

Sawbridgeworth Town Council

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



MAYOR
Cllr Salvatore Pagdades

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

TOWN CLERK
Christopher Hunt

Cllrs E Buckmaster; R Buckmaster;
Furnace; Newell; Pagdades; Penney; A Parsad-Wyatt; N Parsad-Wyatt; Rattey;
Rider; R Smith; S Smith

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 28th July 2025** commencing at 7:00pm to transact the business as set out in the agenda below.

Town Clerk
18th July 2025

AGENDA

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

- 25/41 APOLOGIES FOR ABSENCE**
[👏] To receive any apologies for absence
- 25/42 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Pecuniary Interest by Members
- 25/43 PUBLIC FORUM**
[📄] To receive and respond to questions from members of the public, on matters within the remit of the Town Council.
- 25/44 MINUTES**
[📄] [👏] To approve as a correct record the minutes of the Meeting of the Town Council held on 30th June 2025 (M02)
[Attached appendix A]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Actions from previous meeting

Action	Owner	Update
Clerk to write to Gary Salisbury at Harlow College offering support on behalf of Sawbridgeworth	Clerk	Email sent 1 st July 2025 and thanks sent from Gary Salisbury for the councils quick response and support for the project.

M03 Agenda 250728

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

Town Council for the development of the colleges specialism in construction for students.		
Clerk to update and circulate new calendar date for the ATM 2026	Clerk	Updated meeting calendar/schedule emailed to all Cllrs and Staff 1 st July 2025.
Clerk to set up a meeting regarding section 106 funding with Cllr Simon Penney and the EHDC 106 officer.	Clerk	Email sent to Jackie Bruce 1 st July 2025 requesting a meeting, waiting on a response

25/45

PLANNING COMMITTEE

[📎]

To receive and note the minutes of the Planning Committee held on 30th June 2025 (P03)
[Attached appendix B]

[📎]

To receive and note the draft minutes of the Planning Committee held on 14th July 2025 (P04)
[Attached appendix B]

25/46

TOWN ACTION PLAN AND AMENITIES COMMITTEE

[📎]

To receive and note the draft minutes of the Town Action Plan and Amenities Committee held on 14th July 2025 (T01)
[Attached appendix C]

25/47

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive mayor's appointments and communications

25/48

REPRESENTATIVES REPORTS

[📎]

To receive representatives reports from:

- County Councillor
- District Councillors
- Hertfordshire Police
- Other Representatives
 - Cllr Pagdades
 - Cllr R Buckmaster
 - Cllr Furnace
 - Cllr Panney
 - Cllr S Smith

[📎]

[📎]

[Attached appendix D]

25/49

TOWN CLERK REPORT

[📎]

To receive and note clerk's report for the month of July 2025.
[Attached appendix E]

25/50

TOWN EVENTS MANAGER REPORT

[📎]

To receive a verbal update on the Towns Event Managers report for the month of July 2025.
[Attached appendix F]

25/51 GRANT APPLICATIONS

To consider and **resolve** the following grant applications:
[Attached appendix G]

[📄] [👉]

1. Hertfordshire Boat Rescue
Water Safety Patrols **£500**

[📄] [👉]

2. East Herts District Council
Diversionary Activities **£552**

[📄] [👉]

3. Sawbridgeworth Fire and Rescue
Replacement defibrillator **£500**

[📄] [👉]

4. The Fabric Folk CIC
Run Repair workshops **£500**

[📄] [👉]

5. Canal Ability
Volunteers name badges **£400**

25/52 REPRESENTATION TO THE COUNTY AND DISTRICT COUNCIL

[👉]

To consider issuing a formal response to Hertfordshire County Council and/or EHDC, requesting a reassessment of the financial and service provision allocation and urging greater investment in our town's infrastructure.

