

Sawbridgeworth Town Council

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



MAYOR
Cllr Mrs Angela Alder

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

TOWN CLERK
Richard Bowran BSc.(Hons) FSLCC

A G E N D A

and supporting papers for the meeting on

Monday 25 March 2019

Meeting of the Town Council

at 7.30 pm

Followed by

Planning Committee

At about 8.30pm

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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MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 25 March 2019** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
19 March 2019

AGENDA

Welcome by the Town Mayor
Followed by prayers

18/154 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

18/155 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members.

18/156 PUBLIC FORUM

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

18/157 MINUTES

[e] [v]

To approve as a correct record the minutes of the Meeting of the Town Council held on 25 February 2019 (M08) *[Appendix A]*

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

18/158 PLANNING COMMITTEE

[a]

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

- 25 February 2019 (P14) *[Appendix B]*

[e]

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

- 04 March 2019 (P14A) *[Appendix C]*

[e]

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

- 11 March 2019 (P15) *[Appendix D]*

- 18/159 STAP & ECONOMIC DEVELOPMENT COMMITTEE**
To receive and note the draft minutes of the STAP & Economic Development Committee Meeting held on:
- [E]
 - 11 March 2019 (A03) *[Appendix E]*
- 18/160 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive Mayor's appointments and communications.
- 18/161 REPRESENTATIVES AND CHAMPIONS REPORTS**
To receive reports from:
- [E]
 - County Cllr Eric Buckmaster
 - District Cllr Angela Alder
 - District Cllr Eric Buckmaster
 - Hertfordshire Police
 - Other Representatives & Champions
 - Cllr Royle – Schools, Footpaths & Open Spaces, Sports Association, Town Twinning *[Appendix F]*
 - Cllr R Buckmaster – Sawbridgeworth YPRC
 - Cllr R Buckmaster – Sawbridgeworth Memorial Hall Trust
 - Cllr E Buckmaster – May Fayre
- 18/162 OFFICERS REPORTS**
To receive and note report from:
- [E]
 - Town Clerk *[Appendix G]*To discuss any updates and matters arising from the report
- 18/163 EAST HERTS DISTRICT PLAN**
To report on any developments following the adoption of the East Herts District Plan 2018.
- SAWB2 – considered by EHDC Development Management Committee on 13 February.
 - SAWB3 – considered by EHDC Development Management Committee on 20 March.
 - SAWB4 – Consultation received 13 February and to be considered by Planning Committee on 04 March.
- 18/164 BELL STREET CONVENIENCES**
To agree to proceed with the refurbishment project for the Bell Street conveniences with the scheme proposed by Healthmatic.
[Appendix H]
- 18/165 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**
Request by SYPRC management committee to increase the spending limit of £2,000 requiring notification to the managing trustees. (Cllr R Buckmaster) *[Appendix I]*
- 18/166 SUSTAINABLE TRAVEL TOWNS**
To consider the participation of Sawbridgeworth in the Sustainable Travel Towns initiative. (Cllr A Furnace) *[Appendix J]*
- 18/167 EXTENSION OF CEMETERY ROADWAYS**
To consider tenders received for the extension of the roadways in the town cemetery and determine which project or projects to approve.
[Appendix K]

- 18/168 ADDITION TO CCTV SYSTEM**
To consider quotation from Sunstone for enhancements to town CCTV system. [Appendix L]
- 18/169 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation.
- 18/170 FINANCIAL REPORT**
To note the current Financial Report.
- 18/171 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 18/172 ITEMS FOR FUTURE AGENDAS**
To consider any items for inclusion on future agendas.

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

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 28 January 2019**.

Those present

Cllr Angela Alder	Cllr Don Hall
Cllr Roger Beeching	Cllr Annelise Furnace
Cllr Eric Buckmaster	Cllr Heather Riches
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burnicz	

In attendance:
3 members of the public
R Bowran - Town Clerk

Joanne Sargent – Town Projects Manager

Welcome by the Town Mayor.

The meeting was preceded by a presentation by County Councillor Graham McAndrew on the cycle highway project from Stansted Airport to Welwyn Garden City

Followed by prayers which were said by County Councillor Graham McAndrew

PREAMBLE

The mayor referred to Agenda Item 18/149 and updated members on the timetable for the various major development applications.

SAWB2: Considered by DMC 13 February, representations made by ward members and the clerk. Consent granted for 140 units.

