

# Sawbridgeworth Town Council

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



**MAYOR**  
Cllr Ruth Buckmaster

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
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**TOWN CLERK**  
Richard Bowran BSc (Hons) PSLCC

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

and supporting papers for the

### **Annual Meeting of the Town Council**

At 7.30pm on

**Monday 21 May 2018**

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

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

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**MAYOR**  
Cllr Ruth Buckmaster  
**TOWN CLERK**  
Richard Bowran BSc.(Hons) PSECC

## ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will take place on **Monday 21 May 2018** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk  
15 May 2018

## AGENDA

Welcome by the Town Mayor followed by Prayers

- 18/01 ELECTION OF TOWN MAYOR**  
[☺] To elect a Town Mayor for the civic year 2018/19
- 18/02 DECLARATION OF ACCEPTANCE OF OFFICE**  
The Town Mayor to sign the Declaration of Acceptance of Office  
Town Mayor's Address
- 18/03 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- 18/04 THE RETIRING MAYOR**  
To present a past mayor's medal and ...  
To receive an address from the retiring Mayor, Cllr Ruth Buckmaster.
- 18/05 DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members
- 18/06 ELECTION OF DEPUTY TOWN MAYOR**  
[☺] To elect a Deputy Town Mayor for the civic year 2018/19
- 18/07 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Town Council

- 18/08 MINUTES**  
 To approve as a correct record the minutes of the Council Meeting held on 30 April 2018 (M10) *[Appendix A]*  
 [5] [10]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- 18/09 PLANNING COMMITTEE**  
 To receive and note the minutes of the Planning Committee Meeting held on:  
 [5]
  - 30 April 2018 (P18) *[Appendix B]*
 To receive and note the draft minutes of the Planning Committee Meeting held on:  
 [10]
  - 14 May 2018 (P19) *[Appendix C]*
- 18/10 AMENITIES COMMITTEE**  
 To receive and note the draft minutes of the Amenities Committee Meeting held on:  
 [5]
  - 14 May 2018 (A03) *[Appendix D]*
- 18/11 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
 To receive new Mayor's appointments and communications
- 18/12 REPRESENTATIVES REPORTS**  
 To receive representatives reports from:
  - County Councillor
  - District Councillors
  - Hertfordshire Police
  - Other Representatives
- 18/13 TOWN CLERK'S REPORT**  
 To receive and note the Town Clerk's report for the month of May 2018  
 [5] *[Attached as Appendix E]*
- 18/14 TOWN PROJECT MANAGER'S REPORT**  
 To receive and note the Town Project Manager's report for the month of May 2018  
 [5] *[Attached as Appendix F]*
- 18/15 THE HAILEY CENTRE REPORT**  
 To receive the Hailey Centre Executive Committee Chairman's Report for 2017.  
 [5] *[attached as Appendix G]*
- 18/16 YOUNG PEOPLE'S RECREATION CENTRE REPORT**  
 To receive the Sawbridgeworth Young People's Recreation Centre Chairman's Report for 2017  
 [5] *[attached as Appendix H]*
- 18/17 COMMITTEE STRUCTURE**  
 To agree a Committee structure for the year 2018/19  
 [5] [10] *[proposed structure attached as Appendix I]*

- 18/18 COMMITTEES**  
To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2018/19.  
[e] [v] *[proposed structure attached as Appendix J]*
- 18/19 DELEGATION OF AUTHORITY**  
To resolve that the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee be for the months of August and December.  
[v]
- 18/20 CHAMPIONS**  
To appoint Members as Champions for areas of Council responsibility.  
[e] [v] *[proposed structure attached as Appendix K]*
- 18/21 REPRESENTATIVES**  
To appoint Members as representatives to serve on other organisation  
[e] [v] *[proposed structure attached as Appendix L]*
- 18/22 SUBSCRIPTIONS**  
To consider the payment of the Subscriptions for the year 2018/19  
[e] [v] *[proposed schedule of subscriptions attached as Appendix M]*
- 18/23 CALENDAR OF MEETINGS**  
To consider and approve the Calendar of Council and Committee meetings for the year to June 2019  
[e] [v] *[proposed schedule attached as Appendix N]*
- 18/24 STANDING ORDERS**  
To approve the continuation of current Standing Orders and whether to consider adopting the new Model Standing Orders as proposed by NALC – the National Association of Local Councils.  
[v]
- 18/25 FINANCIAL REGULATIONS**  
To approve the continuation of current Financial Regulations.  
[v]
- 18/26 EAST HERTS DISTRICT PLAN**  
To report on any information received relating to current developments of the East Herts District Plan.
- 18/26 ANPR – AUTOMATIC NUMBER PLATE RECOGNITION**  
To receive a proposal from Cllr Shaw to resolve to provide funding for the provision of two ANPR cameras at an estimated cost of £3,500 each.  
[v]
- 18/27 GDPR – GENERAL DATA PROTECTION REGULATIONS**  
To resolve to adopt a Policy for complying with the requirements of the General Data Protection Regulations, as recommended by the F&P committee. *Minute F17/33.1.* and as referenced in the council meeting dated 30 April 2018. *Minute 17/193.*  
[v]
- 18/28 DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation

- 18/29 FINANCIAL REPORT**  
To note the current Financial Report
- 18/30 ACCOUNTS FOR PAYMENT**  
To note accounts for payment

*Members and their partners are invited to take wine with the new Mayor  
at the conclusion of the evening's proceedings.*

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

# SAWBRIDGEWORTH TOWN COUNCIL

## Minutes

of the meeting of the Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on Monday 30 April 2018.

### Those present

Cllr Sotirios Adamopoulos	Cllr Pat Coysten
Cllr Angela Alder	Cllr Annelise Furnace
Cllr Roger Beeching	Cllr Don Hall
Cllr Eric Buckmaster	Cllr David Royie
Cllr Ruth Buckmaster	Cllr Mike Shaw
Cllr John Burmicz	

### In attendance:

10 members of the public  
R Bowran – Town Clerk

Joanne Sargant – Town Projects Manager

Welcome by the Town Mayor

Prayer were said by Cllr E Buckmaster

### 17/179 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Riches – on holiday

### 17/180 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members – there were none

### 17/180A PUBLIC FORUM

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

Mr Greg Leary spoke on behalf of all the members of the public who attended, and who wanted an update on the current situation regarding the Right of Way from Elwood to the river.