Cllr John Rider

25/53 REDUCING THE COUNCILS CARBON FOOTPRINT

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

Cllr A Furnace

25/54 DEPOSIT & CONSULTATION DOCUMENTS

[👉]

To note receipt of any Documents for Noting and Consultation

25/55 FINANCIAL REPORT

[📄]

To note the current Financial Report
[Attached appendix H]

25/56 ACCOUNTS FOR PAYMENT

To note and approve accounts for payment.

25/57 ITEMS FOR FUTURE AGENDAS

To note any items for future agendas.

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 30th June 2025**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Salvatore Pagdades
Cllr Angus Parsad - Wyatt

Cllr Nathan Parsad - Wyatt
Cllr Simon Penney
Cllr Greg Rattey
Cllr Steve Smith

In attendance:

3 x members of the public

Welcome by the Town Mayor followed by thought for the day from
Cllr Angus Parsad-Wyatt

25/25 APOLOGIES FOR ABSENCE

Cllr Annelise Furnace, Cllr Dawn Newell, Cllr John Rider, Cllr Reece Smith.

Approved [*Prop Cllr Angus Parsad-Wyatt; sec'd Cllr Steve Smith*]

25/26 DECLARATIONS OF PECUNIARY INTEREST

None declared.

25/27 PUBLIC FORUM

Questions

We would like to ask the Town Council to reconsider improving signage as follows:

- Replacing the 'Sports Ground' sign at Springhall Road with one reading 'Tennis Club'.
- Replacing the 'Sports Ground' sign at the entrance to Bell Street car park with one reading 'Bowls and Cricket Clubs'.
- Adding new signs within the car park directing people to the Bowls and Cricket Clubs.

Cllr Eric Buckmaster highlighted the possibility of section 106 monies becoming available as the Sawb 4 development is progressed.

Cllr Simon Penney echoed this and stated the Clerk will be trying to arrange a meeting with Jackie Bruce, the East Herts District Council 106 officer.

Cllr Angus Parsad-Wyatt challenged the wording to the written question and stated the Council did support local groups but would find this difficult on a purely funding basis. The Council will continue to support where they can.

This was challenged by the member of public as they stated the wording of the question was taken from the minutes of the meeting whereby this funding was rejected.

Resolved: To approve as a correct record the minutes of the Annual Meeting of the town council held on 19th May 2025 (M01)
[prop Cllr Greg Rattey; sec'd Cllr Nathan Parsad-Wyatt]

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

Action	Owner	Update
To write to Section 106 officer to explore if funding can be reviewed due to the delay in the development.	Clerk	Email sent 21st May 2025 to Jackie Bruce 106 officer who responded, <i>"The Section 106 contribution amounts and designated uses were agreed back in 2020 when the planning application was approved at the Planning Committee on 09/09/2020 (subject to the S106 Agreement being signed), and the unfortunately due to probate issues the planning app and S106 were not officially granted until 16/05/2025</i> <i>Therefore, the total S106 contribution amounts and uses are as listed below as they were agreed back in 2020 and I cannot change them:</i> • <i>Recycling and refuse Container Provision for new residents £10,174</i> • <i>Sports hall Contribution to Leventhorpe Leisure Centre and/or Grange Paddocks Leisure Centre £79,823</i> • <i>Swimming pool contribution £85,183 to Leventhorpe Leisure Centre and/or Grange Paddocks Leisure Centre.</i> • <i>Health and Fitness Contribution £32,667 to Leventhorpe Leisure Centre and or Grange Paddocks Leisure Centre.</i> • <i>Community Buildings Contribution £69,243 to the Bullfields Centre.</i> • <i>Playing Pitches contribution £17,421 to Sawbridgeworth Town FC</i> <i>However, the S106 Agreement has the additional wording "and/or alternative provision serving the development as agreed between the Owners and the Council in writing" so we do have some flexibility going forward.</i>
To write to HCC regarding if a suitable gritting vehicle had been purchased for Sawbridgeworth roads as the current vehicles are too big	Clerk	Email sent 22nd May to Ross Bevan who responded <i>"Bell Street and a handful of other similar locations remain on the agenda for us to try and solve."</i>