SAWB3: Scheduled to be considered by DMC on 20 March. Draft response by town council to be agreed at planning meeting on 11 March.

SAWB4: Extra planning committee scheduled for 04 March. Town council response to be considered by planning committee on 11 March.

18/140 APOLOGIES FOR ABSENCE

Received from Cllr Coysten – unwell
Cllrs Adamopoulos and Shaw were absent.

18/141 DECLARATIONS OF PECUNIARY INTEREST

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

18/142 PUBLIC FORUM

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

Mr Greg Leary asked what progress had been made on establishing the Elmwood footpath as a Right of Way.

Clerk responded that initial papers had been submitted to Herts County Council to establish whether they could be considered as proof of ownership by the council.

18/143 MINUTES

Resolved: After one amendment, to approve as a correct record the minutes of the Meeting of the Town Council held on 28 January 2019 2018 (M07) [prop Cllr E Buckmaster; secd Cllr Burnicz]

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

Cllr Royle asked what progress had been made on the Pocket Parks grant application.

Clerk responded that the update was included in his report, circulated to Members.

Cllr Furnace commented that the subject of Sustainable Travel Towns had not been included on the agenda for this meeting.

Clerk responded that it would be added to the March agenda.

18/144 PLANNING COMMITTEE

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

- 28 January 2019 (P11)

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

- 11 February 2019 (P12)

18/145 AMENITIES COMMITTEE

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

- 11 February 2019 (A03)

18/146 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive Mayor's appointments and communications.

- 01 Feb: Attended ATC Essex Wing presentation evening
- 04 Feb: opening of Chemo Unit at Rivers Hospital with Sir Rod Stewart
- 15 Feb: visited F&B to see models of enhancements to Sawbridgeworth – ice rink, museum, skate board park, hotel, zoo and a dance hall.
- 19 Feb attended funeral of former Ch. Insp Gerry McDonald, over 500 attendees, loan of minibuses for the occasion.
- 24 Feb: farewell lunch for Rev Frances Arnold, thanks to town council officers for their help during her tenure.

Future events:

- 02 Mar: Open morning at Town Council; also open morning at Central surgery
- 30 Mar: mayor's Charity dinner in Memorial Hall
- 10/11 Apr: Flower basket workshop
- End of Apr: Charity football match

18/147 REPRESENTATIVES AND CHAMPIONS REPORTS

To receive reports from:

- County Cllr Eric Buckmaster highlighted:
 - A414 consultation
 - Minerals local plan review
 - Consultation of eligibility for Blue Badges

- o Herts "Gearing up for Growth"
- o Trailblazing mental health in Herts schools
- o Step up to Social Work
- o Bishops Stortford North school sponsor competition
- o Council Tax and Budget plans for 2019-20
- o Grants awarded from Grants Locality Budget
- o RBL trip to Normandy , Voyage of Remembrance
- o A414 Fly Tipping and Litter Picking
- o Harlow & Gilston Town awarded £715,000 funding for planning consultations
- o Old River Lane proposals.

- o District Cllr Angela Alder highlighted attending:
 - o Financial Sustainability Group seeking to increase District Council income
 - o EHDC Executive meeting
 - o EHDC DMC committee as Ward member representing constituents
 - o Interviews for post of new CEO at EHDC
 - o Old River lane briefing meeting

- o Hertfordshire Police reported in absentia:
 - o We are currently in the process of contacting the schools with regards to offering talks on gangs and knives under Op Sceptre (national operation to reduce knife crime).
 - o We are working with various locations around the town in preparation for the lighter evenings and an expected increase in anti-social behaviour.
 - o We are supporting 'Spring in your Step' day. PC Marshall will again be on the quad bike and PCSOs Paul and Amanda will be on foot assisting Spellbrook School.
 - o Theft from motor vehicle patrols have been upped due to increase in offences in gym car parks in neighbouring areas.

- o Other Representatives & Champions
 - o Cllr Royie – Schools, Footpaths & Open Spaces, Sports Association and Town Twinning already circulated.
 - o Cllr R Buckmaster – SYPRC. Contracted with Broadmead Leisure to inspect and repair play equipment. Replacement of floor covering at a cost of £14,600, approval sought for expenditure of £2,800 towards this from own funds. Asked for this limit to be increased.
 - o Cllr E Buckmaster – May Fayre. Confirmed road closures had been approved, EHDC Safer Events Group had been contacted and Risk Assessment will be prepared shortly.
 - o Cllr Alder – STACC meeting to discuss settling compensation claims and DfT consultation of future aviation strategy 2050.

