Memorial	920	2,600	1,680		1,580
4745 Bakers Walk Project	0	600	600		600
Projects :- Indirect Expenditure	2,537	19,550	17,013	0	17,013
Net Expenditure	(2,537)	(19,550)	(17,013)		
660 Town Selfie Walk					
1670 Event Income	0	500	500		
Town Selfie Walk :- Income	0	500	500		
4029 Salary Recharge	0	500	500		500
4670 Event Costs	42	0	(42)		(42)
4675 Publicity	0	500	500		500
4681 Promotional Equipment	0	1,000	1,000		1,000
Town Selfie Walk :- Indirect Expenditure	42	2,000	1,958	0	1,958
Net Income over Expenditure	(42)	(1,500)	(1,458)		
700 Sawbobs					
1150 Grants Received	31,232	25,050	(6,182)		
1151 STC Subsidy	0	8,000	8,000		
1800 Fares	180	500	340		
1810 Concessionary Fares	0	5,000	5,000		
1820 Fuel Rebate	698	1,000	302		

10:24

Detailed Income & Expenditure by Budget Heading 01/01/2021

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1830 Sponsorship	1,500	4,000	2,500		
1850 Vehicle Hire Income	21,028	0	(21,028)		
Sawbobus :- Income	<u>64,818</u>	<u>43,660</u>	<u>(11,068)</u>		
4029 Salary Recharge	13,163	20,476	7,322		7,322
4045 Subcontracted Labour	3,292	3,500	208		208
4800 Fuel	1,192	5,000	3,808		3,808
4805 Vehicle Maintenance	1,845	2,600	655		655
4810 Vehicle Tax & Insurance	1,820	2,000	171		171
4816 Community Bus Reserve	0	10,000	10,000		10,000
Sawbobus :- Indirect Expenditure	<u>21,310</u>	<u>43,476</u>	<u>22,165</u>	<u>0</u>	<u>22,165</u>
Net Income over Expenditure	<u>33,308</u>	<u>75</u>	<u>(33,233)</u>		
<u>710 Lofly WK05</u>					
4800 Fuel	131	250	120		120
4805 Vehicle Maintenance	276	250	(26)		(26)
4810 Vehicle Tax & Insurance	325	478	153		153
Lofly WK05 :- Indirect Expenditure	<u>731</u>	<u>978</u>	<u>247</u>	<u>0</u>	<u>247</u>
Net Expenditure	<u>(731)</u>	<u>(978)</u>	<u>(247)</u>		
<u>800 Heffer GL61</u>					
1850 Vehicle Hire Income	250	3,600	3,350		
Heffer GL61 :- Income	<u>250</u>	<u>3,800</u>	<u>3,350</u>		
4800 Fuel	0	600	600		600
4805 Vehicle Maintenance	667	1,000	333		333
4810 Vehicle Tax & Insurance	2,065	2,000	(65)		(65)
Heffer GL61 :- Indirect Expenditure	<u>2,732</u>	<u>3,600</u>	<u>868</u>	<u>0</u>	<u>868</u>
Net Income over Expenditure	<u>(2,482)</u>	<u>0</u>	<u>2,482</u>		
<u>810 Rolley Bus R011</u>					
1850 Vehicle Hire Income	8,000	0	(8,000)		
Rolley Bus R011 :- Income	<u>8,000</u>	<u>0</u>	<u>(8,000)</u>		
4800 Fuel	29	0	(29)		(29)
4805 Vehicle Maintenance	88	0	(88)		(88)
4810 Vehicle Tax & Insurance	221	0	(221)		(221)
Rolley Bus R011 :- Indirect Expenditure	<u>338</u>	<u>0</u>	<u>(338)</u>	<u>0</u>	<u>(338)</u>
Net Income over Expenditure	<u>7,662</u>	<u>0</u>	<u>(7,662)</u>		

10:24

Detailed Income & Expenditure by Budget Heading 01/01/2021

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>910 Town Action Plan</u>					
4910 Town Action Plan Costs	0	600	600		500
Town Action Plan :- Indirect Expenditure	0	600	600	0	500
Net Expenditure	0	(600)	(600)		
Grand Totals:- Income	457,739	492,527	34,788		
Expenditure	448,264	477,411	29,147	0	29,147
Net Income over Expenditure	9,475	15,128	5,651		
Movement to/(from) Gen Reserve	9,475				

Time: 12:03

Bank Reconciliation up to 31/01/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/12/2020	6810	3,997.84			3,997.84	<input type="checkbox"/>	HMRG
15/12/2020	6811	3,942.41			3,942.41	<input type="checkbox"/>	Herts County Council
04/01/2021	DD	71.69		71.69		R <input checked="" type="checkbox"/>	The Fuelcard Company
04/01/2021	DD	10.34		10.34		R <input checked="" type="checkbox"/>	Dulux Decorator Contro
05/01/2021	D/D	323.78		323.78		R <input checked="" type="checkbox"/>	British Gas
05/01/2021	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
05/01/2021	Direct		4.38	4.38		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/01/2021	Direct		375.00	375.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/01/2021	DD1	21.63		21.63		R <input checked="" type="checkbox"/>	The Fuelcard Company
11/01/2021	dd2	89.78		89.78		R <input checked="" type="checkbox"/>	Everflow Water
12/01/2021	Direct	-838.09		-838.09		R <input checked="" type="checkbox"/>	W.P.S. Insurance Bkrs & Rsk S
13/01/2021	DD1	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
16/01/2021	dd3	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
15/01/2021	dd4	786.00		786.00		R <input checked="" type="checkbox"/>	East Herts District Council
15/01/2021	Direct		2,255.00	2,255.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/01/2021	dd5	7.85		7.85		R <input checked="" type="checkbox"/>	Lloyds Bank plc
18/01/2021	Direct		166.67	166.67		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/01/2021	DD3	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
24/01/2021	6819	337.00			337.00	<input type="checkbox"/>	The Society of Local Council C
25/01/2021	6817	19,090.82			19,090.82	<input type="checkbox"/>	East Herts District Council
25/01/2021	6818	1,631.61			1,631.61	<input type="checkbox"/>	Legal & General
25/01/2021	6820	283.13		283.13		R <input checked="" type="checkbox"/>	Alfa Tail Lifts Limited
25/01/2021	6821	3,586.26			3,586.26	<input type="checkbox"/>	Sunstone IP Systems Limited
25/01/2021	6822	790.00			790.00	<input type="checkbox"/>	G.J. Simmons Roofing Contracto
25/01/2021	6823	162.98		162.98		R <input checked="" type="checkbox"/>	Breeze Office Solutions
25/01/2021	6824	121.14			121.14	<input type="checkbox"/>	Impamark
25/01/2021	6825	32.75		32.75		R <input checked="" type="checkbox"/>	Southern Electric
25/01/2021	6826	344.16		344.16		R <input checked="" type="checkbox"/>	Rldgoons Ltd
25/01/2021	6828	10,620.00			10,620.00	<input type="checkbox"/>	Aylesford Electrical Contracto
25/01/2021	6829	362.02			362.02	<input type="checkbox"/>	Ritch UK Limited
25/01/2021	6830	400.00			400.00	<input type="checkbox"/>	Tree Surgery Landscaping Contr
26/01/2021	6831	18.00		18.00		R <input checked="" type="checkbox"/>	Nimbus Hosting Limited
25/01/2021	6832	101.88			101.88	<input type="checkbox"/>	CaterCare Catering Equipment L
26/01/2021	6833	133.20			133.20	<input type="checkbox"/>	David Allan
25/01/2021	6834	351.90		351.90		R <input checked="" type="checkbox"/>	Home & Office Fire Extinguisha
25/01/2021	6835	80.00			80.00	<input type="checkbox"/>	JRG Plumbing and Heating
25/01/2021	6836	585.00			585.00	<input type="checkbox"/>	Gary Woods Garden & Property M
25/01/2021	6837	367.24			367.24	<input type="checkbox"/>	The Anglia Sign Casting Compan
26/01/2021	6838	576.00			576.00	<input type="checkbox"/>	Froom & Co Limited
25/01/2021	6839	1,536.00			1,536.00	<input type="checkbox"/>	Lodge & Sons (Builders) Limite
25/01/2021	6840	220.00		220.00		R <input checked="" type="checkbox"/>	Dale, Lisa
25/01/2021	6841	11.94			11.94	<input type="checkbox"/>	HAILEY CENTRE
25/01/2021	2230CANG	-18.00		-18.00		R <input checked="" type="checkbox"/>	Nimbus Hosting Limited
25/01/2021	CAN2219	-283.13		-283.13		R <input checked="" type="checkbox"/>	Alfa Tail Lifts Limited
25/01/2021	dk16	47.68		47.68		R <input checked="" type="checkbox"/>	The Fuelcard Company
25/01/2021	dd7	143.40		143.40		R <input checked="" type="checkbox"/>	British Gas
26/01/2021	BCARD3	22.53		22.53		R <input checked="" type="checkbox"/>	Moonplg.com
25/01/2021	BCARD1	12.98		12.98		R <input checked="" type="checkbox"/>	Amazon.co.uk