- 25/29 PLANNING COMMITTEE**
Received and noted: the minutes of the planning committee held on 19th May 2025 (P01)
- Received and noted:* the draft minutes of the planning committee held on 9th June 2025 (P02)
- 25/30 FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE**
Received and noted: the draft minutes of the Finance, Policy and Economic Development Committee held on 9th June 2025 (F01)
- 25/31 TOWN CLERK REPORT**
Received and noted: the clerk's report for the month of June 2025.
- 25/32 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-25**
1. *Noted:* the report of the Internal Auditor for the financial year 2024-25
 2. *Resolved:* to approve and sign the Annual Governance Statement, 2024/2025.
[prop Cllr Nathan Parsad-Wyatt, secd Cllr Ruth Buckmaster]
 3. *Resolved:* to approve and sign the Annual Return for 2024/25.
[prop Cllr Nathan Parsad-Wyatt; secd Cllr Ruth Buckmaster]
- 25/33 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive new Mayor's appointments and communications
 Cllr Salvatore Pagdades advised he had attended the following:
- Grt St Marys Church where The *Reverend Canon Robert* Riley-Braley was licensed as Associate Minister of Sawbridgeworth.
 - River Day
 - Bishops Stortford ArtVibe event showcasing local artists
 - Town Twinning event with Moosburg representatives who presented the Mayor with a crested inspection chamber cover, the Sawbridgeworth Community Choir were also present.
 - Cross border police operation with Herts and Essex officers
 - Buntingford Civic Reception with the High Sherrif in attendance.
- 25/34 REPRESENTATIVES REPORTS**
Received and noted: Representatives reports from:
- o County Councillor E Buckmaster additionally added;
 - The County Council is marketing the whole of County Hall for sale. There is some opposition to this due to the estimated £1 million cost of temporary accommodation and the ongoing need for facilities following the development of the unitary council. As Hertford is the County Town, some County Councillors have expressed a desire to retain a County Council presence in the town moving forward.
 - Anti-social behaviour (ASB) signage has been funded for local officers.
 - Maintenance of Great St Mary's Churchyard is now the responsibility of East Herts District Council (EHDC).
 - Footpath 9 has now been resurfaced.
 - New residents' bins are being delivered. Some confusion has arisen among residents in flats, as their collection schedule differs from that of residents in houses.

- The Department for Education (DfE) is appointing regional colleges specialising in construction. A discussion was held with councillors, and it was agreed that the Clerk would write to the project manager at Harlow College in support of this development, as it would benefit the town and the wider area by helping young people develop valuable skills.

ACTION Clerk to write to Gary Salisbury at Harlow College offering support on behalf of Sawbridgeworth Town Council for the development of the colleges specialism in construction for students.

- Cllr Ruth Buckmaster, updated that the last East Herts Council Development Management Committee (DMC) had been cancelled.
- Cllr Angus Parsad-Wyatt, updated on the Community Governance Review (CGR) which is a process that allows local councils to evaluate and adjust the governance structures of town and parish councils, ensuring they effectively represent and serve their communities. All representations were listened to at the working group meeting he attended last Thursday with recommendations from the EHDC working party being released this Thursday 3rd July 2025.
- Herts police, PC Shelly Marshall submitted a report detailing the results of the cross border operation with Essex officers which was also attended by the Mayor.
- Cllr Ruth Buckmaster updated RHSO will be holding its AGM on the 10th July 2025.
- Cllr Simon Penney, reported that he had a meeting with Mr David Royle and the Clerk prior to this meeting to discuss 106 monies and the Clerk had agreed to arrange a meeting with the EHDC 106 officer to explore how funding for the town may be gained.
He wanted his thanks recorded for the commitment to the towns football club from Steve Day who is stepping down after 43 years of volunteering.
- Cllr Steve Smith, updated the meeting on the Hailey Centre progress in the upgrades they have planned. Due to funding issues these were to be broken down into two phases with the most urgent upgrades being completed in phase 1.