18/148 OFFICERS REPORTS

Received and noted: The reports from:

- Town Clerk, already circulated, and added:
 - o Work to manage the Old Beech Hedge on the Rivers Hospital site had been completed
 - o Herts Highways had published the enhanced requirements for licencing festive lighting, hanging baskets, banners, dog bins and other street furniture.
 - o Meeting with Herts Highways to seek a solution for

pedestrian safety barriers at the New Mexico site.

- Town Projects Manager, already circulated, and added:
 - BBC Bargain Hunt filmed in Sawbridgeworth and at the Orchard to be screened at 12:15pm on 08 March.

18/149 EAST HERTS DISTRICT PLAN

To report on any developments following the adoption of the East Herts District Plan 2018.

- SAWB2 – considered by EHDC Development Management Committee on 13 February.

Cllr E Buckmaster commented:

- Disappointment as DMC's response to STC's presentations, that the Masterplanning process had not been understood, that the infrastructure requirement cannot be determined until costed.
- The town council needs to be consultee and have a continuing monitoring role, this will be pursued.

- SAWB3 – to be considered by EHDC Development Management Committee on 20 March.

Cllr E Buckmaster commented:

- Essential that the provision of amenity space and allotment space is incorporated into a legal agreement.

- SAWB4 – Consultation received 13 February and deferred by Planning Committee on 25 February to an extra Planning Committee meeting on 04 March.

- Initial comments from this meeting to be sent to the case officer.

18/150 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation. There were none.

18/151 FINANCIAL REPORT

Noted: The current Financial Report.

18/152 ACCOUNTS FOR PAYMENT

Noted and approved: Accounts for payment.

18/153 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- Request by SYPRC management committee to increase the spending limit of £2,000 requiring notification to the managing trustees. (Cllr R Buckmaster)
- To consider the participation by Sawbridgeworth in the Sustainable Travel Towns initiative. (Cllr A Furnace)

Meeting closed at 22:00

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

Of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, and Sawbridgeworth at 20:45 on Monday 25 February 2019.

Those present

Cllr Ruth Buckmaster
Cllr Don Hall
Ex officio Cllr Angela Alder

Cllr Heather Riches
Cllr David Royle

In attendance:
1 member of public
Lisa Dale – Planning Officer

Richard Bowran – Town Clerk

P 18/118 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllr Coysten – unwell. Cllr Shaw was absent.

P 18/119 PUBLIC FORUM

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

P 18/120 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. Cllr Alder declared a pecuniary interest in Planning Application 3/19/0237/FUL – Land Adjacent to Orion, London Road, Spellbrook.

P 18/121 MINUTES

To approve as a correct record the minutes of the Meeting held on:
▪ 11 February 2019 (P13) [*prop Cllr Royle; socd Cllr Hall*]

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

P 18/122 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 83 dwellings along with a new access onto 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 - Extra Planning Meeting (P14A) to be held on Monday 4 March at 19:00

3/18/2768/HH **63 The Crest, CM21 0ES**

First floor side extension, conversion of garage, single storey rear extension insertion of roof lantern and 1 no. velux window

Applicant: Mrs Claire Swain

STC Comment: No objection

3/18/2769/LBC **30 Bell Street, CM21 9AN**

Single storey rear extension

Applicant: Mr Chris Page

STC Comment: No comment

3/18/2770/HH **30 Bell Street, CM21 9AN**

Single storey rear extension

Applicant: Mr Chris Page

STC Comment: No objection

3/19/0208/HH **102 Cambridge Road, CM21 9BU**

Single and two storey rear/side extension

Applicant: Mr Chris Hughes

STC Comment: No objection

3/19/0210/HH **23 Hampton Gardens, CM21 0AN**

Conversion of garage and alterations to fenestration

Applicant: Ms Hannah Bruce

STC Comment: No objection

3/19/0237/FUL **Land Adjacent to Orion London Road, Spellbrook**

Construction of 2 no. detached houses within the garden of Orion and new highways access to London Road

Applicant: Mr S Ailan

STC Comment: No objection

3/19/0307/HH **Penrhyn, London Road, Spellbrook**

Balcony to bedroom at rear of dwelling – to replace existing (but not approved) balcony with one made from frameless glass. Resubmission of 3/18/0383/HH

Applicant: Mr & Mrs I Hussein

STC Comment: No objection

3/19/0332/HH **5 Fairway, CM21 9NH**

First floor rear extension

Applicant: Mr & Mrs Waterman

STC Comment: No objection

P 18/123 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 22 February 2019.

