

Sawbridgeworth Town Council

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

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MAYOR
Cllr Annelise Furnace

INTERIM TOWN CLERK
Joanne Sargent (CILCA)

A G E N D A

and supporting papers for the meetings on

24 May 2021

Annual Meeting of the Town Council

At

7.30pm

in the

Council Chamber, Sayesbury Manor

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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INTERIM TOWN CLERK
JL Sargent CILCA

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

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the town council to be held At Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 24 May 2021** commencing at 19:30 to transact the business as set out in the agenda below.

A handwritten signature in black ink, appearing to read 'JL Sargent'.

Interim Town Clerk
18 May 2021

AGENDA

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

- | | |
|---------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 21/01
[👏] | ELECTION OF TOWN MAYOR
To elect a Town Mayor for the civic year 2021/22 |
| 21/02 | DECLARATION OF ACCEPTANCE OF OFFICE
The Town Mayor to sign the Declaration of Acceptance of Office
Town Mayor's Address |
| 21/03 | APOLOGIES FOR ABSENCE
To receive any apologies for absence |
| 21/04 | THE RETIRING MAYOR
To receive a valedictory address from the retiring Mayor, Cllr Annelise Furnace. |
| 21/05 | DECLARATIONS OF PECUNIARY INTEREST
To receive any Declarations of Pecuniary Interest by Members |
| 21/06
[👏] | ELECTION OF DEPUTY TOWN MAYOR
To elect a Deputy Town Mayor for the civic year 2021/22 |
| 21/07 | PUBLIC FORUM
To receive and respond to questions from members of the public, submitted to the Clerk by 5pm by Friday 21 May , on matters within the remit of the Town Council. |

- 21/08 MINUTES**
 To approve as a correct record the minutes of the Council Meeting held on 26 April 2021 (M10) *[Attached]*
 To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- 21/09 PLANNING COMMITTEE**
 To receive and note the draft minutes of the Planning Committee held on 26 April 2021 (P19) *[Attached]*
- 21/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive new Mayor's appointments and communications
- 21/11 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
 • County Councillor
 • District Councillors
 • Hertfordshire Police
 • Other Representatives
 • Cllr Royle
 • Cllr R Buckmaster
- 21/12 OFFICERS REPORTS**
 To receive and note Officer's report for the month of May 2021.
- 21/13 ECO-AUDIT**
 To receive and note a report of the proceedings of the East Herts District Council Eco-Audit meeting held by Zoom meeting on 12 May 2021.
- 21/14 ALLOTMENTS**
 To receive and note the Allotment Officer's Report and resolve on matters relating to Allotments.
 • To approve updated Tenancy Agreement
 • To approve allotment rent increase for October 2022.
 • To approve Bee Keeping Policy
- 21/15 COMMITTEE STRUCTURE & MEMBERSHIP**
 To agree a Committee structure for the year 2021/22 and to appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2021/22.
[2020/21 committee membership and 2021/22 proposed membership attached]
- 20/16 DELEGATION OF AUTHORITY**
 To confirm the delegation of authority to the chair and vice -chair and clerk of the Planning Committee for the months of August and December 2021.

- 21/17 CHAMPIONS AND REPRESENTATIVES**
 To appoint Members as Champions and Representatives for areas of Council responsibility.
[2020/21 Champions and representatives and proposals for 2021/22 attached]
- 21/18 SUBSCRIPTIONS**
 To consider the payment of the Subscriptions for the year 2021/22
[proposed schedule of subscriptions attached]
- 21/19 CALENDAR OF MEETINGS**
 To consider and approve the proposed Calendar of Council and Committee meetings for the year to June 2022.
[proposed schedule attached]
- 21/20 STANDING ORDERS**
 To approve the continuation of current Standing Orders
- 21/21 FINANCIAL REGULATIONS**
 To approve the continuation of current Financial Regulations.
- 21/22 DEPOSIT & CONSULTATION DOCUMENTS**
 To note receipt of any Documents for Noting and Consultation
- 21/23 FINANCIAL REPORT**
 To note the current Financial Report
- 21/24 ACCOUNTS FOR PAYMENT**
 To note and approve accounts for payment.
- 21/25 ITEMS FOR FUTURE AGENDAS**
 To note any items for future agendas.

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

Members of the public wishing to attend must reserve a place by contacting the Interim Town Clerk by midday on 24 May.

After the meeting, the Mayor will be hosting a reception for invited Members and their guests in the garden of the Council Offices.

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN held on Zoom at 19:00 on Monday 26 April 2021.

Those present

Cllr Angela Alder	Cllr Annelise Furnace
Cllr Eric Buckmaster	Cllr Peter Gray
Cllr Ruth Buckmaster	Cllr Greg Rattey
Cllr John Burmicz	Cllr David Royle
In attendance:	J Sargent - Interim Town Clerk
Chris Carter – BS Independent	2 Members of the Public

Welcome by the Town Mayor followed by Thought for the Day

20/183 APOLOGIES FOR ABSENCE

Received and accepted from:
Cllr Pat Coysten – long term sick leave.
Cllr Craig Chester - unwell
Cllr Dinesh Patel – work commitment

20/184 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest by Members

20/185 PUBLIC FORUM

To respond to communications received from members of the public on matters within the remit of the Town Council.

A member of the public shared his frustration with the developments on West Road, he believes that his vehicle had been damaged from construction traffic, despite his efforts to reclaim money from the developers they would not take responsibility as they claimed that there was no proof that this damage was caused from their construction vehicles. Cllr Eric Buckmaster said that he was familiar with this incident and that he would write to both developers (SAWB2 and SAWB3 as it was uncertain which site was responsible) and request their cooperation on the matter to bring the situation to a satisfactory close. Cllr Greg Rattey and Cllr Annelise Furnace supported this and requested that the Interim Town Clerk writes a letter to the developers of both sites on behalf of the Town Council supporting this case.

20/186 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council held on 29 March 2021 (M09).
[prop; Cllr A Alder sec'd Cllr R Buckmaster] All in favour

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

20/187 PLANNING COMMITTEE

Received and noted the minutes of the Planning Committee held on 29 March 2021 (P17)

Received and noted the draft minutes of the Planning Committee held on 12 April 2021 (P18)

20/188 FINANCE AND POLICY MEETING

Received and noted the draft minutes of the Finance and Policy Committee meeting held on 12 April 2021 (F04)

20/189 ECO-AUDIT WORKING PARTY

Received and noted the notes of the Eco-Audit Working Party held on 22 March 2021.

20/190 TOWN GREEN WORKING PARTY

Received and noted the notes of the Town Green Working Group held on 06 April 2021

Interim Town Clerk reported that artwork had been received from Fawbert and Barnard School and Cllr D Royle confirmed that he had received ideas and suggestions from the Brownies. It was agreed that all of the work would be displayed in the council chamber over a few days and councillors were welcome to book a slot of time with officers to visit the chamber and view the work. COVID restrictions will be in place.

20/191 STANDING ORDERS

Resolved: to amend Standing Orders by the addition of the following clause:

1 (d). Subject to the provisions of the Coronavirus Act 2020, meetings of the Council and its Committees and sub-Committees may be held remotely by a media platform such as Zoom or Teams.

[prop; Cllr G Rattey, sec'd Cllr J Burmicz] All in favour

20/192 APPOINTMENT OF TOWN CLERK AND RFO

Resolved: to suspend Standing Orders for this agenda item only

[prop; Cllr A Alder, sec'd Cllr E Buckmaster] All in favour

Resolved: to accept the recommendation of the Appointments and Appraisals Committee to appoint Mr Christopher Hunt as Town Clerk and RFO with effect from 06 September 2021.

[prop; Cllr A Alder, sec'd Cllr G Rattey] All in favour

20/193 WEST ROAD DEVELOPMENTS (SAWB 2 & SAWB 3)

Cllr E Buckmaster updated as follows:

- A meeting with the local police team on site at West Road and collective discussions with both developers had taken place and the police will be writing to developers with their 'action points' to further assist with the enforcement of health and safety concerns with regards to both sites in West Road.
- Developers are more cooperative with adhering to the time restrictions that have been put in place. Both developers have marshals at the top of West Road who are able to give advice on locations to wait if a supplier should arrive early to site.
- Cllr E Buckmaster still requires residents and parishioners to report to him any breaches that they witness, especially with weight limit restriction infringement.
- Barratts had written to all residents requesting that they move their vehicles from the roads so that they can sweep the roads clear of stones and debris from construction vehicles, some residents were reluctant to do so. A member of the public confirmed that letters had not been delivered to households but placed on vehicles that had blown away. Cllr E Buckmaster will

inform them that they need to write to households.

- Taylor Wimpey confirmed that they had updated their Transport Management Plan drawing and this has been issued to all of their suppliers and sub-contractors, this document clearly outlines the use of the Spellbrook layby.
- Mandeville School expansion has been incorrectly reported on Social Media claiming that the plans to expand will not be started until all the houses have been built. This is incorrect, Herts County Council will be going out to consultation soon.