Time: 12:03

Bank Reconciliation up to 31/01/2021 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
25/01/2021	BCARD2	19.25		19.25		R <input checked="" type="checkbox"/>	REMI Trading Limited
25/01/2021	BCARD3	198.94		198.94		R <input checked="" type="checkbox"/>	Blinder Loams Limited
25/01/2021	BCARD5	67.60		67.60		R <input checked="" type="checkbox"/>	Amazon.co.uk
25/01/2021	BCARD6	29.00		29.00		R <input checked="" type="checkbox"/>	Sam Flynn Social Media
25/01/2021	BCARD7	16.99		16.99		R <input checked="" type="checkbox"/>	Tesco Stores Ltd
28/01/2021	2226	654.34		654.34		R <input checked="" type="checkbox"/>	Adrian Robinson
27/01/2021	DD	605.73		605.73		R <input checked="" type="checkbox"/>	British Gas
27/01/2021	DD4	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
28/01/2021	DIRECT	100.00		100.00		R <input checked="" type="checkbox"/>	A Errington Neilson
28/01/2021	Direct		705.00	705.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2021	dd8	209.88		209.88		R <input checked="" type="checkbox"/>	Onecom Limited
29/01/2021	Direct		660.00	660.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/01/2021	Direct		681.84	681.84		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>62,181.05</u>	<u>4,847.89</u>				

Bank Reconciliation Statement as at 31/01/2021
for Cashbook 1 - Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	31/01/2021	2	98,145.67
			<u>98,145.67</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
15/12/2020 6810 HMRC		3,997.84	
15/12/2020 6811 Herts County Council		3,942.41	
24/01/2021 6819 The Society of Local Council C		337.00	
25/01/2021 6817 East Herts District Council		10,090.82	
25/01/2021 6818 Legal & General		1,831.61	
25/01/2021 6821 Sunstone IP Systems Limited		3,586.26	
25/01/2021 6822 G.J. Simmons Roofing Contracto		790.00	
25/01/2021 6824 Impamark		121.14	
25/01/2021 6828 Aylesford Electrical Contracto		10,620.00	
25/01/2021 6829 Ricoh UK Limited		362.02	
25/01/2021 6830 Tree Surgery Landscaping Contr		400.00	
25/01/2021 6832 CaterCare Catering Equipment L		101.88	
25/01/2021 6833 David Allam ,		133.20	
25/01/2021 6835 JRG Plumbing and Heating		80.00	
25/01/2021 6836 Gary Woods Garden & Property M		685.00	
25/01/2021 6837 The Anglia Sign Casting Compan		367.24	
25/01/2021 6838 Froom & Co Limited		576.00	
25/01/2021 6839 Lodge & Sons (Builders) Limite		1,536.00	
25/01/2021 6841 HAILEY CENTRE		11.94	
			<u>48,270.36</u>
			49,875.31
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			<u>0.00</u>
			49,875.31
		Balance per Cash Book is :-	49,875.31
		Difference is :-	0.00

SAWBRIDGECWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth by Zoom at 8.50pm on **Monday 25 January 2021**.

Those present

Cllr Angela Alder
Cllr Dinesh Patel

Cllr Craig Chester
Cllr Greg Rattey

(Ex-officio Cllr Furnace)

In attendance:

S Crocker - Town Clerk

L Dale – Planning Officer

P 20/97 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllrs Gray & Coysten, unwell.

P 20/98 PUBLIC FORUM

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

P 20/99 DECLARATIONS OF PECUNIARY INTEREST

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

P 20/100 MINUTES

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

- 11 January 2021 (P12) [*prop Cllr Patel; secd Cllr Rattey*]

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

P 20/101 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/20/1508/VAR The Leventhorpe School, CM21

[Variation of condition 2 \(approved plans\) of planning permission: 3/20/0413/FUL \(Demolition of existing science building and the erection of a new 2-storey teaching block \[Use Class D1\] with associated landscaping and the installation of an additional block of interim temporary classrooms during construction \[Approximately 1068 m2 GEA\] alongside the retention of temporary units approved under planning consent 3/18/2098/FUL\) – Revisions to elevations of the proposed teaching block](#)

Applicant: The Leventhorpe School

STC Comment: No objection [*prop Cllr Furnace; secd Cllr Rattey*]

**3/20/2129/HH &
3/20/2130/LBC** **1 Fair Green, CM21 9AG**

[Rebuilding of damaged boundary wall](#)

Applicant: Dumphries

STC Comment: No objection & No comment [*prop Cllr Patel; secd Cllr Furnace*]

3/20/2397/B1CPN **60B Station Road, CM21 9AZ**

[Change of use from Light Industrial \(Class B1 \(c\)\) to 2 residential flats \(Class C3\).](#)

Applicant: Elisha Mirza

Application already decided by EHDC – Prior approval is required and refused

3/20/2408/VAR **Land Rear of 60 Station Road, CM21 9AZ**

[Removal of condition 2 of approval: 3/18/0153/FUL \(Change of use and internal alterations to create four office/workshop units with alterations to front elevation\). Vary drawing C4 \(Floor/Elevation-Proposed\) with drawing number TPP20201103-02](#)

Applicant: Elisha Mirza

Application withdrawn by Agent/Applicant

3/20/2558/FUL **11 Cambridge Road, CM21 9JP**

[Demolition of dwelling and construction of replacement dwelling](#)