3/19/0349/HH 6 Wychford Drive, CM21 0HA

Construction of single storey rear extension, garage conversion with new front window to replace garage door, new pitched roof to front elevation above porch. Block up ground floor side window and door openings.

Applicant: Mrs Nicola Banini

STC Comment: No objection

P 18/124 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC

3/17/2120/FUL Coach House, Redricks Lane, CM21 0RL

Change of use from existing agricultural buildings to commercial shooting range and associated offices

Applicant: Mr Matthew Greenall

STC Comment: No objection

EHDC Decision: Granted

3/17/2577/FUL Riverside View, Spellbrook, CM22 7SE

Demolition of existing residential bungalow and all other buildings and structures used in association with the plant hire and storage/supply use – to provide for the erection of 4 No. dwellings, with associated access, parking and amenity space and the creation of a new wildlife corridor

Applicant: Jack Stanley Homes Limited

STC Comment: No objection

EHDC Decision: Refused. Contrary to policies GBR1, WAT1, DES4 and EQ2 of the East Herts District Plan and the National Planning Policy Framework

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

Single storey side and rear extension

Applicant: Mr Adrian Hibbert

STC Comment: No objection

EHDC Decision: Granted

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

Proposed two storey side extension

Applicant: Mr Sharaz Asiam

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

EHDC Decision: Granted

3/18/2786/HH **Chalks Farm, Coney Gree, CM21 0DA**
Two storey rear extension with addition of second floor side window
Applicant: Mr & Mrs B Ellis
STC Comment: No objection
EHDC Decision: Granted

3/19/0022/HH **27 Cambridge Road, CM21 9JP**
Demolition of existing lean-to and construction of two storey rear extension
Applicant: Mr C Hammond
STC Comment: No objection
EHDC Decision: Granted

P 18/125 **PLANNING APPEALS**

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

Meeting Closed at 21:12

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

Of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, and Sawbridgeworth at 19:00 on **Monday 04 March 2019**.

Those present

Cllr Ruth Buckmaster
Cllr Pat Coysten
Cllr Don Hall

Cllr Heather Riches
Cllr Mike Shaw
Ex officio Cllr Angela Alder

In attendance:

9 members of public

Lisa Dale – Planning Officer

Richard Bowran – Town Clerk

P 18/126 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

Apologies received from Cllr Royle – Commitment at Rotary Club.

P 18/127 PUBLIC FORUM

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

Melissa Argyie-Williams expressed many concerns including; noise pollution, loss of light, overlooking, out of character, inappropriate materials, highways safety, atmospheric pollution, inadequate travel plan, additional to impact of Gilston, lack of open spaces

Annelise Furnace expressed concerns about the development merging Spellbrook with Sawbridgeworth, the increasing numbers of dwellings proposed and the lack of attention to a walking and cycling agenda.

Chair said she would allow comments from members of the public as we proceeded through the elements of the application.

Clerk advised that the Planning Officer from EHDC, the LPA, had declared that the application was in breach of Policies SAWB4 and DES1 of the adopted District Plan 2018 and had advised the applicant to withdraw the application and resubmit. Failing that she would advise that the application be refused.

P 18/128 DECLARATIONS OF PECUNIARY INTEREST

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

P 18/129 MINUTES

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

- 25 February 2019 (P14) [*prop Cllr Riches; secd Cllr Hall*]

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

PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider a major Planning Application received from EHDC.

APPLICATION: 3/18/2735/FUL

PROPOSAL: Hybrid planning application comprising:

1. Full planning permission for 83 dwellings along with a new access onto Cambridge Road, provision of new spine road, landscaping, associated infrastructure and the demolition of existing dwelling and
2. Outline planning permission for 99 dwellings with associated open space, landscape and infrastructure with all matters reserved except access.