Cllr A Alder suggested that signs that have been erected in neighbouring towns around construction sites clearly displaying 'No Construction Vehicles' were effective and could be used on the High Wych Road and at other locations around the town to reinforce the message on access. *Cllr E Buckmaster* agreed that this was an effective solution and would investigate this further.

20/194 TOWN EVENTS 2021

Town Managers across East Herts had met and all were cautious about large scale events, further government guidelines awaited to ascertain what type of events could proceed.

20/195 MAYOR'S CORRESPONDENCE AND COMMUNICATIONS

Additionally, to the submitted report:

- Air Quality letter response from East Herts Council and a meeting is arranged for 12 May 2021 at 12 noon via Zoom. Please email *Cllr A Furnace* if you wish to be invited to this meeting.
- Grateful thanks to Interim Clerk for executing the protocol on the death of HRH The Prince Philip, Duke of Edinburgh, a book of condolence was opened in line with the protocol in a COVID secure environment, a 2 minute silence was held on Saturday 17th April outside the council offices. Additional thanks to Father Simon of Great St Marys for the Service of Remembrance that was held on Sunday 18th at 3pm. Thanks given to all Councillors that were able to attend these events.
- Sawbo Daily Mile charity event – thank you to all those that participated in this event and have made donations to the charities.
- Attendance at Scouts AGM via Zoom on Saturday 24th April 2021.

Cllr A Alder advised that a sum of around £150 had been raised in the retiring collection at the Service of Remembrance on Sunday 18th April on behalf of the Mayor's charities.

20/196 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor E Buckmaster in addition to the report detailed:
 - 20MPH speed limit is due to be in place imminently.
 - Sheering Mill Lane One-Way System – Public engagement will take place in May 2021.
 - Burnside and London Road yellow lines are imminent. Due date was after 19 April 2021.
 - Interim Town Clerk had reported that a fire had occurred in the Vantorts play area, also a fire in Pishiobury Park over the weekend. It is not believed that the incidents

were connected, the head of service for East Herts Council has issued a press statement detailing that the Vantorts play area fire was arson and that the Pishiobury Park fire was accidental as a result of a BBQ not being extinguished completely after use. BBQ's are not permitted in this area and therefore warnings will be issued around the park.

- District Councillor Alder Report in addition to the report detailed:
 - East Herts Council full council meeting has been brought forward to 29 April 2021.
- District Councillor R Buckmaster had no further updates to the submitted report.
- District Councillor J Burmicz in addition to the report detailed:
 - He was in consultation with East Herts Planning department and a meeting was due on 29th April to gain further information for the hospitality industry on outside temporary structures. Cllr Gray reported that in his experience it had been difficult to find the relevant information, although officers from East Herts had visited some public houses and confirmed that the structures they had erected were suitable and in line with current COVID guidelines. Cllr R Buckmaster confirmed that regulations on these temporary structures had been relaxed and extended from 28 days to 56 days.

- Other Representatives

Cllr Royle - Footpaths; Schools; Town Twinning and in addition:

- Confirmed that a report from East Herts Council officer David Thorogood on the Nature Reserve would be progressed via Cllr E Buckmaster in the near future. Cllr E Buckmaster confirmed that the decision on this would be made in a process known as a 'non key decision' that does not have to go through the committee system and the decision is made by an executive member, he predicts an outcome during May 2021.

Cllr R Buckmaster – RHSO; SYPRC and in addition;

- SYPRC – Benches installed at Bullfields and the groundwork for a cycle rack has been completed.
- RHSO – Juice will be sold in June in Bell Street. Apple Day in October is under consideration in line with current COVID restrictions.
- Library Update – a risk assessment has been carried out and they are waiting for screens to be installed, volunteers are being trained for the re-opening. There is no official date at present, but it will be with reduced opening times and a maximum of 7 people at any time will be permitted in the library and this includes working volunteers. Updates will be posted on the town council website. There will be a 15 minute browsing time per person once open.

Cllr E Buckmaster – Shaping Sawbridgeworth Update, there is an ad hoc Shaping Sawbridgeworth Development Monitoring

Committee, this will be revived in the new civic year, it will be open for all members to attend. S106 documents had detailed that there was £13k allocated from one developer for the Bullfields playing field. A meeting to review the allocation of S106 monies would be useful for future planning.

20/197 LOCAL BUSINESSES

Cllr G Rattey reported that the opening of new travel agents in Knight Street on Saturday 1st May was the mark of exciting times ahead for the town in terms of vibrancy.

East Herts Council has paid out 95% of the re-start grants which is a fantastic achievement and praised the officer team at East Herts Council.

Cllr A Alder congratulated Cllr G Rattey and Jo Sargant for the huge amount of work and dedication given to the businesses in the town during this very difficult last year. Cllr P Gray supported Cllr A Alder's comment and said that the information that had been given out and the method of communication was excellent.

20/198 DEVOLUTION AND RECOVERY

With no update on this white paper, Cllr E Buckmaster suggested that this agenda item had been long standing with no progress and recommended that it be included in future under Deposit & Consultation Documents agenda item. Cllr A Furnace agreed to suspend the agenda item until more progress is made.

20/199 DEPOSIT & CONSULTATION DOCUMENTS

Received and noted: NALC Consultation on Remote Meetings. Cllr A Furnace requested members to send their comments to her and she would consolidate a response.

20/200 FINANCIAL REPORT

Received and noted.

20/201 ACCOUNTS FOR PAYMENT

Received and noted.

20/202 BANK RECONCILIATIONS AND MANDATES

Received and noted.

20/203 ITEMS FOR FUTURE AGENDAS

There were no items for future agendas

Meeting ended at 20:08

Thought for the Day given by Cllr J Burmicz:

The Patriarchs, An Elegy - Written to mark Prince Philip's death, by Poet Laureate, Simon Armitage

The weather in the window this morning
is snow, unseasonal singular flakes,
a slow winter's final shiver. On such an occasion
to presume to eulogise one man is to pipe up
for a whole generation – that crew whose survival
was always the stuff of minor miracle,
who came ashore in orange-crate coracles,

fought ingenious wars, finagled triumphs at sea
with flaming decoy boats, and side-stepped torpedoes.

Husbands to duty, they unrolled their plans
across billiard tables and vehicle bonnets,
regrouped at breakfast. What their secrets were
was everyone's guess and nobody's business.
Great-grandfathers from birth, in time they became
both inner core and outer case
in a family heirloom of nesting dolls.
Like evidence of early man their boot-prints stand
in the hardened earth of rose-beds and borders.

They were sons of a zodiac out of sync
with the solar year, but turned their minds
to the day's big science and heavy questions.
To study their hands at rest was to picture maps
showing hachured valleys and indigo streams, schemes
of old campaigns and reconnaissance missions.
Last of the great avuncular magicians
they kept their best tricks for the grand finale:
Disproving Immortality and Disappearing Entirely.

The major oaks in the wood start tuning up
and skies to come will deliver their tributes.
But for now, a cold April's closing moments
parachute slowly home, so by mid-afternoon
snow is recast as seed heads and thistledown.

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth by Zoom at 8.11pm on **Monday 26 April 2021**.

Those present

Cllr Angela Alder
Cllr Greg Rattey

Cllr Peter Gray

(Ex-officio Cllr Furnace)

In attendance:
L Dale – Planning Officer

P 20/145 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllrs Chester & Patel.

P 20/146 PUBLIC FORUM

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

P 20/147 DECLARATIONS OF PECUNIARY INTEREST

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

P 20/148 MINUTES

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

- 12 April 2021 (P18) *[prop Cllr Rattey; secd Cllr Furnace]*

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

P 20/149 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/21/0819/HH

18 Cambridge Road, CM21 9BS

Removal of conservatory. Construction of single storey rear extension, raising of roof height, 3 front dormers, first floor rear extension with 3 rear dormers, new front porch, garage conversion and alterations to fenestration

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

3/21/0833/HH **4 Rowney Wood, CM21 0HR**
Demolition of garage. Two storey side extension incorporating Juliet balcony and single storey rear extension with roof lanterns
STC Comment: No objection [prop Cllr Rattey; secd Cllr Furnace]

3/21/0879/HH **10 Knight Street, CM21 9AT**
Insertion of roof lantern to rear extension
STC Comment: No objection [prop Cllr Furnace; secd Cllr Gray]

3/21/0893/FUL **7 Pishiobury Drive, CM21 0AD**
Demolition of existing house and construction of one 2 storey detached house with basement, loft bedrooms, two balconies to rear first floor; detached garage and front entrance gates
STC Comment: Objection. Overdevelopment of site & loss of openness. Neighbours objections noted [prop Cllr Furnace; secd Cllr Gray]

3/21/0898/HH **1 Oram Court, London Road, Spellbrook**
Single storey rear extension, one roof light to rear elevation and front entrance canopy roof
STC Comment: No objection [prop Cllr Gray; secd Cllr Rattey]

3/21/0923/HH **Spring Cottage, 22A Spellbrook Lane West, Spellbrook**
Single storey rear extension with roof lantern
STC Comment: No objection [prop Cllr Rattey; secd Cllr Furnace]

3/21/0949/VAR **Farlea Spellbrook Lane West, Spellbrook**
Variation of condition 2 (approved plans) of planning permission: 3/20/1955/FUL – Erection of 1, 5 bedroomed dwelling and detached garage, with the provision of a new access and an amended internal track
STC Comment: Deferred until clearer information available [prop Cllr Gray; secd Cllr Furnace]

3/21/0926/OUT **Land Adjacent to Weeping Ash, 4 High Wych Road, CM21 0AZ**
Outline permission for single detached dwelling with detached double garage – all matters reserved except for access, landscaping and layout
STC Comment: **STC Comment:** No objection [prop Cllr Gray; secd Cllr Rattey]

P 20/150 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 23 April 2021.