ACTION – Clerk to set up a meeting regarding section 106 funding with Cllr Simon Penney and the EHDC 106 officer.

25/35 TOWN PROJECTS MANAGER REPORT

Due to an urgent leave request from the project manager no update was given at this meeting.

25/36 ANNUAL TOWN MEETING DATE

Resolved the date for the 2026 Annual Town Meeting set as 20th April.
[prop Cllr Nathan Parsad-Wyatt; secd Cllr Ruth Buckmaster]

ACTION – Clerk to update and circulate new calendar date for the ATM 2026

25/37 REDUCING THE COUNCILS CARBON FOOTPRINT

Cllr Annelise Furnace report was noted in her absence.

25/38 FINANCIAL REPORT
Noted: The current Financial Report

25/39 ACCOUNTS FOR PAYMENT
Noted and Approved: Accounts for payment.

24/40 ITEMS FOR FUTURE AGENDAS
Nothing was raised.

Meeting ended at 7:41pm

<i>Action</i>	<i>Owner</i>	<i>Update</i>
Clerk to write to Gary Salisbury at Harlow College offering support on behalf of Sawbridgeworth Town Council for the development of the colleges specialism in construction for students.	Clerk	Email sent 1 st July 2025 and thanks sent from Gary Salisbury for the councils quick response and support for the project.
Clerk to update and circulate new calendar date for the ATM 2026	Clerk	Updated meeting calendar/schedule emailed to all Cllrs and Staff 1 st July 2025.
Clerk to set up a meeting regarding section 106 funding with Cllr Simon Penney and the EHDC 106 officer.	Clerk	Email sent to Jackie Bruce 1 st July 2025 requesting a meeting, waiting on a response

Signed.....

Date.....

Appendix B

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 30 June 2025** at 7.45pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr Simon Penney

Cllr Angus Parsad-Wyatt
Cllr Salvatore Pagdades
Cllr Steve Smith

In attendance:

C Hunt – Town Clerk
L Nolan – Planning Officer
Cllrs Eric Buckmaster & Rattey

3 Members of Public

P 25/23 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. None received. All present

P 25/24 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Resident of The Gables raised concerns regarding the building works being carried out on 27 Bell Street. She has written to Planning Enforcement and it was agreed by Cllr N Parsad-Wyatt that the committee would also make contact with EHDC to ensure the building works are being carried out in line with granted permissions.

P 25/25 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/26 MINUTES

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

- 9 June 2025 (P02) [*prop Cllr Penney; secd Cllr S Smith*]

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

P 25/27 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town.

P 25/28 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion - Jonathan Stock (Stansted Airport Head of Communications) to give presentation at the conclusion of this meeting

P 25/29 SECTION 106 FUNDING & COMMUNITY INFRASTRUCTURE LEVY (CIL)

To explore introducing CIL locally to ensure fair distribution of future funding. Response received from EHDC to confirm this has been looked into previously but there was no change planned at this time.

P 25/30 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/25/0801/HH 40 Pishiobury Drive, CM21 0AE

Demolition of a single storey rear extension, garage and car port and front projection. Construction of a two storey front and side extension and part two storey, part single rear extension. Raising of the ridge height to create second floor and addition of rear dormers. Creation of a first floor terrace. Insertion of first floor and second floor windows and alterations to the fenestration.

STC Comment: No objection in principle provided EHDC deem ridge height to be in proportion and the tree remains protected [*prop Cllr S Smith; secd Cllr R Buckmaster*]

3/25/0911/HH 51 Bullfields, CM21 9DF

First floor rear extension, insertion of two first floor side windows and replacement of first floor front window

STC Comment: No objection [*prop Cllr N Parsad-Wyatt; secd Cllr Pagdades*]

P 25/31 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 27 June 2025.