Applicant: Mr Adan

STC Comment: No objection [*prop Cllr Chester; secd Cllr Patel*]

3/20/2589/FUL **7 Pishiobury Drive, CM21 0AD**

[Demolition of house and construction of new two-storey detached house with basement to include, front dormer windows, rear roof lights and terraces, front juliet balconies, detached garage and front entrance gates](#)

Applicant: Mr Garry Plummer

STC Comment: Objection. Not in-keeping with streetscene [*prop Cllr Chester; secd Cllr Patel*]

3/20/2635/FUL **17-18 and 18a Bell Mead, CM21 9ES**

[Conversion of 1 house \(17-18\) and 1 flat \(19A\) into two dwellings, removal of existing rear addition and alterations to ground floor fenestration](#)

Applicant: Mr Mohammed Ahmad

STC Comment: No objection [*prop Cllr Patel; secd Cllr Chester*]

3/21/0005/HH **100 Sheering Mill Lane, CM21 9ND**

[Demolition of garage. Single storey side and rear extension](#)

Applicant: Mr Jamie Bull

STC Comment: No objection [*prop Cllr Chester; secd Cllr Rattey*]

3/21/0047/LBC **The Old Vicarage, Sheering Mill Lane, CM21 9AD**

[Regularisation of: Install two 100 millimetre high level boiler vents fixed via brackets to the rear elevation](#)

Applicant: Mrs Peta Bruce

STC Comment: No comment (LBC)

3/21/0080/HH Fairswell, 25 Vantorts Road, CM21 9NA
[Alterations and raising of roof. First floor extension and alterations to fenestration](#)
Applicant: Mr Ben Green
STC Comment: No objection [*prop Cllr Patel; secd Cllr Chester*]

P 20/102 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 22 January 2021.

3/21/0074/HH 13 Gilders, CM21 0EE
Single storey front extension. Two storey rear extension and insertion of window to flank elevation
Applicant: Mr David Billington
STC Comment: No objection [*prop Cllr Patel; secd Cllr Rattey*]

3/21/0112/FUL Farlea, Spellbrook Lane West, Spellbrook
Erection of dwelling with linked garage with room over, swimming pool, pool house with associated landscaping, parking and the creation of new access
Applicant: Mr Greg McClelland
STC Comment: No objection [*prop Cllr Alder; secd Cllr Rattey*]

3/21/0125/HH 22 Yewlands, CM21 9NP
Demolition of porch. Single storey front, side and rear extensions
Applicant: Mr Matthew Merralls
STC Comment: No objection [*prop Cllr Patel; secd Cllr Chester*]

P 20/103 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/20/1951/FUL 30-34 London Road, CM21 9JS
Roof extension to form 5, one bedroom flats, including external rear staircase, roof dormers and bin/cycle store
Applicant: Mr Tindall
STC Comment: No objection
EHDC Decision: Refused. "The proposed development, by reason of its size, scale and design, would add considerable bulk and mass to the site which would appear unduly prominent within the streetscene and would not reflect local distinctiveness, to the detriment of the character and appearance of the existing building, street scene, adjacent listed buildings and surrounding Sawbridgeworth Conservation Area. The proposal is therefore contrary to Policies DES4 and HA4 of the East Herts District Plan 2018" & "The application lacks sufficient information regarding the issues of neighbour amenity as well as air quality and the risks to future occupants to enable the local planning authority to properly consider the planning merits of this application, contrary to Policies DES4 and EQ4 of the East Herts District Plan 2018"

3/20/1955/FUL Farlea, Spellbrook Lane West, CM23 4AY

Erection of 1, 5 bedroomed dwelling and detached garage, with the provision of a new access and an amended internal track

Applicant: Mr Greg McClelland

STC Comment: No objection

EHDC Decision: Granted

3/20/2185/HH 2 Harvest Close, Spellbrook, CM23 4RE

Creation of garden room and shed

Applicant: Richard Painter

STC Comment: No objection

EHDC Decision: Refused. "The proposed development would constitute inappropriate development within the Green Belt and additional harm would result from loss of openness. The harm by reason of its inappropriateness and loss of openness 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".

3/20/2251/HH 10 Parkway, CM21 9NR

Demolition of conservatory. Proposed rear single storey extension.

Applicant: Mr Chris Pask

STC Comment: No objection

EHDC Decision: Granted

3/20/2253/HH 11 Wychford Drive, CM21 0HA

Erection of fence panels to replace brick garden wall

Applicant: Richard Painter

STC Comment: No objection

EHDC Decision: Granted

P 20/104 PLANNING APPEALS

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

Meeting Closed at 9.18pm

SAWBRIDGECWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth by Zoom at 7.00pm on **Monday 15 February 2021**.

Those present

Cllr Angela Alder
Cllr Dinesh Patel

Cllr Craig Chester
Cllr Greg Rattey

(Ex-officio Cllr Furnace)

In attendance:

S Crocker - Town Clerk

L Dale – Planning Officer

P 20/105 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllr Gray - unwell.

P 20/106 PUBLIC FORUM

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

P 20/107 DECLARATIONS OF PECUNIARY INTEREST

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

P 20/108 MINUTES

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

- 25 January 2021 (P13) [*prop Cllr Rattey; secd Cllr Furnace*]

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

P 20/109 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/21/0144/HH 3 Pishiobury Mews, Pishiobury Drive, CM21 0AP

[Two storey rear extension](#)

STC Comment: No objection [*prop Cllr Rattey; secd Cllr Patel*]

3/21/0145/FUL &

3/21/0146/LBC 4 The Square, CM21 9AE

[Retention of: installation of additional AC unit added externally to rear elevation](#)

STC Comment: No objection [*prop Cllr Patel; secd Cllr Rattey*]

3/21/0161/PNHH 20 Rowney Wood, CM21 0HR
Single storey extension with roof lantern and Bi fold doors:- Depth 3.5 metres, maximum height 3.30 metres, Eves height 2.30 metres
STC Comment: No objection [*prop Cllr Patel; secd Cllr Furnace*]

3/21/0182/HH 47 Cambridge Road, CM21 9JP
Construction of 4 loft dormer windows with a juliet balcony on the front elevation, insertion of rooflight at the first floor level
STC Comment: No objection [*prop Cllr Rattey; secd Cllr Chester*]

3/21/0198/HH 46 Greenstead, CM21 9NY
Removal of detached garage. Construction of two storey side extension
STC Comment: No objection [*prop Cllr Patel; secd Cllr Furnace*]

3/21/0210/LBC 49-51 Knight Street, CM21 9AX
Re-painting of shop front and replacement of shop front fascia sign
STC Comment: No objection [*prop Cllr Rattey; secd Cllr Furnace*]

3/21/0223/HH & 3/21/0224/LBC 3 Fair Green, CM21 9AG
Demolition of lean-to and erection of single storey rear extension with sky light. Internal alterations to include removal of internal chimney breast and doors. Alteration of pedestrian access and replacement fence
STC Comment: No objection [*prop Cllr Chester; secd Cllr Rattey*]

3/21/0274/HH 33 The Orchards, CM21 9BB
Single storey front extension, single storey and part two storey rear extension incorporating first floor Juliet balcony, replace flat roof to the existing front dormer with a pitched roof, new first floor rear windows and relocated side window and an increase in depth of 2 front windows, new rear roof light windows, garage conversion, alterations to fenestration and external materials, enlarged driveway and permeable paving.
STC Comment: No objection [*prop Cllr Patel; secd Cllr Rattey*]

P 20/110 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 12 February 2021. There were none

P 20/111 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/20/1876/HH 36 Sayesbury Road, CM21 0EB
Creation of a hardstanding vehicular access
STC Comment: No objection
EHDC Decision: Refused. "The proposed vehicular parking hardstanding by reason of its size, siting and layout, would not provide a reasonably accessible and convenient area

for vehicular parking, failing to accord with the County Council's Vehicle Cross Over Guidance and standards. Consequently, the development would lead to conditions prejudicial to the safety, function and convenience of the local highway network and its users, contrary to Policies TRA2 and TRA3 of the East Herts District Plan 2018".