3/21/0667/HH 11 Blenheim Close, CM21 0BE

Conversion of two garages; single storey rear extensions; loft conversion with roof lights; and alterations to fenestration

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

3/21/0984/HH 2 Redricks Lane, CM21 0RL

Loft conversion and extension, with rear dormer and 2 front velux roof light windows

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

P 20/151 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/20/1864/HH 94 Station Road, CM21 9JY

Extension of dropped kerbs to both sides at the front of the property

STC Comment: No objection

EHDC Decision: Granted

3/21/0125/HH 22 Yewlands, CM21 9NP

Demolition of porch. Single storey front, side and rear extensions

STC Comment: No objection

EHDC Decision: Granted

3/21/0182/HH 47 Cambridge Road, CM21 9JP

Construction of 4 loft dormer windows, with a Juliet balcony on the front elevation, insertion of rooflight at the first floor level

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by reason of the dormer windows inappropriate size, scale and design, would add considerable bulk and mass to the site that would fail to appear subservient in scale and would fail to achieve a high standard to design to respond to the context of the site, or to reflect local distinctiveness. The development would therefore be harmful to the character and appearance of the site and the surrounding area contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework" & "The proposed development, by reason of its size, scale, siting and design, would have detrimental effect upon the residential amenity of the occupants at Nos 45,49 and 51 Cambridge Road. The development would result in the loss of privacy and direct overlooking into the rear garden areas of which those occupiers ought reasonably to enjoy. The proposal would thereby be contrary to Policy DES4 of the East Herts District Plan 2018 and the National Planning Policy Framework".

3/21/0334/HH 4 The Limes, CM21 9FB

First floor front extension above garage, to link up to main dwelling, with dormer windows and roof light windows

STC Comment: Objection. Overdevelopment. Objections of neighbours noted

EHDC Decision: Refused. "The proposed development is extensive in scale, it would harmfully dominate the appearance of the existing dwelling and would be incongruous with the character and appearance of the site and the wider area. The scale, siting and orientation of the proposed development would cause harm to the living conditions of the occupants of nearby dwellings. Furthermore, the proposal would create a risk to the retention of valuable trees to the north of the site. Therefore the proposal is contrary to Policies DES4, HOU11 and DES3 of the East Herts District Plan (2018)".

P 20/152 PLANNING APPEALS

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

Meeting Closed at 8.48pm

District and County Annual report for civic year April 2020 to March 2021

Here are a few highlights of reports over the past year from a County and District Perspective

Hertfordshire News around Covid response

Volunteer and People Assistance Cell

The (VAPC) is set up under the Strategic Co-ordinating Group to organise the humanitarian and volunteering response to coronavirus.

Work commenced to contact those residents that are identified as 'shielded' but have yet to respond to the letter from Government; this is around 8000 individuals, but more data continues to be provided by Government. Hertfordshire District and Borough Councils will be contacting these residents to ensure they are well supported and are able to continue to self-isolate for the 12 weeks as advised. If residents do require support the necessary arrangements will be made.

Organisations who need to increase the support from local volunteers

As of 14 April, over 9,000 volunteers had been recruited to the three key voluntary sector organisations working collaboratively on this task: #TeamHerts, Watford3RT and Communities 1st. The number of volunteers deployed to date was over 2,500. There is, understandably some frustration from those volunteers awaiting a role. Volunteers have been kept informed and work is underway to process and match volunteers with appropriate voluntary and community groups; we have streamlined processes where we can.

Organisations who need to increase the support from local volunteers were asked to register with #TeamHerts Volunteering, visit www.thvolunteering.org.uk/organisations and complete the online form. Community groups and Parish and Town Councils who are all working to bridge any gaps in support for their communities were invited to utilise the online helpful resources and guidelines on the [#TeamHerts website](#).

For those residents who need support this remains the point of contact

Residents who are self-isolating and in [need of support from volunteers](#) can visit www.hertshelp.net, email info@hertshelp.net or [phone](#) HertsHelp on 0300 123 4044.

Public Health Services update

- 70 public health clinicians, who were working as school nurses, health visitors, in drug and alcohol services and in sexual health clinics, commissioned by Public Health, have been seconded to help the NHS around the county. This is 54% of the clinical public health workforce.
- A number of public health initiatives have also been put in place to help free up doctors and pharmacists so that they can provide vital medication and support for those most vulnerable within our communities. Despite this, much of the health improvement work and vital services that the Public Health Team usually deliver continues.
- Essential Public Health services have moved online; many consultations are taking place virtually;.

Highways

We reviewed our work programmes to identify what could be resumed safely by altering our usual methods of delivery, to ones that comply with the government requirements on social distancing. In these ever changing circumstances we have decided it prudent to take the opportunity to resume the following activities whilst the necessary resources are available. All these activities will help to ensure the highway network remains safe and operational for the vital services that need to use it and for the general public.

Variable Message Signs – Support the NHS and Care Workers

We have now added a new message to our VMS to show thanks to the NHS and Care Workers. The message shown below was displayed last night (Thursday 16th April) and will be displayed every Thursday (7pm-9pm) for the next 3 weeks. This is also being shared across our social media.



Countryside and Rights of Way

Countryside and Rights of Way (CRoW) staff produce a monthly eNews bulletin, Walking in Hertfordshire, which forms part of the Update Me stream. It focussed on keeping active locally. In particular it has promoted the key Government messages regarding social distancing, reducing unnecessary journeys and taking exercise outdoors through walking and cycling on the 3000km of Hertfordshire's Rights of Way network – footpaths and bridleways.

Support for care homes

The Minister of State for Care had [written to council leaders supporting](#) care homes. Council chief executives were being asked to lead a process to develop care home support plans by 29 May, , working with CCGs and taking into account the views of health and care providers. These plans were published on council websites and were subject to a regional and national review process.

The letter also included further information on the new Adult Social Care Infection Control and Workforce Resilience Fund. This follows the announcement from the Prime Minister yesterday of £600 million in additional funding for COVID-19 pressures in care homes. This funding supported adult social care providers to reduce the rate of transmission in, and between, care homes and support wider workforce resilience.

Hertfordshire Crowdfunding webpage launched to help local charities and businesses

Hertfordshire County Council has joined with partners to launch a new Hertfordshire wide crowdfunding platform this week giving local groups and organisations an opportunity to secure funds in a new way.

Crowdfunding is a digital method of raising finance by asking a large number of people to each give a small amount of money. Organisations and individuals can add their projects onto a

crowdfunding webpage and use social media and their networks to build support and enthusiasm for their ideas, amassing pledges from the community, public and private organisations to achieve their funding target.

Hertfordshire Libraries launched a new "Ready Reads" lending service.

Ready Reads rolled out across 10 sites from Monday 6 July 2020, the service allowed users to collect a pre-selected book pack to read at home.

Customers will be notified when their books are ready for collection from the door or lobby of the library while observing social distancing guidelines. All returned items will be placed in quarantine for 72 hours before going back into circulation.

Stay Safe Hertfordshire Summer 2020

A campaign to support the safe re-opening of Hertfordshire's high streets

Hertfordshire County Council worked with district and borough councils and other organisations across the county to launch a new 'Stay Safe Hertfordshire' campaign, which supports the safe re-opening of Hertfordshire's town centres.

As part of the campaign, Hertfordshire's Behaviour Change Unit has developed a toolkit for businesses to provide advice and resources that will help them re-open their premises safely. [The toolkit for businesses is available to view and download here.](#) The toolkit includes a suite of posters that can be displayed in the premises to encourage social distancing and other behaviours that will help to prevent the spread of Covid-19.

Changes were made to road layouts in town centres, which have been put in place to allow for safer social distancing for pedestrians and to make it easier for active travel.

Nine Herts councils received housing support for vulnerable people

Vulnerable people who were housed during the pandemic were helped to stay in accommodation thanks to the allocations of funding announced by the Housing Secretary Rt Hon Robert Jenrick. [£91.5 million allocated to 274 councils in England to help vulnerable people housed during the pandemic,](#)

How should speed limits be set in Hertfordshire?