*They were advised that the matter would be dealt with at Agenda item 17/191.*

### 17/181 MINUTES

**Resolved:** With one amendment, to approve as a correct record the minutes of the Meeting of the Town Council held on 26 March 2018 (M09) [prop Cllr Alder; secd Cllr Hall]

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

### 17/182 PLANNING COMMITTEE

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

- 26 March 2018 (P16)

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

- 16 April 2018 (P17)

- 17/183 FINANCE & POLICY COMMITTEE**  
*Received and noted:* The draft minutes of the Finance and Policy Committee Meeting held on 16 April 2018 (F03)
- 17/184 ANNUAL TOWN MEETING**  
 To note any resolutions passed at the Annual Town Meeting which was held on 09 April 2018.  
 There were none.
- 17/185 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
 To receive the Mayor's appointments and communications
- The mayor announced the death of former County Councillor Brian Smalley who had represented Sawbridgeworth. She asked that he be remembered in members' prayers.
- The mayor announced the receipt of a grant of £1,000 from Sawbridgeworth United Charities as a contribution to the running of Sawbobus.
- Last month was relatively quiet in terms of civic duties as it was Easter time. I started the month by judging St Elizabeth's Easter Bonnet Parade.
- All the residents had made a bonnet some with more help than others. And all received a chocolate egg. There was one main winner from each class. I received a lot of guidance in choosing the winners.
- After Easter we held the Annual Town meeting. This is where we present the accounts and reports of the services and groups. It is also the time for parishioners to raise any concerns or ideas. I'd like to Thank those of you who came.
- Ware held their Civic dinner. It was held in The Priory rather than Fletchers Lee owing to numbers but a very good evening.
- We also unveiled the Bakers Walk Art work if you haven't seen it you really should. It consists of panels from each school, they are all very different but wonderfully bright and eye catching. The schools all used different medium and ideas to show something about them.
- I attended the St George's Day Service with all the uniform organisations it was lovely to see the children and encouraging to see that they had given up a nice sunny morning to attend.
- I along with other chains went on a sculpture tour around Harlow. Harlow has nearly 90 sculptures around the town. We saw just a few. I don't know how many times I had driven passed a Barbara Hepworth without realising it was there. I recommend that you all go round their sculpture tour.
- I held my civic dinner on Saturday and I hope those of you who attended had a good time. The band was excellent and nearly everyone was up dancing. The Hall looked amazing and the food was good.  
 I'd like to thank the staff for all their hard work in making it a wonderful evening. Also thank you to Joanne for the additional raffle prizes and Angela for getting the bike.
- Coming up this month we have the May fair, our own Community Champions Awards evening plus the scouts and ATC awards evening.
- She displayed the frame Moosburg Jumelage charter document.



## 17/186 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Eric Buckmaster  
**Grants.**

Each County Councillor has a grant pot of £10,000 for the year. My allocations for 2017/18 to Sawbridgeworth was as follows; The full list including purpose of grant is on the Herts County Council website.

Applicant	£
Young Enterprise Sawbridgeworth school travel challenge	400
Sawbridgeworth Rivers Heritage site and Orchard	750
Sawbo Mem Hall Nostalgia Remembrance day	680
Sawbo ATC	500
	350

In writing I should be happy to consider applications from organisations in the current financial year.

I am also the portfolio holder for grants in East Herts. In the past 12 months we have revised our grants policy to focus on areas of particular need within the District and particularly in addressing areas of multiple deprivation, tackling social isolation, encouraging physical activity, and promoting good health and wellbeing among our residents. Community grants of up to £3,000 are available for community organisations to run programmes to promote good physical and mental health and wellbeing. The new Community and Capital Grants programme opens on May 1st. Details of the process and Criteria are on the East Herts website.

### Education

Overall in Hertfordshire, nearly 97% of families have been offered a ranked school which is a slight increase on last year. Over 86% of families have been offered their first preference school, which has increased slightly from 85% last year. The cohort is smaller this year (2.4% decrease), with 14389 Hertfordshire applicants, compared to 14727 in 2017.

### Bishop's Stortford

In Bishop's Stortford, including the parish of Thorley, the total number of applications received this year is 429 (4% decrease) compared to 447 for September 2017. All 429 applicants have been allocated a ranked school, with 413 (96%) offered their first preference.

### Sawbridgeworth

In Sawbridgeworth, including the parish of High Wych, the total number of applications received this year is 116 (1% decrease) compared to 117 for September 2017. 113 applicants (97%) have been allocated a ranked school, with 98 (84%) offered a first preference. 3 Sawbridgeworth residents have been offered a non-ranked allocation to High Wych C of E Primary School.

In the main, non-ranked allocations are to schools within statutory walking distance. However, some families have been offered schools which are further than 2 miles from their home and may be entitled to assistance with home to school transport. Children under the age of 8, attending their nearest available school over 2 miles will be provided with free home-to-school transport. Eligible parents will be contacted in June to advise them of how to take up the offer of free travel.

#### **Potholes**

Over 10,000 potholes have been repaired in Hertfordshire so far this year as part of a winter recovery programme launched by the county council in response to the harsh winter. Despite warm weather in recent weeks, periods of wet and freezing weather earlier in the year have caused unprecedented damage to road surfaces across the county, leading to a big increase in the number of potholes reported to the county council's highways team.

We've brought in four extra jet patching machines to work alongside our regular crews to get on top of the problem and we've now fixed over 10,000 potholes. Despite the significant increase in the number of potholes and road faults reported, we continue to hit our targets of repairing the most urgent potholes within 24 hours and all others which are considered serious within five to 20 working days."

In addition to pothole repairs, with the weather improving the county council has now begun its annual surfacing programmes, which will see large sections of road given new surfaces. This will include preventative maintenance on roads that are close to failure as well as new surfaces for some of the most uneven roads.

In addition to the money spent specifically on pothole repairs, the county council has increased its highways budget for this financial year with a £40m programme of over 1,000 road maintenance and improvement schemes across Hertfordshire's 3,000 miles of road. This year's funding includes an extra £5m which the county council is spending on improving the condition of local roads people live and work on, as part of a longer term £29m programme targeted on those smaller, local roads.

Hertfordshire County Council encourages road users to report potholes on the county council website

<https://www.hertfordshire.gov.uk/faultreporting/>

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- District Councillor Angela Alder  
Attended second meeting of the Herts CC Annual Scrutiny of Health providers.  
Attended a meeting of Hertfordshire Community Trust  
Represented the mayor at the civic service for Broxbourne and Cheshunt  
Attended and Overview and Scrutiny meeting where an interesting item was the impact of alcohol use on public health.  
Attended a meeting of the Task and Finish group for the Maintenance Contract renewal process.
- District Councillor Eric Buckmaster

### **Update on East Herts Health and Wellbeing strategy.**

Our strategy is currently being updated to ensure that there is a focus across all council functions towards improving the health and wellbeing of our communities and enhancing the quality of people's lives (two of our key corporate priorities). We have achieved great success across East Herts in providing physical activities for the over 50s, many of which are held in Sawbridgeworth Memorial Hall. We are also running a successful pilot in Bishops Stortford and Sawbridgeworth for Social Prescribing. We have a coordinator now who works out of many GP practices who can direct people to social and physical activity that will reduce isolation and improve their health, and perhaps also reduce reliance on medication. We are also looking at programmes that will tackle obesity particularly in young people and aim to reduce incidents of type 2 obesity through lifestyle change. This is a project run jointly by the County Council and East Herts with support from Leeds Beckett University. It is recognised that access to recreation and open spaces is important in planning as well as maintaining opportunities for walking and cycling.

### **Leisure and Culture update**

East Herts is currently consulting on options for a new Arts Centre in Bishops Stortford as part of the regeneration of the Old River Lane/Causeway site. The Rhodes Birthplace Trust along with Bishops Stortford Town council and East Herts Council have signed Heads of Terms to signal cooperation in this venture. On 12<sup>th</sup> May at 11:30 there will also be an opportunity for people to give their views on the matter at a consultation event to be held within the Rhodes Centre.