3/20/1962/HH 9 Northfield Road, CM21 9DR

Part two storey, part single storey rear extension, single storey front extension and the creation of a new access with a parking area for 2 vehicles, to include a change in land levels and landscaping to the front

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by reason of its inappropriate size, scale and design, would fail to appear subservient in scale and would fail to achieve a high standard of design to respond to the context of the site, or to reflect local distinctiveness. The development would therefore be harmful to the character and appearance of the site and the surrounding area. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework" & "The proposed development, by reason of its size, scale, siting and design, would have a detrimental effect upon the amenities of the occupants at No.7 Northfield Road by reason of its overbearing impact. The proposal would thereby be contrary to Policy DES4 of the East Herts District Plan 2018 and the National Planning Policy Framework"

3/20/2045/FUL Craycombe, Parsonage Lane, CM21 0ND

Subdivision of the site, to include associated landscaping (fencing, shrubs, hard surfacing), conversion of office and outbuildings to a two bedroom dwelling, with associated fenestration alterations, insertion of additional fenestration and alterations to and raising of the roof ridge, along with the erection of a shed and bin store

STC Comment: No objection

EHDC Decision: Refused. "The application lacks sufficient information regarding the history of the outbuilding to enable the Local Planning Authority to properly consider the planning merits or otherwise of the application. In the absence of the abovementioned information, the proposal is contrary to Policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework". "Notwithstanding reason No1 above, the proposed development would constitute inappropriate development within the Green Belt as it would not preserve its openness and conflicts with the purposes of including land within it, encroaching into the countryside, to the detriment of the surrounding character and appearance. Other considerations would not clearly outweigh the harm by reason of inappropriateness and loss of openness. Consequently, the very special circumstances required to approve inappropriate development in the Green Belt do not exist. The proposed development would be contrary to Policy GBR1 of the East Herts District Plan (2018) and Section 13 of the National Planning Policy Framework (2019) & "The proposed development, by reason of its location and siting would not represent a sustainable form of development in accordance with the District Plan's hierarchy, with a reliance on private vehicles to access everyday services and facilities. The proposal would therefore be contrary to Policies DPS2 and TRA1 of the East Herts District Plan 2018 and the National Planning Policy Framework".

3/20/2359/HH Dower House, 17a Knight Street, CM21 9AT

Construction of 2 storey side extension with first floor rear window opening.

STC Comment: No objection

EHDC Decision: Granted

3/20/2423/HH 13 Hampton Gardens, CM21 0AN

Conversion and alterations of garage, to create second floor with two pitched dormers to front elevation, a single dormer to rear and canopy to the rear

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by reason of its inappropriate size, scale and design, would add considerable bulk and mass to the site that would fail to appear subservient in scale and would fail to achieve a high standard of design to respond to the context of the site, or to reflect local distinctiveness. The development would therefore be harmful to the character and appearance of the site and the surrounding area. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework." & "The proposed development, by reason of its size, scale, siting and design would have a detrimental effect upon the amenities of the occupants at No.14 Hampton Gardens by reason of its overbearing and loss of light impact. The proposal would thereby be contrary to Policy DES4 of the East Herts District Plan 2018 and the National Planning Policy Framework".

3/20/2386/LBC 136 Sheering Mill Lane, CM21 9ND

Replacement of boiler and insertion of flue

STC Comment: No comment

EHDC Decision: Granted

3/20/2440/HH 2 Northfield Road, CM21 9DR

Single storey rear extension

STC Comment: No objection

EHDC Decision: Granted

3/20/2482/HH 5 Walnut Tree Avenue, CM21 9JR

Single storey side infill and single storey side extension, single storey rear extension and demolition of garage with erection of new garage

STC Comment: No objection

EHDC Decision: Granted

3/20/2500/HH 4 Rowney Wood, CM21 0HR

Two-storey side extension, to include conversion and alterations of garage. Two-storey rear extension with juliet balcony to first floor

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by reason of its excessive scale, inappropriate design and lack of subservience, fails to reflect and promote local distinctiveness or achieve a high quality of design and would cause harm to the character and appearance of the dwelling and the street scene. Therefore, the proposal is contrary to Policies DES4 and HOU11 of the East Herts District Plan (2018)".

3/20/2502/HH 6 Hampton Gardens, CM21 0AN

First floor extension above double garage

STC Comment: No objection. Neighbours comments/concerns noted

EHDC Decision: Refused. "The proposed development, by reason of its size, scale, materials and design, would add considerable bulk and mass to the site that would fail to appear subservient in scale and would fail to achieve a high standard of design to respond to the context of the site, or to reflect local distinctiveness. The development

would therefore be harmful to the character and appearance of the site and the surrounding area. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018”.

P 20/112 PLANNING APPEALS

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

Meeting Closed at 7.19pm

Mayor's report for full council meeting on 22nd February 2021 (as of 14th February 2021)

Holocaust Memorial Day 2021

- Along with other Town Councillors, I attended East Herts District Council's 2021 Holocaust Memorial Day online event hosted by Chairman Jonathan Kaye on 28th January. The theme was Be the Light in the Darkness – encouraging everyone to reflect on the depths humanity can sink to, but also the ways individuals and communities resisted that darkness to 'be the light' before, during and after genocide.
- We heard the story of one young Jewish boy's escape from the Lodz Ghetto in Poland in 1940, told to us by his son John Carr OBE – an example of how it is the duty of all of us to remember the survivors' stories. We were also reminded by other speakers that atrocities continue, from the Srebrenica massacre in Bosnia and Herzegovina in 1995, to the concentration camps imprisoning Uighurs Muslims in Xinjiang, China, today. It was a moving event.
- Unfortunately I was unable to attend Watford's Holocaust Memorial Day event held online on 11th February as no passcode had been sent out with the invitation.

East Herts Environment and Climate Forum

- I attended this Forum meeting on "Biodiversity and natural land" on 21st January. There were presentations on key issues from Tim Hill (Herts and Middlesex Wildlife Trust) and Jan Stannard (Heal Rewilding). A breakout discussion followed the presentations leading to ideas being put forward including having new housing developments set aside land for rewilding, enabling local residents' groups to access advice on sustainability projects, and ensuring a cohesive plan across different councils, which would involve auditing existing biodiversity and natural land in the area.