A consultation on the draft plan was open until 12 September 2020. Hertfordshire County Council consulted on a new strategy for setting speed limits on the county's roads, including clearer guidance on introducing 20mph speed limits to protect pedestrians and cyclists.

Reviewing our plans for the county's waste

Hertfordshire County Council reviewed its Waste Local Plan to ensure that the county has the right mix of facilities to deal with the waste produced by residents and businesses.

Hertfordshire is projected to be producing 4.4 million tonnes of waste a year by 2033 – an increase of almost 1m tonnes a year from current levels.

Hertfordshire already produces more waste than it can manage locally, and with the county's population expected to rise by up to 175,000 by 2031, and up to 100,000 new homes and 100,000 new jobs being created over the same period, we will need significantly more capacity to recycle, recover and dispose of our waste in future.

As the Waste Planning Authority for Hertfordshire, the county council needs to set out strategic policies for managing the county's waste, and identify the types of facilities needed. These could include recycling centres, transfer stations, composting facilities or disposal facilities.

East Hertfordshire Growth and Transport Plan

The draft East, and South East Growth & Transport Plan (GTP), covering the towns of Bishop's Stortford and Sawbridgeworth, down to Hertford, Ware, Hoddesdon, Broxbourne, Cheshunt and Waltham Cross, and the key transport links between these towns and to surrounding areas, went to public consultation in October to December 2020. The aim was to refine the initial schemes and packages that considers the key problems and opportunities which currently exist or may in the future on the transport network and identifies what types of interventions are needed to improve the transport network.

The East Hertfordshire GTP has been developed at the same time as the South East Hertfordshire GTP due to the number of linked trips between the areas.

Local Outbreak Plan. The Hertfordshire Approach. In the autumn the Government asked every Council to create a Local Outbreak Plan, with an officer Board, called the Health Protection Board, overseen by a Board of elected members. In Hertfordshire the Elected Member Board is chaired by David Williams, Leader of the County Council, with Tim Hutchings the Executive Member for Public Health and Prevention as Deputy Chair, and comprises the leaders of the County Council, the District and Borough Councils and the Police and Crime Commissioner. The published outbreak plan can be found at this link www.hertfordshire.gov.uk/outbreakplan and is a live document. The Health Protection Board is a multi-agency board of partners working together to reduce and manage outbreaks of infection.

The Elected Member Board agreed the creation of a countywide approach to events, within the framework of legislation and guidance.

The Hertfordshire approach, overseen by the Health Protection Board in partnership with all relevant agencies is in short:

1. To enable events which are lawfully and safely planned to proceed lawfully and safely, and ensure they are COVID-19 secure
2. To ensure that events can remain dignified while being safe
3. To use existing event notification systems to do this
4. To require everyone organising an event to undertake a suitable COVID risk assessment, to ensure that the event happens safely
5. Maintain social distancing for all gatherings in accordance with current government guidance
6. To work cooperatively with organisers, including (i) seeking to agree any necessary measures with organisers if possible, (ii) applying restrictions rather than prohibitions where practical, and (ii) using enforcement powers only where this is necessary.

Sustainable Hertfordshire

In 2019 the County Council declared a climate emergency. The public engagement was open from **02 November 2020**

The county council's ambitions for leading in our own operations are:

- **Carbon neutral for our own operations by 2030**
- All operations and services are ready for future climates
- **Improve biodiversity on our land by 20% by 2030**
- Reduce what we throw away. Send nothing to landfill by 2030

The county council's ambitions for enabling and inspiring a sustainable county are:

- **Net zero greenhouse gas county before 2050**
- Our communities are ready for future climates
- **Improve wildlife in our land and water by 20% by 2050**
- **Clean air for all by 2030**
- **Increase resource efficiency threefold in the County by 2050**

<https://www.hertfordshire.gov.uk/about-the-council/consultations/environment/sustainable-hertfordshire-strategy.aspx#>

Diversity & inclusion Strategy

This consultation opened on **21 October 2020**

The council's current Diversity & inclusion Strategy was due to end in 2020. This survey asked residents to inform how we deliver a new strategy that:

- Works with communities to ensure that our services are responsive to our diverse population
- Works in partnership across all sectors to make Hertfordshire a safe and inclusive County of Opportunity for all its residents.

Hertfordshire County Council provides a number of services. This includes; Adult Social Services, Children's Services, Education, Libraries, Roads, Fire and Rescue, Citizenship Services and Public Health. A full list of services can be found [here](#). To help us understand both the needs of our communities and how we can work better together, we would be grateful if you could complete the short set of questions below.

The Equality and Diversity team has worked with a number of stakeholders over the last year to identify how to develop the new strategy that meets the needs of Hertfordshire's diverse population.

School Holiday food vouchers press release

Hertfordshire received nearly £2.5 million pounds which would fund up until the end of this financial year to April. County Council's Conservative administration has moved quickly to provide food vouchers during the school holidays following the Government's grant of nearly £2.5m to Hertfordshire.

The Council extended it and will be providing food vouchers to the value of £15 per week for each child in the County that receives free school meals during the school holidays from Christmas 2020 to Summer Half Term 2021, inclusive.

HCC have commissioned Family Fund Trust (FFT) to manage the process of buying and sharing digital vouchers,

Hertfordshire schools come top of the class in national performance tables

The Sunday Times singled out the nation's top 500 secondary schools in its recently published 2020 guide and 25 Hertfordshire schools were included, an impressive five per cent of the UK total. The schools were ranked by performance according to the results of their A'Level and GCSE examinations taken in the summer of 2019.

The 25 Hertfordshire schools ranked within the top 500 state secondary schools are (position in brackets):

- Dame Alice Owen's School, Potters Bar (33)

- Hockerill Anglo-European College, Bishop's Stortford (41=)
- Watford Grammar School for Girls, Watford (73)
- Watford Grammar School for Boys, Watford (119)
- St George's School, Harpenden (139)
- The Herts and Essex High School, Bishop's Stortford (153)
- Beaumont School, St Albans (170)
- Sandringham School, St Albans (171)
- St Albans Girls' School, St Albans (172)
- The Broxbourne School, Broxbourne (235)
- Hitchin Girls' School, Hitchin (238)
- Presdales, Ware (259)
- Roundwood Park School, Harpenden (276)
- The Bishop's Stortford High School, Bishop's Stortford (321)
- The John Henry Newman RC School, Stevenage (326)
- Rickmansworth School, Rickmansworth (336=)
- Queen's School, Bushey (339)
- The Hemel Hempstead School, Hemel Hempstead (351=)
- Loreto College, St Albans (389)
- St Joan of Arc RC School, Rickmansworth (417)
- Richard Hale School, Hertford (457)
- The Highfield School, Letchworth Garden City (459)
- Stanborough School, Welwyn Garden City (480)
- The Priory School, Hitchin (490)
- The Leventhorpe School, Sawbridgeworth (495)

Police and Crime Commissioner plans for Hertfordshire's largest ever police force

Hertfordshire is set for its largest ever police force, funded by a planned a £1.25 a month Council Tax increase. (£15) Police and Crime Commissioner David Lloyd is aiming to fund extra frontline officers as part of a £14.1m budget increase, on top of the number provided by the government national uplift programme.

- The Commissioner's budget proposal would increase the total number in the ranks to 2,267 in the next financial year, with a total of 167 new officers joining. The government is funding 90 officers to be in post by April 2022, while the Commissioner's planned precept rise would pay for another 77 officers.

Locality Grant awards made by Cllr Eric Buckmaster

Applicant organisation

Sawbridgeworth Evangelical Congregational Ch	1000
CAB/CAS	500
Sawbridgeworth town Council	1000
Friends of Sawbridgeworth Neuro Centres	750
Isabel Hospice	500
Herts Vision Loss	1000

Make Lunch Charity Sawbridgeworth	500
Red Balloon family educational boxes	150
Herts Young Homeless	500
Aspects	500
Carers in Herts	300
CHIPS	150
Sawbridgeworth Bowling Club	750
Hunsdon Parish Council	239.50
Sawbridgeworth Young Peoples Recreation centre	1,000
Grove Cottage BS Mencap	500
Sawbridgeworth Congregational food boxes	1100
Gt St Marys PCC community hall	750
Widford Play area and field	350
Wareside	450
Sawbridgeworth Cricket club	750
Stanstead St Margarets + Benefice	500
East Herts	500
Gilston Parish Council	1000
Kit out volunteers for vaccinations	260.5

Total £15,000

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

New Homes Bonus Change New awards of the New Homes Bonus (NHB) were due to have ended but this was given a one year reprieve by

government. Given the pressures on the overall budget and the need to protect the council's cash flow it is proposed to end the

automatic payment of NHB resources to Town and Parish Councils. Instead an amount equivalent to the 25% normally paid over to Town and Parish Councils will be held in reserves for eligible Town and Parish Councils to bid for. The payments will be conditional on the Town and Parish Council: having local Member endorsement of the bid; that the bid amount is capped at the amount they would have received under the previous arrangement; that they have spent all New Homes Bonus previously received and that the scheme being bid for meets one or more of the council's SEED priorities.