East Herts is also beginning the procurement process for a new leisure contract across the District. The aim is to substantially improve the leisure offering and to turn a net cost to the council into a service that provides an income. Grange Paddocks in Bishops Stortford will be replaced by an entirely new centre and improvements will be made to Hartham in Hertford. East Herts is continuing to have discussions with the schools concerning the joint use pools, including Leventhorpe. The procurement process will include the option for Leisure Providers to provide a variant bid to run the joint use pools. Currently 40% of the cost of running the school owned pools comes from the Government via ESFA funding.

**District Plan.** The Examination In Public of the District Plan by the Planning Inspector took place in the Autumn. Following that a consultation on the main modifications to the District Plan has recently closed. Responses will be sent directly to the inspector. It is expected that we shall have an approved adopted Plan by the summer.

I'd like to thank the Neighbourhood Plan Group for the invitation to attend the meeting last Saturday which was a frank discussion on concerns Gilston and the Garden Town proposition and its processes.

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- Hertfordshire Police were absent but reported:
  - No major incidents since the last police report
  - Main issues being vehicle crime , most of which was with unlocked cars
  - May Fayre will be covered by the SNT team

- o Home visits are being arranged in regards to children cycling up Bell Street
  - o Quod Bike being deployed to counter inappropriate trials biking
  - o Received annual reports for Operation STOMP, Business Watch and Rural Watch
  - o Received CSP Action Plan 2018/19
- Other Representatives
    - o Cllr R Buckmaster reported: a litter pick around the town organised by Corrine Lewis.
    - o Cllr E Buckmaster reported on the AGM of the Friends of Pishiobury Park who had recruited a volunteer to co-ordinate regular litter picks under the working name of TUS, Tidy Up Sawbridgeworth.
    - o Cllr R Buckmaster reported that there would be two RHSO working party days on 03 and 05 May, all welcome.
    - o Cllr Alder reported attending two meetings of STACC, where details of the new arrivals hall were revealed and statistics for the number of flights.
    - o Cllr Alder reported attending the Children's' Centre Forum and received information about reorganisation as the Families Commissioning service. In Hertfordshire Sawbridgeworth now grouped with much larger towns.
 

*Members expressed concern that we need to ensure that Sawbridgeworth has a watching brief on what level of services we receive in Sawbridgeworth and that we receive a fair share of funding.*

**17/187 TOWN CLERK'S REPORT**

**Received and noted:** The Town Clerk's report for the month of April 2018

Clerk noted that Sawbobus had suffered a major breakdown but the service was being maintained by use of a reserve vehicle. Clerk added that a recent meeting with the owner of the Rivers Orchard site had resulted in a list of required maintenance items that needed to be undertaken.

Cllr Beeching noted that the administration of the council had continued uninterrupted during the absence of the Clerk and expressed thanks to the office staff for making this happen.

**17/188 TOWN PROJECT MANAGER'S REPORT**

**Received and noted:** The Town Project Manager's report for the month of April 2018

Town Projects manager noted that the Awards evening will be held on 11 May and all members are invited to attend.

**17/189 EAST HERTS DISTRICT PLAN**

To report on any information received relating to the public examination of the East Herts District Plan. Inspector's report has been delayed, advised that this is in part due to a national representation by CPRE concerning use of the Green Belt for developments.

**Noted:** The town council's response to the main Modification Consultation for Chapter 11 – Gilston Village.

Cllr Beeching notes that the District Plan was madness in that there was a lack of infrastructure to support it.

Cllr E Buckmaster noted rather current consultation on reviewing the NPPF, a new date for meeting with Countryside Properties and negotiations with Barrat David Wilson over releasing play and potential allotment space in SAWB3.

Cllr Burmicz commented on press coverage of the number of new homes in Harlow North.

**17/190      AUTOMATIC NUMBER PLATE RECOGNITION (ANPR)**

To receive a proposal to resolve to provide funding for the provision of two ANPR cameras at an estimated cost of £3,500 each.

The proposer being absent at this point, it was agreed that the item be deferred to the next meeting of council.

**17/191      ELMWOOD FOOTPATH**

Clerk reported on quotations received for the re-instatement of the Elmwood footpath and the legal status of the Right of Way.

**With the caveats** that funding is forthcoming from Herts County Council and there is no on-going commitment to maintaining the footpath;

Cllr E Buckmaster said that £41,935 of s106 funding had now been identified but that it would take about 3 months for the process of releasing the monies to take place.

**Resolved 1:** To accept the quotation in the sum of £2,739.28 plus VAT from D Honour & Son (Landscape) Ltd, as recommended by the F&P committee. *Minute F17/33.2.1.*  
*[prop Cllr Alder; secd Cllr Beeching]*

**Resolved 2:** That once repaired the town council will accept no responsibility for the on-going maintenance of the footpath.  
*[prop Cllr Adamopoulos; secd Cllr Shaw]*

*Cllr Shaw arrived at 20:15 at this point in the agenda*

**17/192      PARISH HALL FOOTPATH**

Clerk reported quotations received for the re-instatement of the Parish Hall footpath.

**With the caveats** that funding is forthcoming from Herts County Council and there is no on-going commitment to maintaining the footpath;

**Resolved 1:** To accept the quotation in the sum of £ £967.62 plus VAT from D Honour & Son (Landscape) Ltd, as recommended by the F&P committee. *Minute F17/33.2.2.*  
*[prop Cllr Furnaco; secd Cllr Adamopoulos]*

**Resolved 2:** That once repaired the town council will accept no responsibility for the on-going maintenance of the footpath.  
*[prop Cllr Coyster; secd Cllr Alder]*

**17/193      GDPR**

**Received and noted:** A Policy for complying with the requirements of the General Data Protection Regulations, as recommended by the F&P committee. *Minute F17/33.1.*

Clerk reported that the Government had announced an amendment to the Bill which exempted town and parish councils from having to appoint a DPO, although it would still be good practice to do so.

Clerk reported that once tabled the proposed Policy must sit on the table until the next meeting of council when a resolution would be put to adopt it.

**17/194      DEPOSIT & CONSULTATION DOCUMENTS**

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

**17/195      FINANCIAL REPORT**

**Noted:** The current Financial Report

**17/196      ACCOUNTS FOR PAYMENT**

**Noted and approved:** Accounts for payment

**17/197      ITEMS FOR FUTURE AGENDAS**

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

- Cllr Alder commented on the lack of adequate car parking markings in the Bell Street carpark which was a cause for concern.
- Cllr Furnace announced there was a vacancy at Reedings Junior School for a Community Governor if any Member was interested.
- Cllr Shaw questioned the reported 23,000 houses reported to be built north of Harlow. He was reassured that the was misreported and the figure related to the combined total for Harlow and Epping

Meeting Closed at 20:25

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:30 on Monday 30 April 2018.