AT: (SAWB4) Land at Cambridge Road Sawbridgeworth

Applicant: Countryside Properties

Comments were considered under the headings recognised by the LPA when considering major applications:

Layout

- Police have stated their objection to the layout on crime prevention grounds
- No mention is made of the requirement for Fibre broadband to each dwelling
- No mention is made of car charging points at each dwelling
- Existing footpaths would appear to need to be diverted around proposed play area
- Waste water in phase 1 relies on discharge to Cambridge Road
- Waste water in phases 2 & 3 relies on the provision of a pumping station, stated to be funded by a s106 contribution.
- There is no provision for storage of refuse bins to the blocks of flats
- These 3-storey flay overlook the Bullfields estate.

Housing mix

- Affordable housing is shown clustered on the south side of the site, no "pepper potting" had been attempted.
- Mix of housing does not take account of the change in demographics in the area, i.e. an aging population

Highways

- Only 12 visitors parking spaces are included
- Proposal to build two bus stops are unrealistic from Arriva's standards and unsafe from access point of view.
- Cycle path appears to be proposed for diversion.
- Central refuge proposed would be inherently unsafe
- Exit arrangement from site have not been described an assessed.

Sustainable Transport

- Adjoining footpaths are not accessible in all weathers
- All foot and cycle transits are directed to the A1184 instead of going through canal ways or walkways through housing
- Assumption has been made, without consultation, that the estate will be served by Sawbobus

Health and Safety

- Provision of Open Spaces inadequate
- Nearest open area form older children is a 10 minute walk away and not suitable for unaccompanied children
- S106 funding is needed to provide facilities in other areas

Sustainable Drainage

- Noted that site is in the Flood Risk Zone
- Surface water is design to run into river
- No comment received from Canals and Rivers Trust
- No adequate drainage plan from Phase 3
- Local knowledge advises there is a contamination issue on this site which has not ben acknowledged or investigated

Environmental impact

- Noise impact from car / planes / trains
- Dwelling design to counter this is non-opening windows.
- Lack of adequate information supplied in application.

Natural Environment

- There is evidence of bat activity at Northfield House, this has not been acknowledged by a bat survey.

Heritage Impact

- Noted that only a "desktop" archaeological survey had been carried out. This was considered to be inadequate.
- Loss of natural views from the river

Neighbourhood Impact

- Severe local impact especially to dwellings in the Bullfields area of the town.

Infrastructure Delivery

- Uncertainty about so far un costed and undetermined Highways plans for junctions
- Uncertainty about provision for Education, especially at Mandeville school

Additionally final comments were made:

Design and Access Statement.

- The credibility of the Design and Access Statement was called into question as it refers to West Sussex and accessibility to Gatwick airport.

Delivery Timescale

- Question was asked about the timescale for delivery of SAWB2, SAWB3, and SAWB4. Clerk summarised known time scales and that all developments for these three applications should be completed by 2023. It was then acknowledged that this provided for further scope for additional development before 2033. Clerk further confirmed there were other developers who might be involved but had not been successful in presenting their proposals for alternative sites in the preparation of the District Plan.

Access for Local People

- Question was asked about priority access for local people for the affordable properties. There was no answer to that one at this stage.

Visit by Development Management Committee

- After the Town Council's experience at the Development Management Committee in February when members seemed not to be totally *au fait* with the location, it was strongly recommended that all members of the DMC should visit Sawbridgeworth and familiarise themselves with the situation of the application and the context within which it falls.

Sawbridgeworth Town Council therefore **OBJECTS** to the application.

Meeting ended at 20:16

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

Of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, and Sawbridgeworth at 19:30 on **Monday 11 March 2019**

Those present

Cllr Ruth Buckmaster
Cllr Pat Coysten
Cllr Don Hall

Cllr Heather Riches
Cllr David Royle

In attendance:

1 member of public
Richard Bowran – Town Clerk

Lisa Dale – Planning Officer

- P 18/131 APOLOGIES FOR ABSENCE**
To receive any apologies for absence. No apologies received. Cllr Shaw was absent.
- P 18/132 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 18/133 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 18/134 MINUTES**
To approve as a correct record the minutes of the Meeting held on:
• 04 March 2019 (P14A) [*prop Cllr Riches; secd Cllr Hall*]