County Budget. Investment to support those in need, protect the environment and make Hertfordshire more sustainable are the key priorities in the council's spending and budget plans for the year ahead

Councillors today (Tuesday 23 February) agreed the budget for 2021/22, which includes an increase of 2% for the adult social care precept and an additional 1.99% for general council tax, meaning a total increase to council tax of 3.99%. This works out at an extra £1.08 a week for average Band D households.

The county council has decided to not take up the option of increasing the adult social care precept to 3% this year and will instead collect the remaining 1% next year in 2022/23.

The key areas highlighted within the budget are:

- **Supporting the vulnerable and COVID recovery:** This includes funding for additional numbers of people needing support and increases in the National Living Wage, in addition to providing the Voluntary Sector with an enhanced package to support COVID recovery. This will be broadly met by the extra 2% in social care precept. Investment will also be made in safeguarding to support vulnerable individuals in care. This is on top of further investment to enable care worker pay increases and funding for the Domestic Violence Service, and to provide support for the future transformation of disability services;

Hertfordshire County Council secures £23.5m to combat Climate Change

Hertfordshire County Council has successfully secured a further £8.5m of funding from the Public Sector Decarbonisation Scheme, managed by Salix Finance, to help fight the climate change emergency in the county.

The county council's success in securing a second and third application from this scheme brings its total funding to £23.5m. In January it successfully secured £15m of funding from its first application.

The Public Sector Decarbonisation Scheme enables public sector organisations to tackle climate change by delivering capital energy efficiency schemes and heating decarbonisation projects. This funding means the county council can now deliver several sustainability led projects at a number of its sites including its school estate, fire stations, libraries and main office buildings.

Some of the many projects include the installation of solar panels across 128 council owned buildings, the installation of an air source heat pump across our Mundell's estate and the delivery of improved cavity wall insulation across a further 15 school sites.

East Herts Council

Loan scheme for large businesses expanded

[The Coronavirus Large Business Interruption Loan Scheme was launched](#). All viable businesses with turnover of more than £45m were able to apply for government-backed support. Firms with turnover of more than £250 million can borrow up to £50 million from lenders. The scheme complemented existing support including the Covid Corporate Financing Facility and the Coronavirus Business Interruption Loan Scheme.

East Herts Covid19 Business Grant - update on payments page.

Around 80pc of eligible business fall below the Business Rate Threshold so East Herts District Council does not have data on these businesses including bank account details etc. Therefore much of the work is handled manually and takes time. It was important that businesses go online at East Herts and complete the necessary application form. The Government funding for business interruption has continued and which East Herts issues to applicable businesses and premises such as community halls.

Leisure Centres and Parks

All of our existing leisure centres closed owing to Covid lockdown and are now opening according to the timetable of easing restrictions

Grange Paddocks new Leisure Centre. The contractor proceeded with the construction at an appropriate pace subject to any restrictions and ability to receive supplies etc. I had a tour of the construction site on 27th April 2021 and laid the final tile in the wall of the 25mtre pool. Great progress has been made and opening is expected by the end of September.

Hartham Leisure Centre expansion and upgrade received planning permission and a contractor Cadman has been appointed. Work will take place over the next 18 months and arrangements will be made to limit disruption to users.

Hertford Theatre Also closed during lockdowns. The Theatre is currently open but is expected to close in June to decant following planning approval for the expansion of the auditorium, addition of 3 cinemas, studio theatre and café.

Council Operation. Council business continued but in a different form but face to face meetings are now replaced by Zoom meetings including any Board meetings associated with council major projects. Members had been trained on Zoom so that committee meetings such as Development Management may resume. Waste Collection continues to work well. The brown bin/garden collections are now an optional chargeable service at £49 per annum. Take up of the service has so far achieved to target of 45%.

Revised Gilston applications

PfP Villages 1-6 and CPP village 7

Consultations were originally expected to take place in Autumn 2020 with a target committee meeting in December. These were delayed. The Development Management Committee at East Herts is now expected to consider the applications in June.

Use of Compulsory Purchase powers in the gilston area

It was resolved in principle, (and subject to Harlow District Council resolving to follow the same course of action) the Council be prepared to use powers available to it under section 226(1)(a) of the Town and Country Planning Act 1990 to compulsorily purchase land in the Gilston area, as generally shown on the plans at Appendix 1 to the report, to enable the construction of transport infrastructure to support the delivery of the Gilston Area allocation in the East Herts District Plan (The Gilston Area Allocation) and the achievement of the wider strategic planning benefits referred to in the report;

(B) that the Executive delegates authority to the Head of Legal and Democratic Services, in consultation with the Head of Planning, to enter into a Compulsory Purchase Order Indemnity Agreement (CPO IA) in relation to this matter, on behalf of the Council; and

(C) that the Executive and Council note that Officers will undertake the work needed to prepare for a possible Compulsory Purchase Order (CPO) together with the associated documentation and, if necessary, will bring a further report back to the Executive and Council seeking authority to make a CPO.

Eric Buckmaster April 2021

EHDC report for TC may 2021

29.4.21 **Annual EHDC** meeting Cllr Ken Crofton was voted in as chair and Ian Devonshire Vice Chair. The meeting is reported by other councillors.

11.5 21 **Scrutiny Training** This training was run by David McGrath an independent counsellor who runs his own training company. He has worked with over 150 councils in England and Wales.

In Scrutiny training there are 4 key questions

1. How do we address the frustration and opportunity felt by scrutiny members?
2. Why are we here
3. What does a scrutiny committee look like?
4. What next

There are 4 ways to scrutinise

Committee meetings

Task and finish groups

Rapid review

Call in

Committee meetings

We looked at the questions 'why are we here? Why are we elected?'

We decided it was to represent the residents and their views. To improve things and make a difference. To show good governance and checks. Make sure everything is to the highest standards. To work in partnership with other organisations. For personal development and to leave a legacy.

We were then asked what our purpose was.

Questioning drives improvement, it makes a tangible difference.

Information should be given before meetings so members can ask probing questions and get formal recommendations.

It was decided that the committee should review fewer topics but do so in more depth and have SMART targets.

What we want to see happen should be the starting point.

12.5.21 Scrutiny Training

The second part of the training looked at Task and Finish and Rapid reviews.

Task and finish can take several months, it is time and resource intensive and time consuming.

Rapid review focuses on part of a topic which can't be tackled in committee, it is usually over a short period of time.

We looked at how we can scrutinise.

A - ambition, agreeing that we will mainly focus on key topics to work for the success of the council. To set the bar high and focus on the major issues not the minor ones. To try new approaches e, g. Technology. Make SMART recommendations and be strategic look at what's coming in the future.

B - big scrutiny conversations with the executive members, officers, councillors, partners and public. To look at big topics and big issues. Decide what is a fair topic be realistic and targeted. Need to carefully select topics, be clear and timely and add value. Have the resources to be flexible.

C - control of review process. Look at the topic selection and focus within it. Use the rapid review process. This can be carried out by a subcommittee to complete and make SMART recommendations. This can be achieved by

1. Agree on topic
2. List questions
3. Receive answers by email
4. Meet experts and others
5. To probe replies and test recommendations
6. Produce draft recommendations and test circulate
7. Final SMART recommendations.

18.5.21 EH Housing Strategy

19.5.21 DMC

3/20/2481/FUL Demolition/removal of existing structures and the erection of a manufacturing building and associated works.

GlaxoSmithKline Services Ltd

3/20/1931/FUL Alterations and change of use from commercial garage car showroom and workshops to mixed use development of Use Class E (g)(i) Office use and 3 residential units Use Class C3 (dwelling houses) together with the erection of a terrace of seven, 3-bedroom houses to the rear, with associated car parking and access.

Gates of Hertford

Gascoyne Way

Hertford

Hertfordshire

SG13 8EL

20.5.21 Member's Briefing?

REPORT FOR TOWN COUNCIL MEETING – 24th MAY 2021

Cllr Ruth Buckmaster has fully covered the Scrutiny training meetings which were excellent.

The three main committees on which I sit i.e. Audit and Governance, Human Resources and financial sustainability will not be meeting until after our Council meetings. Reports will be submitted for next council meeting in July.

As at our meetings District Council meetings are preceded by prayers and it was pleasing to see our own parish Priest Father Simon Vivian speaking. He had been invited to address the District Council by the outgoing District Chairman Cllr. Jonathan Kaye when he attended the Memorial Service commemorating the life of His royal Highness, The Duke of Edinburgh. He made the point that people often say politics should not be mixed up with religion but he took a contrary view that politics and faith are all into woven in our daily lives and need to be used creatively and for the common good. To which sentiment I think we would all concur.