3/25/0549/HH 31 Pishiobury Drive, CM1 0AD

Proposed front garden wall with metal railings and electric metal gates. Relocation of front access and associated landscaping

STC Comment: No objection provided conservation comments are considered and is kept in line with No.29 [*prop Cllr Penney; secd Cllr S Smith*]

3/25/0958/HH 4 High Wych, CM21 0AZ

Single storey side extension

STC Comment: No objection [*prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster*]

P 25/32 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/0408/FUL 26 Knight Street, CM21 9AT

Demolition and replacement of outbuilding, repositioning and replacement of gates and concrete apron to front entrance (retrospective)

STC Comment: No objection

EHDC Decision: Refused. "The works by reason of their inappropriate use of materials, have resulted in less than substantial harm to the significance of the Listed Buildings known as 26 Knight Street and 28 Knight Street, due to negative impact on their setting and also less than substantial harm to the character and appearance of the Conservation Area. As this harm is avoidable through the use of more appropriate materials, it is not considered that it can be outweighed by the public benefits of the outbuilding. The proposals would therefore conflict with Policies HA1, HA4 and HA7 of the District Plan, the Planning (Listed Buildings and Conservation Areas) Act 1990, and the National Planning Policy Framework 2024.

3/25/0428/FUL

41 Station Road, CM21 9JY

Erection of new detached dwelling with associated parking and amenity

STC Comment: No objection

EHDC Decision: Refused. "The proposal due to its siting, layout, scale, massing and design would have a cramped and urbanising impact upon the character and appearance of Station Road and the surrounding Conservation Area. As such the proposals would result in less than substantial harm with no clear public benefit, it is therefore contrary to policies DES4, HA1 and HA4 of the East Herts District Plan 2018, Planning (Listed Buildings and Conservation Areas) Act and the National Planning Policy Framework 2024. The proposal due to its position and location, in close proximity to trees would overshadow

and create loss of light to the future occupiers of the development which in turn would add pressure to the removal of the tree within the conservation area contrary to policy DES3, DES4 of the East Herts District Plan 2018 and guidance of the National Planning Policy Framework 2024. In the absence of secured mitigation, the proposal would result in harm to Hatfield Forest Site of Special Scientific Interest and National Nature Reserve and no benefits which clearly outweigh the harm have been identified. The proposal is contrary to policy NE1 of the East Herts District Plan, Section 15 of the NPPF and Section 28 of the Wildlife and Countryside Act 1981 (as amended). Due to inconsistent information on the Arboricultural Impact Assessment, Planning Statement and Biodiversity Assessment, the Local Planning Authority is unable to fully assess the impact on the hedgerow within and adjoining the site. The proposals are therefore contrary to Policies DES3, DES4 and NE4 of the East Herts District Plan 2018. Owing to the inconsistent plans and inaccurate information, the local planning authority cannot make an accurate or meaningful determination of the proposal against relevant planning policies contrary to the requirements of the Town and Country Planning Act (Development Management Order) 2015"

3/25/0492/HH

6 Rowan Walk, CM21 9EF

Retrospective raising of a boundary fence to 8ft in height

STC Comment: No objection

EHDC Decision: Refused "The proposal, by reason of its materials, appearance, size and scale, would amount to an incongruous and inappropriate addition to the property that would detract from the appearance of the Conservation area and the significance and setting of the identified heritage assets, to the detriment of the character and appearance of the area and that of the dwelling at No.6 Rowan Walk. The proposal would lead to less than substantial harm to the adjacent Listed Buildings and the Conservation Area, which has not been demonstrated as being outweighed by benefit to the public, contrary to Policies HA1, HA4, HA7, DES4 and HOU11 of the East Herts District Plan 2018, the Planning (Listed Building and Conservation Areas) Act 1990 and the NPPF."