Town Twinning

- I was pleased to attend the Town Twinning committee meeting as a guest on 19th January. The group has done an excellent job at keeping in touch with Sawbridgeworth's twin towns – Bry-sur-Marne in France and Moosberg in Germany – including through a Zoom quiz and individuals' correspondence.

Mayor's charities

- I had an online meeting with our local police and PCSOs on 8th February at which we discussed plans for the Sawbo Daily Mile. It was agreed we will wait until the Government publishes its road map on Covid-19 restrictions before deciding on timing for the fundraising initiative.
- I also congratulated PC Shelly Marshall on behalf of the Town Council for her recent commendation.
- As a reminder, this year's Mayor's charities are 1st Sawbridgeworth Scouts and the Essex & Herts Air Ambulance. Donations welcome <https://www.justgiving.com/crowdfunding/sawbomayorcharities>

Annelise Furnace

County councillor report Feb 2021

Major Consultations

Planning Gilston Village 7– Planning Application Documents

GILSTON AREA – VILLAGE 7

LAND SITED TO NORTH OF THE A414 AND TO THE EAST AND WEST OF CHURCH LANE, BOUND BY HUNSDON HOUSE TO THE NORTH, OPEN FARMLAND AND EASTWICK VILLAGE TO THE EAST, BY THE A414 TO THE SOUTH, BY A PUBLIC FOOTPATH (HUNSDON FOOTPATH 001) AND LORD'S WOOD TO THE WEST AND NORTH-WEST AND LOCATED TO THE NORTH-WEST OF HARLOW IN ESSEX, WITHIN HERTFORDSHIRE AND THE DISTRICT OF EAST HERTFORDSHIRE
OUTLINE PLANNING APPLICATION ON BEHALF OF BRIGGENS ESTATE 1 LIMITED
POST-SUBMISSION AMENDMENTS TO OUTLINE PLANNING APPLICATION REF. 3/19/2124/OUT

Description of Development

The Application seeks planning permission for the following description of development, which has been amended from the original description to reflect the changes made post-submission:

“Outline planning application for development including demolition of existing structures, refurbishment and change of use of existing Grade II Listed Brickhouse Farm Barn and structures and erection of a residential led mixed use development comprising: up to 1,500 residential market and affordable homes; a mixed use local village centre; retail, business, commercial and community uses; primary school, early years and nursery facilities; leisure and sports facilities including a football hub; provision for 8 no. pitches for Gypsies & Travellers; open spaces, ecological areas, woodlands and public realm; pedestrian, cycle and vehicular accesses and network within the site; associated drainage, utilities, energy and waste facilities and infrastructure; works to and realignment of the existing highway; other supporting works, facilities and infrastructure; together with associated temporary enabling works or structures. With all matters reserved apart from detailed works to the A414 Church Lane junction (phased development).” (“the Proposed Development”)

Christmas holiday free school meal scheme success as over 20,000 Hertfordshire children receive food vouchers

Our support for Hertfordshire families entitled to free school meals during the Christmas holidays was a great success with supermarket vouchers downloaded for over 20,000 children and young people.

The scheme, which is funded from the Government's COVID-19 Winter Grant Scheme (WSG), provided eligible families with a £30 digital supermarket voucher per entitled child to cover the two week Christmas holiday period.

In addition to this support, we also encouraged families and individuals who were struggling to pay for food and other essential household bills to contact HertsHelp, where they could access further help over the festive period and advice to provide ongoing support.

Council tax increase to fund Hertfordshire's largest ever police force given overwhelming public support

Hertfordshire is to have its largest ever police force following overwhelming public support for an increase in the council tax.

Police and Crime Commissioner David Lloyd has decided to increase the policing precept by £1.25 per month for an average Band D council tax property. The additional £5.2m raised will be used to put a record number of officers on the front-line, in addition to funding more help for victims. Despite the increase, the policing element of the council tax remains the fifth lowest in the country.

The precept increase will pay for 77 extra officers, on top of the 90 who will be recruited as part of the government uplift. These 167 new officers increase the ranks to 2,267 in the forthcoming financial year.

The previous record for officer numbers in Hertfordshire was 2,202 in 2007. The final tally at the end of the uplift is planned to be even higher with 2,314 officers in post by April 2023. The extra money will also be used to fund a joint Prevention First initiative with the Constabulary.

Other priorities include additional money being put into the county's award-winning victim care service Beacon and a new £258,000 Safeguarding Hub to provide wrap-around care for medium-risk domestic violence victims. The increase means the annual precept for an average (Band D) property will go from £198 to £213. Households will pay more or less than the average depending on their house banding, Band A will pay £10, while Band H will pay £30 extra.

Hertfordshire Archive and Local Studies celebrate LGBTQ+ history month with virtual exhibition In recognition of LGBTQ+ History Month in February, Hertfordshire Archives and Local Studies is celebrating with an online exhibition looking at the lives of some LGBTQ+ people from Hertfordshire's past. The exhibition includes documents and artefacts from an ancient Roman Emperor, to a cross-dressing highwayman, to a "female husband". **One of the areas explored by the exhibition is legislation and its significant impact on the lives of LGBTQ+ people throughout history.** For example same-sex relationships were first officially legislated against under Henry VIII, and it took over 400 years for men to legally be allowed to have relationships with other men. For centuries, those caught could be executed. Now, in 2021, UK couples of all genders and sexual orientations can marry.

Part of the exhibition focuses on the discovery of a person's identity; a rector from Essendon had to flee the county after accusations of gross indecency, and Oscar Wilde was sent to prison for his same-sex relationships.

There is also a reflective look at the outbreak of HIV and AIDS in the 1980s and its impact on Hertfordshire. How did local authorities try to curb the spread, and what impact that had on LGBTQ+ communities. Hertfordshire Archives asks that anyone who is comfortable sharing their own stories and memories do so under a dedicated section of the exhibition. The first LGBTQ+ collection was created in 2019. Anyone with items to donate to the archive so that they can be preserved for future generations can get in contact with hals.enquiries@hertfordshire.gov.uk

To view the exhibition visit <https://www.hertsmemories.org.uk/content/category/herts-history/people/lesbian-gay-bisexual-and-transgender/lgbtq-history-month-2021>

Rogue Trader Team report of January 2021

Vaccine fraud

There are now resources available for raising awareness about vaccine fraud; they can be found [here](#). The material includes a poster and guide on how to be alert to vaccine fraud.

Safeguarding

Several members of the team attended HSAB (Hertfordshire Safeguarding Adults Board) training on cuckooing. This is when people take over a person's home and use the property to facilitate exploitation. In Trading Standards we are most likely to see the practice when a property is taken over to financially abuse the occupier.

Intervention savings As we reach the end of quarter three of the financial year we have calculated our total intervention savings from October to December 2020 at £348,420; this brings our total savings since April 2020 to £875,428.

The total is worked out by the amount of rogue trader and scam interventions we have been involved in, the number of call blockers we have installed and how many Friends Against Scams and Scam Marshalls we have signed up. Savings include financial savings, healthcare savings, residential care cost savings and health related quality of life savings.

One rogue trader intervention alone amounted to a saving of £60,000 and thanks to a very successful media campaign run by ourselves and the National Trading Standards Team during Friends Against Scams Week this quarter we were able to sign up an extra 153 Friends Against Scams in Hertfordshire.