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

SAWB3 application will be determined at the meeting of the Development management Committee on 20 March. Clerk presented a draft response which was approved by members. This is attached as an appendix to these minutes. Presentation to be made by one of the Ward members.
- P 18/135 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/19/0208/HH 102 Cambridge Road, CM21
Part two storey, part single storey rear/side extension to include the insertion of a flue
Applicant: Mr Chris Hughes
STC Comment: No objection

3/19/0284/FUL **Flat 1, Pishiobury House, Pishiobury Drive, CM21 0AF**
Subdivision of bedroom (in ground floor Flat 1) with part glazed partitions to create two bedrooms
Applicant: M&D Developments
STC Comment: No objection

3/19/0301/LBC **91 London Road, CM21 9JJ**
Replacement of window to front elevation
Applicant: Mr K Burnard
STC Comment: No objection

3/19/0360/FUL **1-10 Bells Walk, London Road, CM21 9JG**
Front extension of shop involving enclosure of walkway and provision of new shop front
Applicant: IMLY Developments
STC Comment: Objection. The proposed changes appear to be contrary to District Plan Policy HA4 in that they do not enhance the appearance of the property within the Conservation Area. They do not however appear to be contrary to Policy RTC4 relating to supporting the vitality of the town centre

3/19/0377/FUL **Tanit, Spellbrook Lane East, Spellbrook**
Change of use from Use Class C4 to Large House of Multiple Occupation (HMO) with 7 bedrooms
Applicant: Mr M Gostelow
STC Comment: Objection. Appears to be overcrowding of property with no proper means of emergency escape.

P 18/136 **LATE PLANNING APPLICATIONS**
To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 08 March 2019.

3/19/2507/HH **11 Stoneleigh, CM21**
Two storey side extension, erection of porch, conversion to garage and replacement of tiles. Insertion of door and window to flank elevation and alterations to fenestration
Applicant: Mr Navin Sood
STC Comment: No objection

3/19/0344/ADV **48-52 Bell Street, CM21 9AN**
New signage to the front elevation
Applicant: Mrs Joelle Persico
STC Comment: No objection

3/19/0444/HH **5 Bell Mead, CM21 9ES**
Single storey rear extension with insertion of 2 roof lanterns and garage conversion to create habitable 1 no. bedroom
Applicant: Mr Adam De'ath
STC Comment: Objection to rear extension – overdevelopment and appears contrary to District Plan Policy HOU11. No objection to garage conversion.

P 18/137 PLANNING DECISIONS MADE BY EHDC
To receive Planning Decisions from EHDC

3/18/2362/FUL 13 Riverside Business Park, Harlow Rd, CM20 2HE
Retention of change of use from B1 (Business), B2 (General Industry) and B8 (Storage or Distribution) to D2 (Assembly and Leisure) Boxing Academy. Hours of use Monday to Friday 06:30 – 21:00, Saturday 06:30 – 14:00

Applicant: Madramor Boxing Academy

STC Comment: No objection

EHDC Decision: Refused. "The application lacks sufficient information regarding the market testing of the application site to establish whether the retention of the commercial unit in B1, B2 or B8 use has been fully explored to enable the local planning authority to properly consider the planning merits of the application, contrary to policy ED1 of the East Herts Local Plan 2018" & "The site is situated within a flood plain, and the application lacks sufficient information regarding the possible flood risks to enable the local planning authority to properly consider the planning merits of the application, contrary to policy WAT1 of the East Herts Local Plan 2018 and the NPPF".

P 18/138 PLANNING APPEALS
To receive notification from EHDC of Planning Appeals. There were none

Meeting Closed at 19:57

Appendix to Minutes.

SAWB3 Land south of West Road Sawbridgeworth 3/18/1352/FUL

Very few doubt that Sawbridgeworth as a town needs to bear a proportion of the new housing that East Herts has to provide. In the preparation of the District Plan the people of the town and the town council made many constructive recommendations which would have mitigated the impact of an additional 500 dwellings in the area.

Some but not all were listened to. For better or for worse the District Plan has now been adopted and this is the second major application to be tested.

Our concern is not so much that additional housing will be permitted but more of the impact that this will have on our local infrastructure and community.

The town council's detailed submissions relating to this proposal have been made previously. We have now seen the case officer's report and recommendations but as a consequence of our experience when presenting our view in the case of SAWB2 on 13 February to this committee we must emphasise the need to have mitigating conditions in place.

Therefore, I will highlight just **five key areas** which we feel need to be addressed as conditions to any approval.