#### Those present

Cllr Ruth Buckmaster  
Cllr Don Hall  
Cllr Mike Shaw

Cllr Pat Coysten  
Cllr David Royle

In attendance  
Richard Bowran – Town Clerk  
Lisa Dale - Planning Officer

**P 17/135 APOLOGIES FOR ABSENCE**  
No apologies received.

**P 17/136 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Planning Committee.  
There were none.

**P 17/137 DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members.  
There were none.

**P 17/138 MINUTES**  
To approve as a correct record the minutes of the Meeting held on:  
• 16 April 2018 (P17)  
*[prop Cllr Buckmaster; sec'd Cllr Hall]*  
There were no matters arising from these Minutes and not dealt with elsewhere on the Agenda.

**P 17/139 PLANNING APPLICATIONS RECEIVED FROM EHDC**  
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee

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**3/18/0623/LBC 4 Potters Mews, CM21 9GY**  
Replace side window in attic with new softwood single glazed heritage casement window.  
Re-insert ground floor east flank window into an existing opening that had been plaster boarded up  
**Applicant:** Unknown  
**STC Comment:** No objection

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**3/18/0658/HH**            **Vincent House, Station Road, CM21 9JZ**

Erection of detached timber garden room

**Applicant:** Simon Thompson

**STC Comment:** No objection

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**3/18/0745/HH**            **17 Burnside, CM21 0EP**

Garage conversion to habitable accommodation, roof lights added on the rear roof, part two storey and part first floor side extension, new ground floor side window openings, front hanging tiles replaced with horizontal painted cladding

**Applicant:** Unknown

**STC Comment:** No objection although concern raised about appropriate distant between properties (ie no overhang of guttering etc) being maintained

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**3/18/0793/HH**            **22 Barnard Road, CM21 9DY**

Single and two storey rear extensions and removal of chimney

**Applicant:** Unknown

**STC Comment:** No objection

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**P 17/140**            **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 27 April 2018

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**3/18/0822/HH**            **89 London Road, CM21 9JJ – Scheme 1**

Single storey rear extension

**Applicant:** Unknown

**STC Comment:** No objection

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**3/18/0824/HH**            **89 London Road, CM21 9JJ – Scheme 2**

Single storey rear extension with pitched roof

**Applicant:** Unknown

**STC Comment:** No objection

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**RUR/2018/26**            **Development at Spellbrook Farm, London Road, Spellbrook**

Street naming & numbering – Proposed names

Harvest Close

Conifer Close

Croft Close

Homestead Close

**STC Comment:** No comment

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**3/18/0839/HH**            **6 Sayesbury Avenue, CM21 0ED**

External part cladding and part rendering

**Applicant:** Unknown

**STC Comment:** No objection

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**3/18/0865/VAR**      **34 West Road, CM21 0BN**

Variation of condition 2 (approved plans) of planning permission 3/17/2203/FUL -  
Extension of existing building to create ancillary residential accommodation - Move the  
outbuilding 1.2 metres south to allow access around outbuilding and leave the existing  
garden wall in place

**Applicant:** Unknown

**STC Comment:** Objection. This is overdevelopment of the site and there are no  
mitigating reasons why this should be allowed. Contrary to Policy ENV1

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**P 17/141**      **PLANNING DECISIONS MADE BY EHDC**  
To receive Planning Decisions from EHDC

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**3/18/0285/HH**      **Land to rear of 5 Bluebell Walk, CM21 0JQ**

Single-storey front extension

**STC Comment:** Objection. This proposal converts an Annex, formerly a garage, into a  
separate dwelling. It is thus an overdevelopment of the site and contrary to previous  
consents.

**EHDC Decision:** Granted.

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**3/18/0370/HH**      **45 Vantorts Road, CM21 9NB**

Side and rear extensions, roof alterations, permeable drive and conversion of garage to  
form annex

**STC Comment:** No objection.

**EHDC Decision:** Granted.

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**3/18/0383/HH**      **Penrhyn, London Road, Spellbrook, CM23 4BA**

Balcony to bedroom at rear of the dwelling

**STC Comment:** No objection.

**EHDC Decision:** Refused. "The cumulative effect of the erected rear balcony together  
with the extensions previously added to the dwelling, would disproportionately alter the  
size of the original dwelling, and would intrude into the openness of the Metropolitan  
Green Belt. The proposal thereby constitutes inappropriate development in the Green  
Belt contrary to policies GBC1 and ENV5 of the East Herts Local Plan Second Review  
April 2007, and the National Planning Policy Framework".

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**3/18/0414/HH**      **75 The Crest, CM21 0ES**

Erection of single storey rear extension and conversion of garage to habitable room

**STC Comment:** No objection.

**EHDC Decision:** Granted.

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**3/18/0472/HH**      **25 Wychford Drive, CM21 0HA**

Two outbuildings – Retrospective

**STC Comment:** No objection.

**EHDC Decision:** Granted.

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**3/18/0487/HH            7 Wheatley Close, CM21 0HS**

Removal of conservatory. Proposed single storey rear and side extensions. Alterations to fenestration.

**STC Comment:** No objection.

**EHDC Decision:** Granted.

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**P 17/142            PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals

None received.

Meeting Closed at 21:03

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:30 on **Monday 14 May 2018**.

#### Those present

Clr Ruth Buckmaster  
Clr Don Hall  
Clr Mike Shaw

Clr Pat Coysten  
Clr David Royle

In attendance  
Richard Bowran – Town Clerk

- P 17/143 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- P 17/144 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Planning Committee
- P 17/145 DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members
- P 17/146 MINUTES**  
To approve as a correct record the minutes of the Meeting held on:  
  - 30 April 2018 (P18)  
To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda.
- P 17/147 PLANNING APPLICATIONS RECEIVED FROM EHDC**  
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee

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**3/18/0945/FUL 1 Duckling Lane, CM21 9QA**  
Change of use from offices to a single dwelling  
**Applicant:** Unknown  
**STC Comment:** No objection

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**3/18/0958/HH 38 Sayesbury Road, CM21 0EB**  
Removal of existing rear extension. Erection of single storey rear and side extension, enlarged first floor side window opening and replace first floor front and rear windows. Internal alterations to first and second floors.  
**Applicant:** Unknown  
**STC Comment:** No objection

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**3/18/0959/FUL**      **Land off Spellbrook Lane West, Spellbrook**  
Erection of 5 no. dwellings with associated garages, access roads and landscaping  
**Applicant:** Unknown  
**STC Comment:** No objection

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**3/18/0971/FUL**      **Spellbrook Farm, London Road, Spellbrook**  
Demolition of existing barn. Construction of 3no detached houses with associated access road  
**Applicant:** Unknown  
**STC Comment:** No objection

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**P 17/148**      **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 11 May 2018

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**3/18/0990/HH**      **19 West Road**  
Single storey side and rear extension, alterations to roof at first floor and insertion of dormer windows to front and rear  
**Applicant:** Unknown  
**STC Comment:** Objection. The proposal would render the property out of keeping with the street scene.