Almost the first item on the Agenda was the election of the chairman for the ensuing year and this year Cllr. Ken Crofton was elected with Cllr. Ian Devonshire as his Deputy.

The Annual meeting of the District council then confirmed the membership of committees and the executive and other administrative arrangements.

The issue of the Old River Lane development was again the subject of debate and the members were informed that consultation with all interested groups would continue as previously agreed.

The new Leisure Centre in Grange Paddocks is progressing well and is on target for its completion date.

The issue of air quality and pollution was also the subject of the question session and this is an ongoing concern for the District with a view to seeking to reduce air pollution particularly in the hot spots identified namely, Hockerill, in Bishop's Stortford, London Road in Sawbridgeworth and an area in Hertford.

The meeting was held slightly earlier to enable it to be by Zoom rather than having to hire a larger venue post the county council elections.

Angela Alder

District Councillor,

Sawbridgeworth Ward

Police Report

As lockdown gradually eases we have begun our community voice events again, a successful event was held at Vantorts Park on Monday 17th May and another is planned for Pishiobury Park on 3rd July, both of these events are being run in conjunction with Adam Pravaman from EHDC.

Mini Police continues with year five at Reedings School, Spellbrook School are next which will commence in September 2021 for the Autumn term.

E-Scooters remain a priority for the local team and we are working closely with places of education in the town in order to send out a strong message around the legalities of E- Scooters.

w/c 17th May was national speed awareness week, this saw the local team out and about with a speed monitoring device offering education to drivers, it was well received around the town.

Across Sawbridgeworth we have seen a slight increase in reports of anti-social behaviour, this was to be expected as lock down eases, we have been attended a very productive meeting with Mr White (Headteacher at Leventhorpe) and joint work will continue into the Summer months and we are working towards a dual approach between the School and Police that follows up on incidents of ASB involving students at the school.

Joint working with Essex Police continues in relation to a series of exposure offences, work is ongoing in relation to this, we are heavily pushing the use of **what three words** in relation to being able to pin point the exact locations of offences as promptly as possible to enable officers to secure the scene for preservation of evidence.

A number of unannounced visits were conducted last week to addresses in the town with Clarion Housing Association this follows on from a number of ongoing neighbour issues which have continued to simmer during the course of lockdown.

Crime across Sawbridgeworth remains low and there have to date been no increases in volume crime.

SAWBRIDGEWORTH TOWN COUNCIL 24 MAY 2021: FOOTPATHS AND OPEN SPACES CHAMPION'S REPORT

1 SCHOOLS: Briefing/Town School Council meetings postponed until Autumn term 2021. Schools (Reedings and Mandeville) are involved in the Town Green consultation process.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

Tow path: we still await a response from the Canal and River Trust re path maintenance. Mayor is chasing.

Footpath repairs/recovery: I await an update on repairs to the shortlisted paths submitted to HCC. Nothing further to report on Footpath 21 (Vantorts Play area to Fair Green) or Footpath 32 (Fair Green to London Road). No action yet on the area around the post box at the exit to the Bell Street car park; both benches there could do with some cleaning/repainting. The disabled parking space at the Newton Drive Pishiobury entrance is occasionally being misused. Parking continues on the grass, pending prevention measures.

Open Spaces. Local Nature Reserve status for Pishiobury still awaited. We will need to review and update the byelaws (last updated 1985). We await a response from the owners of the land off Springhall Lane on their plans for that piece of land.

Litter/dog fouling. We await EHDC's 'consultation' on the possible relocation/dualling of litter and dog waste bins. No action has been taken so far on a long-standing and repeated request to move a dog waste/dual bin nearer to Mandeville. Unfortunately, responses from EHDC Customer Services, as well as to Freedom of Information requests, are often more formulaic/cryptic than genuinely informative.

I have confirmed that 'cleansing' of the A1184 from Sawbridgeworth to Bishop's Stortford is scheduled for the third Friday of the month. Sustainable Sawbridgeworth members will monitor. The trimming of the verges on the A1184 falls under the remit of Hertfordshire County Council Highways. I'm not sure how well the two activities are coordinated.

3 Town twinning. We await developments here and in France and Germany to see if the planned visits for September and October can go ahead. Two informal conversation classes in French and German ongoing.

4 Sustainable Sawbridgeworth. Litter continues to be an issue in the town and on the road verges and laybys between Parsonage Lane and Spellbrook. A community litter pick is planned for 10 July. The group plans to draw up a map/list of bin locations and hotspots so that we can respond to the EHDC consultation mentioned above. The Defra consultation on the introduction of consistent recycling collections for all households and businesses is also now out.

David Royle 160521

Reports for Town Council 24th May

Syprc report

The committee met on 28th April.

The matters looked at were the car park, repairs and resurfacing. We are looking at getting different quotes. New playground equipment if S106 monies allow for it and the AGM. This is being held in person at the centre 20th July if government protocols allow.

We are also looking at the plans for the extension to the building which will be presented to full council at a later date.

AGM 20th July 7.30 pm all welcome.

Ruth Buckmaster Chair SYPRC

RHSO

The juice stall held at the beginning of April raised £294. We shall be holding another on 19th June.

We are hoping to be at the Allotment Show in the Memorial Hall 4th September.

And at The Scarecrow Festival at High Wych Church on 11th and 12th September. The juice is also available to buy from Full of Beans. Hopefully with these events we will be able to sell all of the current stock.

We are holding this year's Apple Day on 2nd October and are starting to advertise the maintenance days on Facebook as we can now have more people attend. More details on Apple Day to follow. The website is also being updated.

We thank the Town Council for the repairs to the bridge.

Ruth Buckmaster Chair RHSO

Sawbridgeworth Town Council

Memorandum from the Interim Town Clerk

To: All Members
From: Joanne Sargent
Subject: Briefing for Annual Meeting of the Town Council including Projects
Date: 18th May 2021

Finance – 2020/2021 Year End

RBS (Finance Software Package) complete. Internal audit complete. AGAR complete in preparation for signatures at M02 on 27 June 2021.

Electric Vehicle Points & Bus

Deed of Easement signed and returned to EHDC to progress the installation, there are outstanding queries that are required to be answered before work commences.

Preliminary discussions with the Operations & Purchasing Manager, Integrated Transport Unit, Environment & Infrastructure at HCC to discuss the purchase of an electric bus in the future. EHDC have declared their interest to be involved in the project.

Events

It is likely that Fun on the Field will go ahead on September 4th 2021 at Bullfields, subject to COVID guidelines and restrictions. As town events managers across East Herts there is caution in preparation and planning post pandemic.

Sawbobus

The Sawbobus service continues on a reduced Guide to Timings on Monday, Wednesday and Friday. Budgens discount voucher scheme has been transferred to Wednesdays.

The hire minibus is available for general hire as required.

Tourist Information Point

a.k.a. The West Road Telephone Box. The intended move to Bell Street car park in order to provide a housing for a defibrillator has met with logistical difficulties. It was agreed at the Amenities Meeting of March 2021 that the telephone box could be repaired and tidied up at its present location. Costs for this work are in progress and an update will be sent shortly to Amenities Committee.

West Road Play Park

Vandalism is an ongoing problem at present, in particular the pulling up of the 'No-Mow' grass on the slide bank. A specialist contractor will have to be assigned to carry out the repair. The vandalism is bizarre, not the usual we experience, for example disassembling parts of the climbing frame and stealing the bolts!

STC/EHDC meeting on air quality – 12 May 2021

Following the exchange of letters between STC and EHDC earlier this year on air quality issues and concerns, STC held a productive meeting with EHDC on 12 May 2021.

Actions were agreed as follows.

EHDC will:

- Look into purchase/rental options for air quality monitoring systems (to be timelier, even if less accurate than the Defra system)
- Contact Simon Brown at County regarding his safer neighbourhood and school's air quality scheme
- Share resources with STC for the Clean Air Day campaign (17 June)
 - Social media packs
 - Provide materials for shops and a possible stall by Sustainable Sawbridgeworth once we have confirmed required numbers of A4 posters. These can be branded it with 'In partnership with Sawbridgeworth Sustainability Group or Town Council'
- Advise the installation dates for five idling signs once STC has identified optimal placing in Bell Street car park
- Work to ensure the promised EV chargers are installed in Bell Street car park as quickly as possible
- Investigate possible ways of acquiring an electric minibus including possible co-working with EHDC and HCC.

STC and EHDC are due to meet again in July 2021.

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Laura Carter
Subject: **Allotment Report May 2021**
Date: 30 April 2021

Proposed Allotment Rent from October 2022

Allotment rents were raised in October 2020 to £6 per rod with a concessionary discount of 33.3% at £4 per rod, plus a water charge. No increase was proposed for October 2021.

After consulting with other local Councils, I recommend increasing allotment rents in October 2022 to £6.50 per rod with a concessionary discount of 30.7% at £4.50 per rod, plus a water charge.

If this increase is endorsed by the committee, tenants will be notified in writing when their tenancy renewals are posted in September 2021, giving them one year's notice of the increase, as per the tenancy agreement.