- **Traffic.** No viable solution has been presented to the issue of traffic congestion and pedestrian safety in West Road especially at the junction with the A1184.
- **Pollution.** Already recognised as an area of high pollution, this same junction will become even more polluted with the proposed traffic control system.
- **Sustainable Transport.** Developers have made the assumption that Sawbobus will service the site. The layout of the site is not conducive to this service nor for Blue Light access.
- **Parking.** Scant regard has been made for the provision of parking for existing residents in West Road who will be adversely affected by the increase in volume of traffic in the area.
- **Amenities.** The increase in numbers from 175 to 200 dwellings was allowed on the basis for providing space for a play area and an allotment site. This must be incorporated into any consent as a legal agreement.

Crucially it is of fundamental importance that the District Council demonstrates that it will take responsibility for enforcement of any conditions that may be imposed as a part of the granting of any consent.

Lastly, We submit that there is a fundamental need for the town council to be an integral part of the development of the Masterplanning process in respect of this application.

SAWBRIDGEWORTH TOWN COUNCIL

SAWBRIDGEWORTH TOWN ACTION PLAN AND ECONOMIC DEVELOPMENT COMMITTEE

Minutes

of the meeting of the Sawbridgeworth Town Action Plan and Economic Development Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 18:00 on **Monday 11 March 2019**.

Those present

Cllr Ruth Buckmaster

Cllr Heather Riches

In attendance:

R Bowran – Town Clerk

J Sargent – Town Projects Manager

S 18/23 APOLOGIES FOR ABSENCE

Received from:

Cllr Don Hall – transport difficulties

Cllr John Bumicz – traffic problems

Cllr Angela Aider – other meeting

Cllr David Royle was absent

There being only two members of the committee present, the Clerk declared the meeting to be inquorate.

Meeting abandoned at 18:10

APPENDIX F
to follow.

Sawbridgeworth Town Council

Subject: Clerk's Report February 2019

Date: 11 March 2019

Town Clerk

CCTV in Sawbridgeworth

- Quotes being sought for additional and enhanced CCTV coverage in the London Road / West Road area.

Community Transport - Sawbobus

- Sawbobus issues escalated to FIAT UK.
- New route discussions in progress.
- Temporary route changes while Sheering Lock bridge is closed (until June)
- Routes now to be submitted to Traffic Commissioner.

Community Transport – Hire buses

- Two mini-buses made available to Herts police for the funeral mass for former CI Gerry McDonald.

District Plan

- Extra planning committee to discuss SAWB4 application

EHDC Development Control Committee

- Prepared submission to DMC during the consideration of the planning application by BarratDavidWilson (SAWB3)

Elections : May 2019

- Open Day for those interested in standing for election to the council
- Assisting with nomination papers from interested candidates
- Members are reminded that even though they are current councillors they also have to stand for re-election.

Footpaths

- Work on the footpath between F&B School and Gt St Marys church via the church hall will be carried out during week commencing Monday 25 March. Liaison with the school is being maintained.

Health & Safety

- Refresher course in First Aid Level 3 for all staff.

Herts Highways

- Advice received that Spellbrook bus shelter will be replaced during the first two weeks of March
- Herts CC/Ringway seminar of licensing requirements for festive lighting

May Fayre

- Continue to scrutinise the arrangements for the SMHT May Fayre event in May. Meeting requested by SMHT for 05 April.

Projects

- Town Green; contact re-made with EHDC to discuss options for redevelopment into a town social multi-use hub. Submitted grant application to Pocket Parks Plus, but refused.

Representation

- SLCC AGM

Town Projects Manager**Representation**

- Portcullis House – presentation of Modeshift STARS award to Mandeville school and the Travel Challenge. Sawbridgeworth were national winners.

Town Selfie Walk

- Sourcing grants and sponsors for the event

Events

- Fun on the Field – review of current situation re: budget and feasibility

Cemetery

- New forms and brochure - works in progress
- Tenders in progress for new roadways.

Web-site

- Introduction of new "Gallery" feature for photographs/images

Civic Dinner

- Preparation complete for 30 March – 115 attendees

Economic Vibrancy

- On-going liaison with retailers

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Members of Council
From: Richard Bowran
Subject: Bell Street Conveniences
Date: 12 March 2019

Introduction

Discussions with East Herts District Council, the owners and maintainers of the facility, have been taking place for almost seven years with the objective of improving the quality and cleanliness of the Bell Street Conveniences.