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**3/18/1053/PNHH**      **17 Honeymeade**  
Demolition of existing barn. Construction of 3no detached houses with associated access road  
**Applicant:** Mr J Haste  
**STC Comment:** No comment

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**P 17/149**      **PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC

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**3/18/0485/HH**      **21 Wychford Drive, CM21 0HA**  
Hip to gable roof, insertion of rooflights and alterations to fenestration on single storey front extension. Rendering of property.  
**STC Comment:** No objection.  
**EHDC Decision:** Granted.

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**3/18/0512/HH**      **68 Gilders, CM21 0EH**  
Raising of roof ridge to create first floor and alterations to fenestration. Creation of vehicular cross over  
**STC Comment:** No objection.  
**EHDC Decision:** Refused. "The height and massing of the proposed development would not relate well to the adjacent dwellings and would be unduly prominent in the street scene. It would therefore be out of keeping with the established pattern, character, and

grain of existing development in the surrounding area and would thereby be contrary to the aims and objectives of policy ENV1, ENV5 and ENV6 of the East Herts Local Plan Second Review April 2007".

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**3/18/0574/PNHH 17 Honeymeade, CM21 0AR**

Single storey rear extension: Depth 6.0 metres, Maximum height 3.3 metres. Eaves height 3.3 metres

**STC Comment:** No comment

**EHDC Decision:** Application Withdrawn by Applicant/Agent. "The proposed development as shown in drawings received on 13<sup>th</sup> March 2018 would have eaves which are greater in height than 3 metres within 2 metres of the curtilage of the boundary of the dwellinghouse. The proposal fails to comply with Schedule 2, Part 1, Class A criteria A.1. (i) of The Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and planning permission is therefore required".

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**3/18/0685/PNHH 5 Bell Mead, CM21 9ES**

Single storey rear extension – maximum height of 3.5 metres, eaves height 2.55 metres, and depth of 4 metres

**STC Comment:** No comment. Concerns of neighbours noted.

**EHDC Decision:** Granted.

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**P 17/150 PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals  
None received.

Meeting Closed at 19:55

# SAWBRIDGECWORTH TOWN COUNCIL

## AMENITIES COMMITTEE

### Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8.00 pm on **Monday 14 May 2018**.

#### Those present

Cllr Angela Alder  
Cllr Roger Beeching

Cllr John Burmicz  
Cllr Heather Riches  
Cllr Ruth Buckmaster (

#### In attendance:

2 members of the public  
R Bowran – Town Clerk

Joanne Sargant – Town Projects Manager

#### **A17/27 APOLOGIES FOR ABSENCE**

Apology received from Cllr Coysten – family commitment  
Cllr Adamopoulos was absent

#### **A17/28 PUBLIC FORUM**

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

*Mrs Hazel Mead asked what the council could do to counter the intrusion of Muntjac deer, and suggested a fence around the site. She was advised that several suggestions has been made to the association over the last few years, and that a fence would cost around £20,000. The council does not have that resource and suggested that individuals could take their own counter measures.*

*Mrs Hazel Mead asked what the council could do to rectify the flooding problem on Footpath 27. She was advised that Cllr Royle was addressing the issue.*

#### **A17/29 DECLARATIONS OF INTEREST**

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

#### **A17/30 MINUTES**

*Resolved:* To approve as a correct record the minutes of the Committee Meeting held on 12 February 2018 (A03)  
*[prop Cllr Alder; secd Cllr Riches]*

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

#### **A17/31 REPORTS**

To accept and deal with matters arising on written and oral reports:

- Allotments. Town Projects Manager reported
  - Significant issues surrounding vermin, especially rats were noted.
  - Waiting list remains static at 11 on the list
  - It was confirmed that the water line extension at Southbrook had been completed.
  - Regular inspections are being conducted.

- Noted that discussions will be taking place with Barratt David Wilson Homes over the provision of a potential new allotment site off West Road.
- Cemetery. Town Projects Manager reported
  - The one tender received for the roadway extension was of a value that require the council to seek two further tenders.
  - Scope of the project can be modified if necessary to remain with the budget for this year.
- Footpaths and Open Spaces. Town Clerk reported
  - On-going discussions with solicitors over the legal position relating to the Elwood Right of Way. Quotations have been approved by council and it is anticipated that it is likely that work will commence in the summer vacation for the Parish Hall path.
- War Memorial. Town Projects Manager reported
  - Having received quotes from Lodge and Sons. Next steps are to evaluate priorities and seek approval from the Diocese. Assurances have been sought that work can be completed by November 2018. Working party is meeting on 16 May.
- Central Surgery
  - It was noted that work had commenced on the extension to the surgery. Out of the annual meeting of the patients forum Cllr Riches asked if car parking places could be allocated for the use of doctors and staff. She was advised that the question had been put to EHDC and the answer was in the negative because it would set precedent for all EHDC's other car parks.
- Operations. Town Clerk reported
  - Sawbobus is off the road with a broken gearbox. The repair is under warrantee but the bus has been away for three weeks already. Service has been maintained by the use of the council's other minibuses.
  - Discussions are on-going in regard to future funding including talks with Essex CC and Sheering PC and with a s22 licence application.

#### **A17/32 ITEMS FOR DISCUSSION AND DECISION**

To discuss any further matters relating to current projects

- Community Champion Awards. Town Projects Manager reported
  - A successful evening. Agreed that a complete rethink was needed to refresh the concept. Suggested that Rivers Hospital as sponsors should be more involved. This item to be a major topic in future meetings of the committee.
- Floral Displays. Town Projects Manager reported
  - Same format as last year pending a decision on investment in new baskets with the caveat that Herts CC are insisting on licencing all hanging baskets.
- Future Markets. Town Clerk reported
  - Initial consultation with Fair Green residents has resulted in protests and legal action. Matter will now be considered by the proposed STAP and Economic Development Committee.
- Christmas Lights. Town Projects Manager reported
  - Contract with Aylesford Electrical. Pending is Herts CC defining what is acceptable and what is not as far as licencing the displays is concerned.
- Fun-on-the-Field. Town Projects Manager reported
  - Planning was in hand and well advanced, but no publicity had been made as it was wished to avoid any clash with the May Fayre.

- Civic Service. Town Projects Manager reported
  - Arrangements were in place. It was noted that the sermon would be given by the Archdeacon.

**A17/33 NEXT MEETING**

*Noted:* That the date for the next meeting of the Committee has been proposed for Monday 16 July 2018.

Meeting Closed at 21:07



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# Sawbridgeworth Town Council

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**Subject: Clerk's Report May 2018**

**Date: 14 May 2018**

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## **Community Transport - Sawbobus**

- Sawbobus off the road awaiting major repair
- Discussing funding with Essex CC and Sheering PC

## **Footpaths**

- Further consultation with TeesLaw regarding advice about ownership of path from Elmwood to the river.

## **GDPR**

- Researching implications of meeting requirements of the General Data Protection Regulations due in May 2018.
- Working with the East Herts town clerks to agree a consistent approach.
- Produced a draft Policy statement.

## **Projects**

- Bell Street Conveniences no further progress.
- Town Green; no further activity.
- Fair Green; consultation has resulted in protests and a legal challenge
- Quote for Cemetery road extension received, two further tenders are required.

## **Staff**

- Office staff managing administration while Clerk on sick leave.