Fast-track training programme for social workers looking for new recruits in Hertfordshire

The Step Up to Social Work programme which funds graduates and career changers to retrain as the next generation of social workers is now recruiting in Hertfordshire.

The Central Eastern Regional Partnership (CERP) led by Hertfordshire County Council in collaboration with Bedford Borough Council and Luton Council, has been successful in a bid to deliver the programme for a seventh cohort.

Since its launch in 2010, hundreds of people throughout the country have completed the government programme, with 81 graduates qualifying locally. The Applications open on Monday (15 February) and close on 7 April, with the new cohort starting in January 2022.

The scheme offers students a bursary of just under £20,000 to support trainees on the 14-month programme which leads to a rewarding career as a social worker, supporting vulnerable children and families.

Learning takes place through a combination of university study and placements, and after completing their training the new graduates join the council's Children's Services department as newly qualified social workers.

Applications are now open for the next cohort of graduates to join the scheme with funding available for 25 places across the Central Eastern Regional Partnership. Around 12 of these trainees will be placed in Hertfordshire. Applications from males, and people from black, Asian and minority ethnic backgrounds are particularly welcomed.

Candidates are eligible to apply if they have a 2:1 degree (for example, with honours), or a 2:2 plus a higher degree, which can include a master's degree or a Postgraduate Certificate in Education, in a discipline other than social work. They should also have the equivalent of a GCSE Grade C in maths and English, and experience of working with children, young people or families.

To find out more about the course, eligibility and how to apply, please visit: www.hertfordshire.gov.uk/stepup

Holiday club to offer vital relief during the COVID-19 pandemic to Hertfordshire's most disadvantaged young people

The Easter holidays are looking brighter for disadvantaged children and young people in Hertfordshire thanks to an exciting partnership.

Hertfordshire County Council has joined forces with Herts Sports Partnership and the Hertfordshire Community Foundation to deliver healthy food and activities over the holidays.

The HAPPY (Holiday Activities Programme) is open to all children and young people in Hertfordshire but is particularly aimed at the county's most disadvantaged children.

Children and young people will be able to take part in a range of sports and cultural activities, as well as receive advice on nutrition and cooking skills to enhance their health and wellbeing, with those in receipt of free school meals eligible to attend for free.

Thanks to funding by the Department for Education, which is extending this initiative across England in 2021, existing or prospective organisers of holiday activity programmes can now access this funding to deliver daily programmes for young people.

The scheme has been further boosted with investment from Hertfordshire County Council to continue to provide free school meals for all entitled young children, during both the Easter and May school holiday periods.

Any child or young person in receipt of free school meals will be eligible to take part in a range of sports and cultural activities, as well as receive advice on nutrition and cooking skills to enhance their health and wellbeing.

The four-hour sessions will be led by a range of organisations from across the public, private, community and voluntary sectors and will be held at various venues from schools and community halls, to parks and leisure centres, subject to COVID-19 restrictions.

The HAPpy scheme will be delivered across Hertfordshire during the Easter school holidays and in recognition of ongoing COVID-19 restrictions, the programme is being twin-tracked to include both face-to-face and online activities. This will ensure that all young people remain active and connected during these challenging times.

Further details of the programme can be found at: <https://sportinherts.org.uk/>

To find out how to get involved, please contact Jane Shewring at HAF@herts.ac.uk

Locality Grant awards made by Cllr Eric Buckmaster

Applicant organisation	Date applied	amount requested	Purpose	amount agreed
Sawbridgeworth Evangelical Congregational Ch	01/04/2020	1000	to Support delivery of food to isolated residents. Covid	1000
CAB/CAS	02/04/2020	500	for additional support to residents during Covid	500
Sawbridgeworth town Council	30/04/2020	1000	purchase of PPE to support local business recovery plan	1000
Friends of Sawbridgeworth Neuro Centres	21/05/2020	750	towards fish tank for brain impaired residents	750
Isabel Hospice	01/06/2020	500	support services	500
Herts Vision Loss	02/06/2020	1000	To enable visually impaired service users living within Hertfordshire an opportunity to receive video links and technology support and advice.	1000
Make Lunch Charity Sawbridgeworth	05/06/2020	500	volunteer cooked lunches twice a week for vulnerable families	500
Red Balloon family educational boxes	05/06/2020	150	educational packs for children at home during crisis	150
Herts Young Homeless	04/06/2020	500	preventing homelessness	500

Aspects	15/06/2020	500	family and school support service helping	500
Carers in Herts	18/06/2020	300	carer support services	300
CHIPS	17/06/2020	150	vouchers for young volunteers	150
Sawbridgeworth Bowling Club	02/06/2020	750	safety barrier for bowling green	750
Hunsdon Parish Council	14/07/2020	239	laptop	£239.50
Sawbridgeworth Young Peoples Recreation centre	13/10/2020		towards surveys ahead of extension planning application	£1,000
Grove Cottage BS Mencap	20/10/2020	500	towards providing Grove Cottage's Ofsted-regulated Special Needs Nursery	500
Sawbridgeworth Congregational food boxes	28/10/2020	1100	food boxes for low income families during half term in division	1100
Gt St Marys PCC community hall	02/11/2020	750	contribution towards parish hall	750
Widford Play area and field		350	improvements to playing field and recreation	350
Wareside		450	community picnic bench	450
Sawbridgeworth Cricket club	22/11/2020	750	improvements to clubhouse	750
Stanstead St Margarets + Benefice	23/11/2020		Outreach for Homless residents placed in hostel	500
East Herts	12/01/2021		remedial work to cycle rack	500
Gilston Parish Council	12/01/2021		Parish notice board	1000
St John's ambulance	19/01/2021		kit out volunteers in support of vaccination programme	260.5
			running total	15000

East Herts Cultural Strategy. In my Wellbeing Portfolio at East Herts I am introducing a Cultural Strategy for the District. The purpose is to increase participation and access to the arts and culture for all but particularly for those in more disadvantaged circumstances. The intention is to encourage providers and volunteers to come together to share the gifts of our arts, culture, heritage and our creative industries with established and new audiences alike. We know the potential of arts, culture and creativity in enriching people's lives and we all have our part to play to ensure everyone can enjoy and be inspired by the exciting and unexpected cultural opportunities on offer. I see this as very much connecting with the Social Prescribing Service I introduced a couple of years ago and the Healthy Hubs launched just before the first lockdown as a means of accessing lifestyle support and advice.

Eric Buckmaster, February 2021

District Council Report – February 2021

Audit and Governance

10th February - A & G

Head of Strategic finance and Property reported to the Committee that the Council complied with the prudential indicators in the current year and does not envisage difficulties for the future. This view takes into account current commitments, existing plans and the proposed budget report.

On 2nd March Council will formally approve the budget and Council Tax for the year going forward.

Council has robust systems in place to quickly identify discrepancies and any fraudulent activities.

10th February – Joint Scrutiny Committee

I attended this meeting prior to A & G. A question was asked about the car parking income and whether it had been adjusted for the impacts of Covid 19.

Officers have confirmed that the car parking income for 2021/22 as shown in the budget predictions fairly reflects the uncertainties about changing working patterns affecting usage; that suitable mitigations exist to rebalance long stay v. short stay spaces should the council need to make changes; and that the budget also balances the need to protect levels should a new income compensation scheme be introduced next financial year.