The Current Position.

Following further meetings with EHDC Project Manager James Gardner a number of principles relating to the project have been established.

1. EHDC will not transfer the asset to STC, but will make the premises available by a lease arrangement. A "peppercorn" rent will be demanded.
2. EHDC wish to retain a small area as a store for the street cleaner. As a corollary EHDC have expressed willingness for a new opening to be made in the West elevation to allow access.
3. EHDC has now recognised that STC's need to commission an installation which minimises maintenance costs makes their own consultant's proposals in 2015 non-viable.
4. EHDC has provided for a sum of £10,000 in the FY's 2018/19 and 2019/20 for the on-going annual maintenance of the existing facility.
5. EHDC is seeking to establish a "spend to save" arrangement. That is to recover the capital cost invested in the project by the savings in their revenue costs over the next 7 to 10 years depending on how the financial equation works out.
6. STC has contacted the two preferred suppliers, Danfo and Healthmatic, to establish their continued interest and refresh their proposals, including quotations for on-going maintenance.
7. STC has reviewed the draft SLA prepared by EHDC, and will be recommended for approval by council.

8. STC has reviewed the draft lease agreement prepared by EHDC and when it is revised to include the provision in Item 2 above will be recommended for approval by council.
9. STC has considered the revenue obligation of maintaining the facility for the next 10 years and this was recommended by the F&P committee on 14 January 2109 (F18/24.3) and approved by council on 28 January 2019.
10. STC has nominated Healthmatic as their preferred supplier and is proceeding to detailed specification and confirmed quotation.

Supplier's Quotation

Healthmatic is preparing a revised quotation based upon their detailed site survey. This will be presented to Members in advance of the meeting on 25 March.

Negotiations continue with what will be included in the supply and construction contract to ensure that the scope falls with the residual available reserved funding from EHDC.

Conclusion

I will seek members' resolution to proceed.

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Members of Council
From: Richard Bowran
Subject: SYPRC
Date: 12 March 2019

Introduction

Under the terms of reference of the managing committee of the SYPRC, they must seek approval from the council for any item of expenditure in excess of £2,000.

The reason for this stipulation is that Members of the town council, as managing trustees, are jointly and severally responsible for the conduct of the management committee. This includes a personal liability for any financial commitment that is made in contravention of the scope of the 1969 Scheme of Arrangement by the Charities Commission.

Present situation

The chair of the managing committee has commented that rising costs have rendered this limit as unrealistic in current circumstances. The request has been made for this limit to be increased. No specific request has been made for what this limit should be.

At the meeting of council on 25 February 2019 Members approved a spend of £2,800 in respect of the balancing sum needed to commission new flooring.

Currently the managing committee of SYPRC do not report their current financial position to the council except for their annual results which are reported to the Annual Town Meeting and after audit submitted to the Charities Commission.

Proposal

That the limit for spending by the committee before reference to the council be increased from the present £2,000.

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Members of Council
From: Richard Bowran
Subject: Sustainable Travel Towns
Date: 11 March 2019

Introduction

The Sustainable Travel Towns initiative seems geared to large town consolidated plans. In East Herts the District Council is supporting an initiative for Bishops Stortford through the "Shaping Stortford Group"

It has been suggested, however, that since Sawbridgeworth is contiguous with Stortford and should therefore be part of their plans.

Objective

There is no further objective to this paper other than to record this as an agenda item and to encourage an examination of the potential of this initiative and explore a way forward,

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Members of Council
From: Richard Bowran
Subject: Cemetery Roadways
Date: 12 March 2019

Introduction

As the usage of the cemetery increases there is a need to extend the roadways to gain access to the current burial sites and to provide a car parking area.

Current situation

An Invitation to Tender was sent to four groundworks contractors on 21 February. They were:

- L&J Hall Digging Services Ltd
- D Honour & Son (Landscape) Ltd
- RW Marsh & Sons
- RA Swann Ltd

The tenders were couched in four phases which covered staged progression and the refurbishment of the existing roadways. This will enable members to decide which or any of the phases to consider.

Closing date for submissions is 22 March 2019. Tenders will be opened by the Clerk in the presence of two councillors on 25 March and the results presented to council at the meeting on that day with a recommendation for which one to accept.

Proposal

That council resolves to accept the recommended parts of the tender.