## **War Memorial**

- First stage DOF cleaning has taken place.
- Itemised quote received from Lodge. Priorities now need to be established.

## **Finance**

- Year-end computer processes completed
- Internal audit scheduled for 24 May

To: All Members  
From: Joanne Sargant  
Subject: **Town Project Manager's Report May**  
Date: 14 May 2018

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**War Memorial** – Quotation from Lodge & Sons has been received. Working party to meet on Wednesday 16<sup>th</sup> May to ascertain what work is essential, i.e. North Face complete and work to the budget that it is in reserve to work out what other work can be done in the first instance. Emma Critchley at the Diocese will then be sent the information so that an Archdeacons letter can be produced. We are confident that all of the work will be carried out in time for 11<sup>th</sup> November 2018.

**Travel Challenge & Town Selfie Walk** – Project preparation ongoing.

**WW1 Then & Now Book Project** – On going with working party group, Cllr E Buckmaster, Gary Hanson, Barry Leslie and John Rider. Presently this is the main working project that has priority.

### ***Future Dates for the diary***

Sunday 3<sup>rd</sup> June – Civic Service at Great St Mary's 3pm

Sunday 1<sup>st</sup> July 2018 – Fun on the Field

Saturday 29<sup>th</sup> September – Town Selfie Walk

Saturday 24<sup>th</sup> November – Christmas Lights Switch On

**THE HAILEY CENTRE**  
**REPORT FOR THE YEAR 2017/18**

**Objects and Powers**

**The Trust is established for the benefit of older people in the Parish of Sawbridgeworth with the object of improving their quality of life.**

The Board met on four occasions during the period covered by this report and has dealt with matters relating to the efficient running of the Centre including reviewing the health and safety policy, financial management arrangements, staffing and safeguarding issues and rates of pay. The Management Committee has also met four times and has made various recommendations to the Board to enhance the smooth running of Centre activities.

The serving Trustees are:

Councillors – Mrs. Angela Alder - Chairman )  
 Mr. John Burmicz ) four year terms until May 2019  
 Mrs. Pat Coysten )

Community – Mr. Eric Buckmaster )  
 Mr. Colin Gill – Honorary Treasurer )  
 Mr. T. Noakes ) three year terms until  
 Mr. Ralph Reed – Deputy Chairman ) May 2020  
 Mr. Steve Robertson )

The Trustees are grateful to the Town Council for the grant towards the cost of utilities and to Hertfordshire County Council Social Services for its grant towards staffing costs. During this year the Board was grateful for a grant from East Herts Council for the replacement of the flooring in the entrance hall, kitchen and toilets plus wash hand basins and redecoration of the toilet areas. This work will be carried out during April.

The Board gratefully acknowledges the very generous donations during the year from relatives and friends who expressly remember the Centre often through collections given at Funerals and Thanksgiving for the lives of loved ones. Contributions from all sources of financial support are much appreciated and help to keep the running costs down and continue to keep the Centre a welcoming, attractive and vibrant place to visit for the older people of Sawbridgeworth. The Board is very aware of the pressure on local authorities and makes every effort to control expenses as well as raise funds for the benefit of the users of the Centre. The Board is fortunate in having an excellent Honorary Treasurer who keeps a tight control on expenditure.

I am pleased to report our continued good relationship with Sawbridgeworth Town Council officers which has enabled the Centre to utilise the Council Chamber for some fund raising events. The Town Council held several open Saturdays in the Council Chamber during the District Plan consultations which attracted many visitors. On those occasions the connecting door to the Centre was opened to give local people a chance to buy some refreshments in the Centre main hall. An arrangement mutually beneficial.

As last year the Centre Manager conducted a Questionnaire among our users. 76 people completed the Questionnaire with the overwhelming majority specifically mentioning the hot meals and the avoidance of feelings of loneliness and isolation. The following examples are a few of the views expressed by the responders:

*"I find it very comforting to be able to come and meet other people so that I am not on my own."*

*"I have begun to feel a different person since coming to the Hailey Centre. I now have friendly people to mix with and talk to. Before I came I spent days on my own and they often became half a week not speaking to anybody. Life was miserably lonely you couldn't call it living it was just months of existing going nowhere doing nothing and seeing no one. The meals here are wonderful, the people in charge are kind and caring. I prayed to God for his help and he has answered my prayers 100%. Thank you all."*

*"The chair exercises are helping to keep me mobile."*

*"A lifeline for people on their own, would not see anyone if I did not use the Centre."*

*"I cannot believe the pleasure that I have had since coming here, the company and food has brought such pleasure to me, thank you."*

*"The services offered that I can attend give me a much needed break and I haven't the time when I am at home to do the art work which I love to do."*

*"Keeping me active."*

The Management Committee has met regularly throughout the year and offered sound and practical advice to the Board which has been warmly received and implemented where appropriate.

The annual "Thank you" lunch for our much valued volunteers plus their partners or friends was again well attended and appreciated by all.

Centre activities throughout the year have been well supported and the outings and events enjoyed to the full by Centre users and their friends. The Centre provided 5,400 lunches, up 300 this year. The volunteers continue to provide a cheerful waitress service week in week out without whom the Centre would be hard pressed to maintain the current level of service. I am delighted to report that at our most recent inspection by the Environmental Health Officer we retained our five star rating for our catering service. We provided 147 seats, up on last year's 127, for food shopping trips dropping users off

at their own front door. The Centre users had 8 days of outings and 2 holidays. We cater for those with specific transport needs by use of taxis. However, the majority of our visitors use Sawbobus or walk. We have four people who use scooters which we accommodate at the rear of the building.

The Centre now runs seven exercise classes including keep-fit, Pilates and Yoga sessions each week with a full complement of participants totalling 2,902 users benefitting from this service. The Photography sessions on Wednesday mornings and the Silver Surfers on Thursday mornings are both "manned" by volunteer instructors and provide a one-to-one teaching session with all slots filled i.e. 150 people are now more IT literate in Sawbridgeworth as a result of these sessions.

Earlier in the year we were approached by Hertshealth concerning the setting up of a dementia support group on a Wednesday morning. It opened for the first clients last August and has been of invaluable assistance to so many families with relatives suffering from early/moderate forms of dementia to mild memory loss. The establishment of this much needed service highlights the inadequacies of the current building as in providing this facility and the exercise sessions has necessitated closing the hall for casual morning coffee visitors. The Board is looking at how the rear area might be better utilised so that more people can benefit from the Centre.

The Whist, Bingo and Art sessions along with craft and decoupage are also fully supported. The Quiz, Film show and Musical afternoons continue to prove highly popular and profitable events. The new Camera Club has just celebrated its sixth birthday and has continued to go from strength to strength. Apart from the fun and pleasure the members derive from the Club itself, where they have been out and about taking photographs, some of which have been used as front covers for our monthly Newsletter, they have assisted with the fund raising activities at the Centre. Many of the Centre users have taken advantage of the Camera club to have their pictures taken for bus passes or passport renewals.