3/25/0519/HH Greenways, The Drive, CM21 9EP

Erection of single storey front extension and conversion of a store into habitable accommodation for an annexe, with a roof terrace over; alterations to front entrance way and fenestration

STC Comment: No objection

EHDC Decision: Granted

3/25/0707/HH 16 Cherry Gardens, CM21 9DW

Demolition of existing sheds and outbuildings and erection of single storey annexe

STC Comment: No objection subject to neighbouring amenity being protected

EHDC Decision: Granted

3/25/0733/HH 6 The Orchards, CM21 9BB

Erection of single storey rear extension with 2 skylights

STC Comment: No objection

EHDC Decision: Granted

3/25/0738/HH 25 Atherton End, CM21 0BS

Erection of single storey front extension

STC Comment: No objection

EHDC Decision: Granted

P 25/33 PLANNING APPEALS

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

Meeting Closed at 7.58pm

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 14 July 2025** at 7.00pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr Steve Smith

Cllr Angus Parsad-Wyatt
Cllr Salvatore Pagdades

In attendance:
C Hunt – Town Clerk
L Nolan – Planning Officer
J Sargent – Town Project Manager

Cllrs Newell, Rider, R Smith

P 25/34 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllr Penney (work commitments) and *accepted [prop Cllr A Parsad-Wyatt; secd Cllr S Smith]*

P 25/35 PUBLIC FORUM

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

P 25/36 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/37 MINUTES

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

- 30 June 2025 (P03) *[prop Cllr A Parsad-Wyatt; secd Cllr Pagdades]*

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

P 25/38 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town.

P 25/39 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion. None received

P 25/40 SECTION 106 FUNDING & COMMUNITY INFRASTRUCTURE LEVY (CIL)

To explore introducing CIL locally to ensure fair distribution of future funding.

P 25/41 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee. There were none

P 25/42 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 11 July 2025.

3/25/1146/PNHH 22 West Road, CM21

Single storey rear extension

STC Comment: No objection [*prop Cllr S Smith; secd Cllr R Buckmaster*]

P 25/43 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/0679/HH 1 Brookfields, CM21 0EJ

Single storey front extension, loft conversion, roof extensions, re-profiled roof with front and rear dormers

STC Comment: No objection

EHDC Decision: Granted

3/25/0776/VAR Garage on Fair Green (which belongs to Corner House, Vantorts Rd)

Variation of condition 3 (materials) pursuant to planning permission: 3/25/0344/HH dated 29.04.2025 (For: Replace garage doors and roof, and repair external wall). The amendments include roof material changed from plain tile to lightweight bitumen profile roof to match the existing.

STC Comment: No objection

EHDC Decision: Granted

3/25/0799/HH 1 Falconers Park, CM21 0AU

Demolishment of garage, removal of front bay window and porch. Erection of two storey side extensions, single rear extension and front porch. Removal of a chimney and alterations to the fenestration.

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by virtue of its size, scale, mass, siting, design and materials, would fail to represent subservient additions, overwhelming the existing dwelling. As a result, the proposed development would appear as dominating and incongruous, to the detriment of the character and appearance of the existing dwelling. Moreover, due to the corner plot location of the site, the proposed development would also appear incongruous and unduly prominent within the streetscenes of Falconers Park and Hand Lane. Accordingly, it is considered that the proposed development does not represent a high standard of design and is therefore contrary to Policies HOU11 and DES4 of the East Herts District Plan and the NPPF."

P 25/44

PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. Noted

10 Falconers Park, CM21 0AU

LPA Appeal Reference: 25/00036/REFUSE

Meeting Closed at 7.02pm

Appendix C

SAWBRIDGEWORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7:10pm on **Monday 14th July 2025**.