11th February – Garden Waste Training session

This was an interesting training session for members. Two particular points of interest related to waste food being put in brown bins and residents will not be penalised if they do so until such time as the Council introduces the weekly food waste boxes. Unfortunately due to cost of the food boxes this system is unlikely to be introduced until 2022/23 or even 24 depending on funding streams. The other point of interest was the information about the Food Action Week starting from 15th March with the aim to raise awareness of how we better use food and can reduce wastage. The brown bin charging scheme went live on 15th February and early applicants can get a reduced rate. All information on the district council website. Residents will also be notified by flyers delivered to properties in the district.

Human Resources meets on 16th February so will give a verbal update at Council

Angela Alder

Sawbridgeworth Ward member

East Herts Report for Town Council 22.2.21

26.1.21 DMC training

27.1.21 HCC webinar COVID-19 presentation Cllr Eric Buckmaster has included the presentation in his report.

28.1. Holocaust memorial event

This was attended by many people from the community. It has always been a very thought-provoking event and this year was no different even if held in different circumstances.

2.2.21 overview and scrutiny

We looked at the Cultural Strategy which has been reported on by Cllr Eric Buckmaster

3.2.21 DMC

We had two applications come before the committee.

3/17/2588 NMA Goods Yard Bishop Stortford. This was an amendment to the original plans, the developers wanted to move the electric substation nearer to the hotel. Because of that minor changes had to be made to the car park. The application was granted.

The second application was 3/20/0897 Tamworth Rd

This was for 49 dwellings with 1 affordable house. Comprising of 32 houses and 17 apartments. This application raised a lot of concern and discussion including the lack of affordable housing, green space and no master planning. It was asked if the application could be deferred but were told not as they had run out of time and the developers could claim non determination. We were told by the officers that to refuse this application we had to show which planning policy it failed. As the officer report states it met all the policies it had to be passed. The vote was 9 for 2 against.

10.2.21 Joint meeting Overview and Scrutiny and Audit and Governance Committee

This meeting was to look at the budget and MFP.

11.2.21 Members briefing

This was on Green Waste and we went through the timeline and details of the scheme.

February 15th leaflets will start to be delivered to all properties. This will also be on Social media.

1st- 7th March will be Food Action Week this will concentrate on reducing/ preventing food waste.

15th-21st March Composting week

21st March the early bird discount ends

1st April the Service goes live.

The customer service improvement to deal with the service is 3 additional staff, 1 client support officer and an extra 12 interactive voice response ports.

Communication will be in many forms including leaflets and calendars, social media networks, Town and Parish Councils, new service videos and website and vehicle panels.

The committee discussed many points including when they will collect the unwanted brown bins, are there any concessions, payments and how will the crews know who to collect from.

12.2.21 HAP webinar holiday programme

This is a holiday activity programme that County has funding up to £2.7m.

The idea is based on the 'fit fed and read ' pilot from last year. It is hoped to run for 1 week in the Easter holidays, 4 weeks in the summer and 1 week during the Christmas break.

The session must include at least 1 hour of physical activity, a hot meal of school dinner standard and enrichment activities. They are hoping different groups will apply for the grants to run these sessions.

Cllr Ruth Buckmaster

**SAWBRIDGEWORTH TOWN COUNCIL 22 FEBRUARY 2021: FOOTPATHS AND OPEN SPACES
CHAMPION'S REPORT**

1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS. Postponed until later in 2021 and subject to consultation with schools.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

Brian Rochester: Ex-Cllr Rochester will be recognised for all he did to support our footpaths network though a street name on the new Taylor Wimpey SAWB2 development.

Footpaths. Footpath 9 from Cambridge Road was blocked off by the developer but was reopened following intervention by residents and Cllr Eric Buckmaster/HCC. The unnumbered path alongside Mandeville has also been blocked where it begins to run behind the football club, but this appears to be a legitimate part of the site plan. Nevertheless, we need to be vigilant in protecting access to our footpaths. **Tow path:** The Mayor has sent a report to the Canal and River Trust re path maintenance and we await their response.

Footpath repairs: Footpath 21 (Vantorts Play area to Fair Green) and Footpath 32 from Fair Green to London Road: will be resurfaced next financial year according to HCC. The Fair Green footpath has been resurfaced. I've also reported to EHDC the area around the post box at the exit to the Bell Street car park. Footpath 26 from Springhall Lane to Pishiobury is in a bad state: HCC is considering resurfacing with crushed concrete, but poor weather is no doubt preventing this. Wood chip has been put down at Pishiobury entrances and in the woods at the Newton Drive end. A disabled parking space is to be added at the Newton Drive entrance shortly; the dropped kerb has already been done.

Open Spaces. Local Nature Reserve application: David Thorogood from EHDC reports that LNR will be launched in April. Bob Reed joined the eco audit working group meeting on 8 February and is preparing an audit of our environmental assets.

Litter/dog fouling. EHDC 'will aim to audit litter and dog waste bins later in the year to help us consider the rationalisation. This may result in the use of dual waste bins and we will consult with members of the public before making any significant changes'. I asked Cllr Alder to follow this up at the next Audit and Governance Committee meeting on 10 February.

I have been in regular dialogue with EHDC over overflowing litter bins and dog fouling and suggested dual labelling long ago, as is the practice in other towns, as well as a review of where bins are located. Meanwhile, I have repeated a request for a dog waste/dual bin near Mandeville, maybe moving one from the top of West Road, where there are two.

3 Town twinning. We have a new Town Twinning sign, which includes Moosburg.

4 Sustainable Sawbridgeworth. The group continues to meet via Zoom and promote local refill/recycling opportunities. Litter continues to be an issue: there has been no opportunity to run a Tidy Up Sawbridgeworth activity, but litter pickers are available to people on their regular walks. The repair café is on hold.

David Royle 140221

SYPRC report.

Nothing to report the next committee meeting is 24th February.

We have had an update from YC.

YC obviously can't meet at the moment but had tried to deliver an online project but unfortunately this was not very successful. They are now doing detached youth work and are reaching more young people as a result. There is not much they can do other than inform them of the rules of lockdown and encourage them to keep to them.

Ruth Buckmaster Chair

RHSO report.

The monthly maintenance has started again for just the regular volunteers. We will not advertise for more helpers until the Covid restrictions have been lifted.

The AGM is being held on 25th February.

Ruth Buckmaster Chair

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Simon Crocker
Subject: Briefing for 22 February 2021
Date: 17 February 2021

Staff Holiday

Council officers and employees have accumulated significant amounts of leave during the Pandemic. I have instigated a campaign encouraging all staff to take leave before the end of the fiscal year and am pleased to report I have received a glut of leave applications, all of which has been approved.

Council Offices

The offices remain closed to the public during lockdown but are staffed every day. I have instigated a policy of a maximum of two employees in the office at any one time, with officers working from home on a rota basis. Details are provided in the weekly schedule.

Distribution of meeting papers

Five Councillors so far have opted out of receiving hard copies of meeting papers. Councillors may opt back in at any time if they wish. Meeting agendas and papers will always be published (and hard copies posted) on the Wednesday before any Monday meeting, thus complying with the 3 clear days legislation.