Bee-keeping Policy

Please see the attached proposed Bee-keeping Policy for Sawbridgeworth Town Council.

Amended Tenancy Agreement

Please see the attached Allotment Tenancy Agreement. I have highlighted the proposed changes in yellow.

Sawbridgeworth Town Council



Bee-Keeping Policy

1. Any tenant wishing to keep bees must apply to Sawbridgeworth Town Council in writing, demonstrating that they can meet the requirements set out in this Bee-keeping Policy. Sawbridgeworth Town Council reserves the right to refuse any application, depending on the current situation on the allotments.
2. Bee keepers must be members of a local bee keeping association operating under the British Bee Keeping Association (BBKA) and provide proof of membership when submitting their application and annually thereafter.
3. As a minimum, bee keepers must have undertaken beginners training with a local bee keeping association and preferably have achieved the BBKA's Basic Assessment in Beekeeping.
4. The bee keeper must provide a copy of their public liability insurance annually (usually included with BBKA membership) in respect of their bee keeping activities to the Council.
5. A suitable sign or notice must be placed on the plot and ideally near to the site entrance with the bee keeper's name and contact details in case of emergencies.
6. All hives must be registered with the National Bee Unit
7. Bees must be inspected weekly during the swarming season, which can be between April and September. Bee-keepers must advise other tenants about this inspection procedure to ensure they are aware of great number of bees flying during the inspections. Inspections should preferably be done at a time when the allotments are not too busy.
8. Hives must be positioned to avoid bees flying towards paths or roads. Screening, such as netting or fencing, must be provided around the hives to direct the bees' flight path above head height.
9. Tenants are only normally permitted to keep a maximum of two hives on their plot. However, this may be temporarily increased as part of swarm prevention.
Note: Tenants must not exceed the limit as set out in their insurance.

10. The Bee-keeper must satisfy the Council on application that they have adequate arrangements in place to ensure that the bees are looked after in their absence and to ensure that any problems caused by their bees will be resolved. Information should be displayed as per item 5 of this policy.
11. If the Council asks for hives to be removed, the bee keeper must do so within 4 weeks of such request. The Council's decision on the removal of hives is final. Bee keepers are advised to have alternative site arrangements in place in the event that they are asked, by the Council, to remove the bee hives from their plot.
12. In the event of the terms of this agreement not being complied with, the Council reserves the right to arrange for the removal of bees and bee keeping equipment from the allotment. The Council will not be liable for any loss of, or damage to, bees and bee keeping equipment and may seek reimbursement from the Tenant of any costs incurred.

SAWBRIDGEWORTH TOWN COUNCIL ALLOTMENT TENANCY AGREEMENT

[SITE] [ALLOTMENT]

AN AGREEMENT 30 April 2021 BETWEEN SAWBRIDGEWORTH TOWN COUNCIL, (hereinafter called "the Council") by the hand of Ms Joanne Sargant, its Proper Officer and duly authorised Agent of the one part and

[HOLDER_NO_INITIALS]

[HOLDERADDRESS]

(hereinafter called "the Tenant") of the other part.

WHEREBY:

1. The Council agrees to let and the Tenant agrees to take on a yearly tenancy from 30 April 2021 the Allotment Garden [ALLOTMENT] on the allotment site of [SITE] Sawbridgeworth in the Council's Register of Allotment Gardens measuring [SIZE] or thereabouts, at the yearly rent of [GROSS] and at a proportionate rent for any part of year over which the tenancy may extend.

The Tenancy is subject to the provisos and conditions hereinafter contained.

2. The Tenant hereby agrees with the Council as follows:-

(a) to pay the rent hereby reserved on the first day of October every year during the continuance of this tenancy without any deductions whatsoever;

(b) the rent may be varied on the Council serving not less than one year's written notice on the Tenant, and such notice shall be deemed to form part of this Agreement;

(c) to use the allotment garden as an allotment garden and for no other purpose without the prior consent in writing of the Council;

(d) to keep the allotment garden clean, free from weeds and well manured and otherwise maintain it in a good state of cultivation and fertility and good condition and to keep any pathway or cart track included therein or abutting thereon reasonably free from weeds;

(e) to keep the whole of the allotment garden under cultivation and not to leave areas untended or unused.

(f) the Tenant shall keep every hedge that forms part of this allotment garden including the boundary thereof properly cut and trimmed, keep all ditches properly cleansed, and maintained and keep in repair any other fences and any other gates or sheds on the allotment garden;

(g) not to cause or permit any nuisance or annoyance to the occupier of any other allotment garden or obstruct or encroach on any path or roadway set out by the Council for the use of the occupiers of the allotment gardens within the said allotment site;

(h) not to underlet assign or part with the possession of the allotment garden or any part thereof without the prior consent in writing of the Council;

(i) not to cause any nuisance by lighting any bonfire, the allotment garden being in close proximity to neighbouring properties.

Change to -Not to light any bonfire, the allotment gardens being in close proximity to neighbouring properties.

(j) not without the prior consent in writing of the Council to cut or prune any timber or other trees or take sell or carry away any mineral gravel sand earth or clay;

(k) not without the prior consent in writing of the Council to erect any building on the allotment garden AND in regard to any building for which consent has been granted to erect the same in accordance with plans or specifications (and of materials specified therein) submitted to the Council by the Tenant;

(l) not to erect any fence or barbed wire adjoining any path set out for use of occupiers of the allotment gardens;

(m) not without the previous consent in writing of the Council to plant any trees or fruit bushes or any crops which require more than twelve months to mature;

(n) not to deposit or allow other persons to deposit on the allotment garden any refuse or decaying matter (except manure and compost in such quantities as may reasonably be required for use in cultivation) or place any matter in any hedges ditches or dykes situate in the said allotment site or in any adjoining land;

(o) to ensure that any dog brought into the said allotment site is securely held on a leash;

(p) not to keep any animals or livestock of any kind upon the allotment garden without prior consent of the Council.

(q) not to erect any notice or advertisement on the allotment garden;

(r) to notify forthwith the Council of any change of address of the Tenant;

(s) not to use the allotment garden for the production of produce other than for the tenants own consumption.

(t) to yield up the allotment garden at the determination of the tenancy hereby created in such condition as shall be in compliance with the agreements herein contained;

(u) to permit any officer or other agent or representative of the Council to enter on the allotment garden and inspect the condition thereof and of any building erected or being erected thereon;

(v) to observe and perform any other special conditions which the Council consider necessary to preserve the allotment garden from deterioration and of which notice shall be given to the Tenant in accordance with Clause 5 of this Agreement;

(w) the Tenant shall not use a hose pipe for watering the allotment garden.

(x) Not to bring carpets onto the allotments to be used as a weed suppressant.

(y) to pay a deposit of £100 when taking on a new plot. This deposit is refundable when the plot is surrendered, so long as the plot is left tidy and free of weeds, rubbish and structures. Any structure that a tenant desires to leave for the next tenant must be in good condition and agreed with the Council.

3. The Council hereby agrees with the Tenant that the Tenant observing and performing the conditions and obligations on his part contained in this Agreement may peaceably use and enjoy the allotment garden without any interruption by the Council or any person claiming under or in trust for the Council.

4. This tenancy shall determine on the death of the tenant and may also be determined in any of the following manners:

(a) by either party giving to the other twelve months previous notice in writing expiring on or before the thirtieth day of September;

(b) by re-entry by the Council at any time after giving three months previous notice in writing to the Tenant on account of the allotment garden being required

(i) for any purpose (not being the use of the same for agriculture) for which it has been appropriated under a statutory provision or

(ii) for building mining or any other industrial purpose or for any roads or sewers necessary in connection with any of those purposes;

(c) by re-entry by the Council at any time after giving one months previous notice in writing to the Tenant;

(i) if the rent or any part thereof is in arrears for not less than forty days whether legally demanded or not; or

(ii) if it appears to the Council that there has been breach of the conditions and obligations on the part of the Tenant herein contained; or

iii) if the Tenant shall become bankrupt or compound with his creditors.

5. Any notice required to be given by the Council to the Tenant may be signed on behalf of the Council by the Town Clerk for the time being and may be served on the Tenant either personally or by leaving it at his

last known place of abode or by prepaid post addressed to him there or by fixing the notice in a conspicuous manner on the allotment garden AND any notice required to be given by the Tenant to the Council shall be sufficiently served if signed by the Tenant and sent by prepaid post to the Town Clerk.