The Management Committee recommended to the Board that we discontinue with separate summer and winter fund raising events and instead take advantage of the opportunities provided via the calendar of community events already part of the local programme. The Board agreed this approach and together with the various raffles have all contributed to the diversity of activities at the Centre. However, one additional fund raising activity was a Race Night which was much enjoyed by our visitors and made a very handy profit towards the Centre funds.

On the first Saturday each month following the closure of the Saturday market we have "bacon butties" on sale and these are doing a roaring trade and helping to boost our fund raising efforts. All these activities have increased not only the income but raised the profile of the Centre and what it can offer to older people in Sawbridgeworth. Also on the first Saturdays in the month Town Councillors have hosted "Councillor Surgeries" on a quarterly basis for people with problems to meet their local councillor to discuss matters of concern.

The visiting Chiropodists delivered 453 treatments the same as last year. Well cared for feet assist in keeping older people mobile and self-reliant. The Hearing Aid Specialist had 150 consultations and is also helping to meet the growing demand for a very local service. The Centre also carries a supply of batteries which is valued by local people. The attendance at the Centre on a regular basis of these professionals is very much appreciated by the people we serve.

In January the Centre held its annual New Year celebration lunch at the Bishop's Stortford Golf Club which was delicious. The function was a huge success and attended by sixty five regular users of the Centre. As well as our now annual New Year lunch the Centre has special lunch events to celebrate occasions such as Mothering Sunday, Valentine's day, Easter, Father's Day, Halloween and our own Christmas lunch in the Centre.

The Centre has received regular press coverage over the twelve months giving a positive picture of a Centre for older people being active, helping older people lead fulfilled lives and enjoying themselves with much of this attributable to our present and former Managers with their vision for engaging older people in a proactive role.

On the staff side there have been a number of changes. Julie Bradley, resigned her role as Assistant to the Centre Manager but still provides a service to our exercise classes as an independent contractor. Debbie Nicholas has replaced Julie as Assistant to the Centre Manager. We have recently appointed a new Cook as replacement for Fiona Gibbins who needed more time to visit her ageing father in Cumbria. The Centre Manager, Susan Fitzwilliams, Lyn O'Hanlon and Charlotte Birks all continue in our employment. Our employees have the option to join the pension scheme if they wish and the Board is grateful for the expertise of our Honorary Treasurer, Mr. Colin Gill, who has ensured that we are legally compliant with a properly validated Pension Scheme for Centre employees.

The Board wishes to acknowledge with grateful thanks the valuable contribution of the volunteers who give over 1,000 volunteer "man" hours per month to the running of the Centre and without whose willing help the Centre would not be the vibrant and happy place it is today. The Board would also wish to place on record its thanks to the staff who provide a friendly and welcoming environment for all visitors and users of the Hailey Centre week by week throughout the year. On a personal note I would like to add my thanks for the dedication and commitment of the Centre Manager, her contribution to the smooth running of the Centre is inestimable. This year saw the resignation of Tony Fitch a founder Trustee due to failing health we wish him well in his retirement and welcome Ted Noakes as his replacement, Ted provides the art work for the monthly Newsletter and is a very welcome addition to the Board. It is also my very real pleasure to thank my Deputy Chairman, Ralph Reed, and all the volunteer Trustees for their help and support throughout the year.

Thank you

Angela Alder  
Chairman of the Board of Trustees  
April 2018

**SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE (SYPRC)**

**REPORT FOR 2017/18 TOWN ANNUAL MEETING 9 APRIL 2018**

In 1969 the Secretary of State for Education transferred the trusteeship of the original Children's' Playing Field and Recreation Ground Foundation, dating back to 1933, to the then Sawbridgeworth Urban District Council. The beneficiaries of the Trust are young people resident in Sawbridgeworth up to the age of 22 and in particular up to the age of 17.

SYPRC has a management committee of 10 members who are subject to the approval of the Sawbridgeworth Town Council, consisting of four councillors and six other members.

At the SYPRC AGM on 24 October 2017 the following were nominated and subsequently approved by the Town Council at their meeting on 25 October:

- Cllrs. Sotirios Adamopoulos, Angela Alder (Deputy Chairman), Ruth Buckmaster (Chairman) and David Royle (Secretary)
- Ron Alder; Steve Day; (Cllr.) Anellse Furnace; Gill Hawkins; Joanne Sargant (Treasurer) and Harriet Smith.

Mrs Lisa Dale is the Centre Manager responsible for all bookings and enquiries and reports to the Committee at their meetings. She is also responsible for the cleaning of the hall and other areas and the Committee wishes to record its thanks to her for all the work she does on the day-to-day running of the Centre.

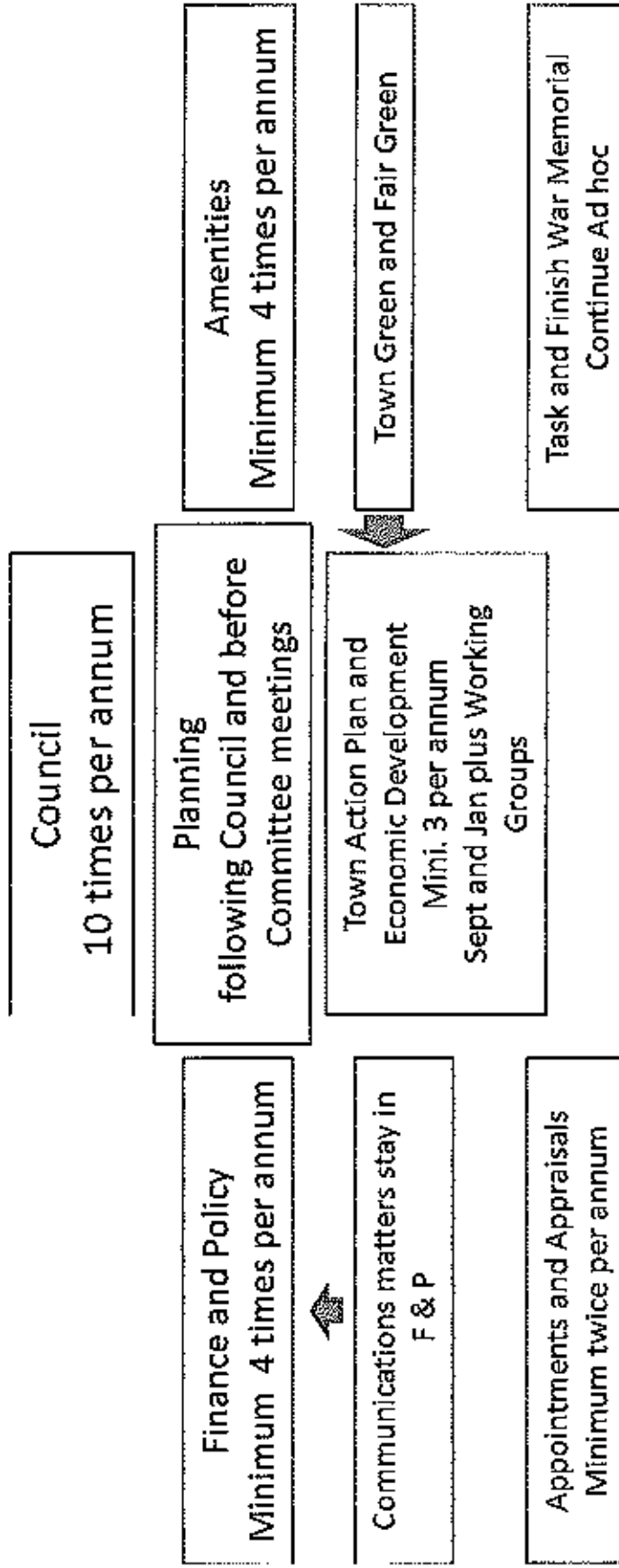
The Committee has met four times to date, including the AGM in October and a Special Meeting in March 2018. No AGM was held in 2016 so the audited reports and accounts for both the years ending December 2015 and 2016 were presented and approved at the AGM.