Agenda items

Two new standing agenda items have been created and will now feature at every Full Council meeting.

- Update on West Road Developments
- Update on Town events.

Sawbobus

The Sawbobus service remains on hold. Plans are being developed to restart the service the moment restrictions allow it.

Town Green

The Arboricultural survey has now been received and distributed and I have a meeting planned (Zoom) with EHDC next month. Interested Cllrs are welcome to attend., date TBC.

To: All Members
From: Joanne Sargant
Subject: Town Project Manager Report
Date: 15th February 2021

Town Vibrancy

- ARG Discretionary grant should be launching end of February – Cllr Rattey and JS to assist those businesses that have been excluded from previous grants to make an application for this grant funding.
- Waiting for government guidelines on the 22nd February with indications of how the high street will re-open over the coming months.

EHDC RHSS European Grant Funding

- A footfall count will be carried out on a Tuesday in the early weeks of March and information fed back to EHDC. Distribution of sanitisers held up because of extreme weather conditions. The units are extremely light and there have already been cases of theft of these units across the district, information on how to tackle theft is being communicated from EHDC. Distribution will still be as follows:

Pick & Nosh – London Road

Nisa Tuck Shop – Bell Street

CJ's Ice Cream Parlour – The Square

Bakers Walk – Central location outside Mint Café (this area is locked each evening)

Bell Pharmacy – Bell Street

Tudor House – Knight Street (this one will be delayed until they re-open)

Big Wave – No new information received since last meeting

Cemetery – Full report included in Amenities Meeting of 15th February 2021. Bookings have increased and the expectation is that there will be a rise when families are able to meet again and book church memorial services. Tree related burials increasing, so significant planning of layout for these memorials is ongoing.

Civic Dinner – Saturday May 1st, ongoing communication with the Mayor with COVID restrictions in place.

West Road Play Area – Nothing to report.

Travel Challenge & Town Selfie Walk – Date to be set in conjunction with the group following the re-opening of schools and the ongoing pandemic guidelines with regards to events.

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Simon Crocker
Subject: Draft Policy for Recording Meetings
Date: 17/02/2021

1.0 Remote meetings data retention and publication of recordings policy

1.1 The Coronavirus Act 2020 provides for 'persons to attend, speak at, vote in, or otherwise participate in, local authority meetings without all of the persons, or without any of the persons, being together in the same place'.

1.2 The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 provides us with greater flexibility in the conduct of our meetings, including allowing Councillors to attend remotely and for public and press access to those meetings.

2.0 Processing activity

2.1 Sawbridgeworth Town Council uses Zoom conferencing technology for remote attendance at meetings by Councillors, where they are able to hear and where practicable see and be similarly heard or where practicable be seen by:

2.2 other Councillors, whether attending in person or in remote attendance; and

2.3 any members of the public who are attending remotely to exercise a right to speak at the meeting in accordance with constitutionally adopted procedures; and

2.4 any other members of the public and press attending the meeting remotely to observe.

3.0 Information requirements

3.1 Our processing activities may include:

- full name and names of those on whose behalf you may be speaking.
- email address
- job title
- physical office address
- personal address
- telephone number
- audio and video call recording
- images

4.0 Lawful basis

4.1 our lawful basis for processing your personal information are:

- our legal obligation(s) under the Local Government Act 1972
- our legal obligation(s) under the Local Government (Access to Information) Act 1985
- our legal obligation(s) under the Local Government Act 2000
- our legal obligation(s) under the Localism Act 2011
- our legal obligation(s) under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012
- our legal obligation(s) under the Openness of Local Government Bodies Regulations 2014

4.2 where needed for the performance of a task carried out in the public interest under the laws that apply to us or the exercise of official authority vested in us
The personal data the Council collects from you may include your:

- name
- IP address
- telephone number

4.3 This is needed to allow video conferencing to function properly.

4.4 The legal basis for collecting this data is consent. Sawbridgeworth Town Council will record and collect meeting activity (such as joining or leaving), including activity related to third-party integrations, together with the date, time, person engaged in the activity, and other participants in the meeting with the date, time, duration, and quality ratings that you provide. It will also record, retain, and publish the audio content in keeping with the retention period below.

5.0 Data sharing

5.1 Minutes and details of decisions are published on our website once available.

5.2 Audio recordings made by the Council will be kept in accordance with the retention period set out below and will be published on our website. If you have asked a question or participated in a discussion for example at a Council or Committee meeting, some information about you may be included in our minutes.

5.3 Please note that websites can be seen throughout the world, and not just in the United Kingdom where UK law applies.

5.4 We may share your data if we are required to do so by law - for example, by court order, or to prevent fraud or other crime. We rely on a number of exemptions, which allow us to share information without needing to comply with all the rights and obligations under the Data Protection Act 2018.

6.0 Retention period

6.1 We will keep audio recordings for three months, and these will be available on our website, and available for the public to view online for three months. At the

end of this period the Council will delete the recording and no longer hold a copy. All personal data will be disposed of confidentially.

7.0 Right to object

7.1 Where processing your personal information is required for the performance of a public interest task (see our lawful bases above), you have the right to object on 'grounds relating to your particular situation'. We will have to demonstrate why it is appropriate for us to continue to use your personal data.

Sawbridgeworth Town Council

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MAYOR
Cllr Annelise Furnace
TOWN CLERK
Simon Crocker BSc. (Hons) MSc

Meeting: Amenities – 15/02/21

Agenda Item: A 20/36

Date of Report: 10/02/21

Email Correspondence received 11/01/21

Dear Consultee,

Hertfordshire Waste Local Plan Draft Plan Consultation – 11 January 2021 to 19 March 2021

Hertfordshire County Council is preparing a new Waste Local Plan (the Plan) which will replace the current adopted Waste Core Strategy and Development Management Policies Development Plan Document (DPD) (November 2012), the Waste Site Allocations DPD (July 2014) and the Employment Land Areas of Search Supplementary Planning Document (SPD) (November 2015). The new Plan sets the vision, objectives and spatial strategy for waste planning in Hertfordshire up to 2036.

We are also preparing a new Waste Facilities Design Guide SPD, which will provide guidance on the design of waste management facilities and assist in meeting the requirements set out in Hertfordshire Waste Local Plan - Draft Plan Consultation Policy 15 of the Draft Plan.

We are writing to inform you that we are consulting on the Draft Plan and the Waste Facilities Design Guide SPD, and your views on these documents, as well as any supporting evidence, are welcome. This consultation is being carried out under Regulation 13 (for the SPD) and Regulation 18 (for the Plan) of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Please submit your comments using our online form at hertfordshire.gov.uk/wlp, or email a completed response form (available online) to the email address at the top of this email. There will be further opportunities to comment on the Plan and SPD at future stages of their preparation.

The consultation runs from **9am Monday 11 January 2021**
and closes **5pm Friday 19 March 2021**.

The Draft Plan and SPD, as well as a number of supporting documents, including a Sustainability Appraisal and Habitats Regulations Assessment, are available to view online at the web address above. Due to the current restrictions surrounding the coronavirus pandemic, and in accordance with current regulations^[1], hard copies of the documents are not available to view. If you have difficulty accessing the documents online, please contact us so that we can seek alternative arrangements for you.