AS WITNESS the hands of the parties hereto the day and year first before written

SIGNED:

Authorising Officer

SIGNED:

Witness

SIGNED:

Tenant

SIGNED:

Witness

Committee Membership 2021-22

Mayor and Deputy Mayor ex-officio on committees as appropriate

Amenities Committee

- J Burmicz
- P Coysten
- A Furnace
- A Alder
- N Parsad
- C Chester

Appointments and Appraisals Committee

- A Alder
- E Buckmaster
- G Rattey

Economic Development & Sawbridgeworth Town Action Plan

- A Alder
- R Buckmaster
- D Patel
- D Royle
- N Parsad
- A Furnace

Finance and Policy Committee

- A Alder
- E Buckmaster
- R Buckmaster
- D Royle
- N Parsad
- D Patel

Planning Committee

- A Alder
- C Chester
- P Gray
- D Patel
- N Parsad
- D Royle

Working Parties and Task & Finish Groups 2021-22

Eco-Audit Working Group

- D Royle
- E Buckmaster
- A Furnace
- N Parsad
- Sarah Brown
- Hazel Mead

* Bob Reed as required

Shaping Sawbridgeworth and monitoring working group

- A Alder
- E Buckmaster
- R Buckmaster
- A Furnace
- J Burmicz
- D Royle
- N Parsad

* other interested members and residents to attend as appropriate

Town Green Working Group – reports to ED&STAP

- A Alder
- E Buckmaster
- R Buckmaster
- D Patel

War Memorial Task & Finish Group

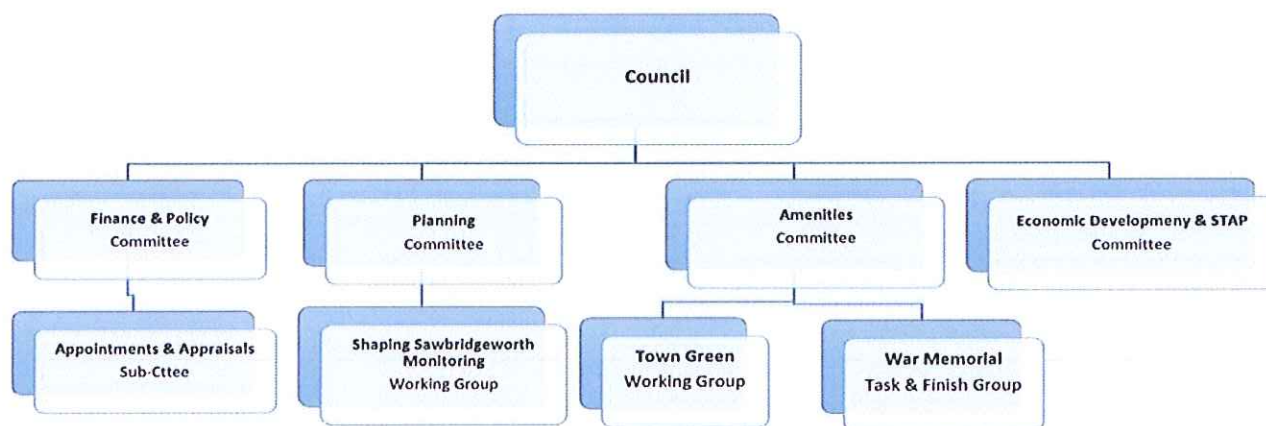
- Barry Hodges
- Barry Leslie
- Val Bright
- Angela Alder
- Town Clerk
- Joanne Sargant

Champions 2021-22

- Allotments Chair of Amenities Committee
- Business Cllr Rattey and Cllr Parsad
- Cemetery Chair of Amenities Committee with Cllr Coysten
- Crime and Disorder Cllr Burmicz
- Dementia & Loneliness Cllr Alder
- Emergency Plan D. Cllrs A Alder, R Buckmaster, J Burmicz
- Footpaths & Open Spaces inc dog fouling Cllr Royle with Chair of Amenities
- Green Cllr A Furnace
- Market Cllr R Buckmaster
- Rivers Heritage Site & Orchard Cllrs E Buckmaster & R Buckmaster
- Young People & Schools Cllr Royle with Mayor

Representatives 2021-22

- F & B Education Foundation (SBW & Harlow) Cllr R Buckmaster
- Friends of Pishiobury Park Cllr Royle
- Hailey Centre Cllrs Alder, Coysten, & Burmicz
- Herts Assn of Parish & Town Councils Cllr Alder
- Mann Memorial Cottages Cllr Coysten
- Sawbridgeworth May Fayre Cllr E Buckmaster
- Sawbridgeworth Memorial Hall Trust Cllr N Parsad
- Sawbridgeworth Sports Association Cllr Patel
- Sawbridgeworth Town Twinning Association Clls E Buckmaster & D Royle
- Sawbridgeworth Trust Cllrs Coysten & R Buckmaster
- Sawbridgeworth Young People's Recreational Centre Cllrs Alder, R Buckmaster, Furnace, & Royle



Proposed Committee Membership 2020-21. Mayor and Deputy Mayor ex-officio on committees as appropriate.

- **Finance and Policy Committee**
- A Alder
- E Buckmaster
- R Buckmaster
- A Furnace
- S Richards
- D Royle

Appointments and Appraisals Committee

- A Alder
- E Buckmaster
- A Furnace

Planning Committee

- A Alder
- C Chester
- P Gray
- G Rattey
- D Patel
- S Richards

Shaping Sawbridgeworth and monitoring working group

- A Alder
 - E Buckmaster
 - R Buckmaster
 - A Furnace
 - John Burmicz
 - D Royle
- * other interested members and residents to attend as appropriate

Amenities Committee

- J Burmicz
- P Coyston
- A Furnace
- P Gray
- D Royle
- A Alder

Town Green Working Group

- P Coyston
- E Buckmaster
- R Buckmaster
- D Patel

War Memorial Task & Finish Group

- Barry Hodges
- Barry Leslie
- Val Bright
- Angela Alder
- Richard Bowran
- Joanne Sargant

Economic Development & Sawbridgeworth Town Action Plan

- A Alder
- R Buckmaster
- C Chester
- D Patel
- G Rattey
- D Royle

Champions & Representatives

Champions

Allotments	Chair of Amenities Committee
Cemetery	Chair of Amenities Committee with Cllr Coyston
Crime and Disorder	Cllr Burmicz
Dementia Awareness	Cllr Alder
Emergency Plan	D. Cllrs A Alder, R Buckmaster, J Burmicz
Footpaths & Open Spaces inc dog fouling	Cllr Royle with Chair of Amenities
Rivers Heritage Site & Orchard	Cllrs E Buckmaster & R Buckmaster
Young People & Schools	Cllr Royle with Mayor

Representatives

F & B Education Foundation (SBW & Harlow)	Cllr R Buckmaster
Friends of Pishiobury Park	Cllr Royle
Hailey Centre	Cllrs Alder, Coysten, & Burmicz
Herts Assn of Parish & Town Councils	Cllr Alder
Mann Memorial Cottages	Cllr Coysten
Sawbridgeworth May Fayre	Cllr E Buckmaster
Sawbridgeworth Memorial Hall Trust	Cllr S Richards
Sawbridgeworth Sports Association	Cllr Patel
Sawbridgeworth Town Twinning Association	Clls E Buckmaster & D Royle
Sawbridgeworth Trust	Cllrs Coyston & R Buckmaster
Sawbridgeworth Young Peoples Recreation Centre	Cllrs Alder, R Buckmaster, Furnace, & Royle

Sawbridgeworth Town Council

Subject: Subscriptions 2021-22

Date: 19 May 2021

	Resolved 2020/21	Proposed 2021/22
• Council for the Protection of Rural England (CPRE)	50.00	50.00
• National Association of Local Councils / Hertfordshire Association of Parish and Town Councils (NALC/HAPTC)	1,341.67	1,365.00
• Open Spaces Society (Direct Debit)	45.00	45.00
• Society of Local Council Clerks (SLCC)	385.00	285.00
• Institute of Local Council Management (ILCM)	60.00	60.00
• Institute of Cemeteries and Crematoria Management (ICCM)	90.00	90.00
• National Association of British Market Associations (NABMA)	nil	369.00

£

Sawbridgeworth Town Council

Proposed Schedule of Council Meetings 2021/2022

Month	Council	Planning Cttee	F & P Cttee	Amenities Cttee	Econ Devt & STAP Cttee	Other meetings
2021 May	24 M01 Annual Meeting of Town Council	24 P20				Shaping Sawbridgeworth Working Group meets as required
Jun	28 M02	14 P01 28 P02	14 F01	14 A01		
Jul	26 M03	12 P03 26 P04			12 E01	12 A&A Cttee SA21
Aug						
Sep	27 M04	13 P05 27 P06	13 F02		13 E02	
Oct	25 M05	11 P07 25 P08		11 A02		
Nov	29 M06	15 P09 29 P10			15 E03	15 A&A Cttee SA22
Dec						
2022 Jan	31 M07	17 P11 31 P12	17 F03		17 E04	
Feb	28 M08	14 P13 28 P14		14 A03		
Mar	28 M09	14 P15 28 P16			14 E05	
Apr	25 M10	11 P17 25 P18	11 F04			04 Annual Town Meeting
May	23 M01 Annual Meeting of Town Council	9 P19		9 A04		
Jun	27 M02	13 P01 27 P02	13 F01			

- 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