The Centre continues to be fully utilised during the day and on weeknights by a range of groups and also at weekends for children's parties. The main user continues to be the High Wych Pre-Nursery but it is also used by Clubbaccise, Youth Create, Graham School of Dance, Woodturners, Youth Connexions Youth Club, Diverse Performing Arts, Karate and Kung Fu. There is also a Summer Play Scheme organised by Pathways Plus.

At its first full meeting in November 2017 the Committee identified a number of priorities and projects it needs to undertake to improve the Centre and maximise its use, in particular resurfacing the car park, new flooring and conversion of the former changing rooms to usable space. The Committee is currently exploring funding sources, grants etc. to make these changes. However, at a Special Meeting on 27 March 2018, Committee members also considered what improvements might be needed to the Centre and playing area to meet the expected increased demand from residents of the 500 new houses planned for Sawbridgeworth in West Road and at Keckys' over the next few years. Accordingly, we will shortly get advice on what structural improvements are feasible and affordable, including renovating the changing rooms, increasing storage space etc. We will also explore opportunities to access Section 106 developer funds from the new developments mentioned above.

David Royle (SYPRC Secretary)

# Committee Structure : 2018/19





# Committee Membership

## Council

Sotiri Adamopoulos, Angela Alder, Roger Beeching, Eric Buckmaster,  
Ruth Buckmaster, John Burmicz, Pat Coysten, Annelise Furnace,  
Don Hall, Heather Riches, David Royle, Mike Shaw

## Finance and Policy

Angela Alder, Roger Beeching, David Royle,  
Annelise Furnace, Eric Buckmaster, Ruth Buckmaster

## Planning

Pat Coysten, Don Hall, Ruth Buckmaster,  
Mike Shaw, David Royle, Heather Riches

## Amenities

Roger Beeching, Annelise Furnace, John Burmicz,  
Heather Riches, Pat Coysten, Sotiri Adamopoulos

## Appointments and Appraisals

Angela Alder, John Burmicz, Eric Buckmaster

## STAP & Economic Development

Angela Alder, John Burmicz, David Royle  
Ruth Buckmaster, Heather Riches, Don Hall

## Task and Finish War Memorial

Barry Hodges, Barry Leslie, Val Bright, Angela  
Alder, Joanne Sargent, Richard Bowran

Mayor and Deputy Mayor to serve ex-officio on committees as at present

# Champions 2018/19

- Allotments - chair of amenities committee
- Cemetery - chair of amenities committee ..... Cllr Coysten special interest
- Footpaths and Recreation Areas ..... Cllr Royle - with chair of Amenities
- Floral Displays and Planters ..... Cllr Coysten
- Young People and Schools ..... Cllr Royle - with mayor
- Town Action Plan and Economic Development
  - ..... New Committee - with Working Group & consultations
- Emergency Plan ..... Cllr E Buckmaster
- Transport and Community Buses ..... Cllr Riches - with chair of Amenities
- Rivers Heritage Site and Orchard ..... Cllr E Buckmaster
- Crime and Disorder champions ..... Cllrs Shaw & Alder

APPENDIX K

# Representatives 2018/19

- F & B Education Foundation (Sawbo and Harlow) ..... Cllr R Buckmaster
- Hailey Centre ..... Cllrs Alder, Coysten & Burmicz
- Mann Memorial Cottages ..... Cllr Coysten
- Friends of Pishiobury Park ..... Cllr Royle
- Sawbridgeworth Memorial Hall Trust ..... Cllr R Buckmaster
- Sawbridgeworth Sports Association ..... Cllr Royle
- Sawbridgeworth Town Twinning Associations ..... Cllrs E Buckmaster & Royle
- Sawbridgeworth Trust ..... Cllrs Alder & R Buckmaster
- Sawbridgeworth CVS (May Fayre) ..... Cllrs E Buckmaster & Coysten
- Children’s Centre/Family Service ..... Cllr Alder
- Herts Association of Parish and Town Councils ..... Cllr Alder
- SYPRC ..... Cllrs R Buckmaster, Royle, Adamopoulos & Furnace
- STACC (Stansted Airport).....Cllr Alder

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## Sawbridgeworth Town Council

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Subject: Subscriptions 2018-19

Date: 14 May 2018

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	<b>Resolved</b>	<b>Proposed</b>
	<b>2017/18</b>	<b>2018/19</b>
• Council for the Protection of Rural England (CPRE)	45.00	45.00
• National Association of Local Councils / Hertfordshire Association of Parish and Town Councils (NALC/HAPTIC)	1,435.00	1,319.07
• Open Spaces Society (Direct Debit)	45.00	45.00
• Society of Local Council Clerks (SLCC)	335.00	355.00
• Stop Harlow North.	nil	nil
• Institute of Local Council Management	60.00	60.00
• CDA for Hertfordshire	nil	nil
• Stop Stansted Expansion	nil	nil
• Community Transport Association	165.00	215.00
• Institute of Cemeteries and Crematoria Management	90.00	90.00

# Sawbridge worth Town Council

## Schedule of Council Meetings 2018/19

Month	Council	Planning Cttee	F & P Cttee	Amenities Cttee	STAP Cttee	Other meetings
2018 Jun	25 M02	11 P01 25 P02	11 F01			
Jul	23 M03	16 P03 23 P04		16 A01		16 A&A Cttee SA11
Aug						
Sep	24 M04	10 P05 24 P06	10 F02		10 S01	
Oct	29 M05	15 P07 29 P08		15 A02		
Nov	26 M06	12 P09 26 P10			12 S02	12 A&A Cttee SA12
Dec						
2019 Jan	28 M07	14 P11 28 P12	14 F03		14 S03	
Feb	25 M08	11 P13 25 P14		11 A03		
Mar	25 M09	11 P15 25 P16			11 S04	
Apr	29 M10	15 P17 29 P18	15 F04			08 Annual Town Meeting
May				06 A04	Assumes local elections will be on 02 May 2019	13 Annual Meeting of Town Council M01
Jun	24 M02	10 P01 24 P02	10 F01			

Unless otherwise stated:

- All meetings are on a Monday and are held in the Council Offices (unless otherwise stated)
- Meetings commence at 7.30pm; Working Party at 6.00pm; A&A Cttee at 3.00pm
- Planning Cttees follow on from full meetings of the Council but precede other Cttee meetings on the same date