Those present

Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt
Cllr John Rider

In attendance:

Christopher Hunt - Town Clerk attended 0 x Members of the Public
following A&A Committee at 8pm 1 x Councillors
Joanne Sargent – Town events
manager

T25/01 ELECTION OF COMMITTEE CHAIR

Resolved: Cllr Annelise Furnace was elected Chair of the Committee for the year 2025/26. There were no other proposals
Approved [Prop Cllr Angus Parsad-Wyatt; Secd Cllr John Rider]

T25/02 ELECTION OF COMMITTEE VICE CHAIR

Resolved: Cllr Angus Parsad-Wyatt was elected Vice Chair of the Committee for the year 2025/26. There were no other proposals
Approved [Prop Cllr Annelise Furnace; Secd Cllr Salvatore Pagdades]

T25/03 APOLOGIES FOR ABSENCE

Cllr Simon Penney

T25/04 PUBLIC FORUM

No public present

T25/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T25/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 12th May 2025 (T04)
[prop Cllr Angus Parsad-Wyatt sec'd Cllr Dawn Newell]

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

Owner	Action	Completed
Clerk	To raise breaches of the no entry sign	Email sent 13/5/25

	at Sheering Mill Lane to the police	
Clerk	To request an update of the parking restrictions consultation in Bell Street from Cllr Eric Buckmaster.	Email Sent 13/5/25. 13.5.25 Reply, the alteration of parking restrictions will go to statutory consultation and double yellow lines opposite the car park exit has been proposed.
Clerk	To write a page for the Flyer Magazine introducing Councillors and their contact details.	Completed, full page in the flyer and meet the councillor section now in place.
Clerk	To present analytical research into the interactions with the council's website and social media accounts.	Data being collated.
Clerk	To arrange a date with the police to run a joint council/police engagement event.	Email Sent 13/5/25. Current dates are set with the police surgeries but officers will be happy for councillors to join them.
Clerk	To find a contact for St Georges Day event and to place this on the events calendar for councillors.	Eifion Harries and Maureen Bray. Calendar on website to be updated. Next event pencilled in 26 th April 2026.

T25/07 ALLOTMENTS

Received and noted – Allotments Officer Report

The report was on the large screen in the chamber and a video was played regarding the Southbrook allotment project with affinity water and the planting of an orchard.

ACTION – Joanne Sargent to push the video out of the Southbrook allotment through social media.

T25/08 CEMETERY

Received and noted – Cemetery update from the Cemetery officer

T25/09 FOOTPATHS & OPEN SPACES

Cllr Rider highlighted the upgrades of footpaths 9 and 23 have been completed and thanked Nicholas Maddox and Keith Mattacks. Cllr Annelise Furnace also thanked a resident for her persistence in raising the importance of surfacing footpath 9 Claire Ginders.

Cllr Rider raised a dangerous tree along the river embankment near to the Southbrook allotments, an old lamppost that will need removing which he has emailed the Clerk and he wanted to highlight the great work of open reach in supplying broad band to the town and the team working on clearing gullies and drains for their excellent work.

Cllr Dawn Newell raised a dangerous footpath obstruction in Bell Street. Joanne Sargent made her aware the Clerk was already dealing with this and the Nursery are getting the bin removed causing the issue later this month.

Cllr Salvatore Pagdades raised some overgrowth encroaching onto the footpath that had been mentioned on Facebook and Joanne Sargent encouraged councillors to report these matters as well as members of the public.

Cllr John Rider raised the telephone box in the Forebury and Joanne Sargent stated this will be discussed at full town Council to assess if all members want to buy the asset and then come up with ideas for its use if it is purchased.

Cllr Annelise Furnace noted Bob Reed had raised the cutting back of vegetation along the Sawbridgeworth Brook at South brook being too severe, and that the brook needs clearing. The Clerk is looking into this once there is ranger capacity.

T25/10 OPERATIONS

To receive, note and discuss matters relating to Operations. The Clerks report was noted.

Cllr John Rider raised the fact of recent damage to the Cricket Club and he has asked the chairman to contact the Clerk.

T25/11 ECO WORKING PARTY

Received and noted – Eco Group working party report

Cllr Furnace advised that:

- The group will drop the audit part of the name
- They have welcomed a new member, James Parker.

T25/12 REDUCING THE COUNCILS CARBON FOOTPRINT

Update on progress in relation to the following two items;

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

Cllr Annelise Furnace updated the meeting with the following:

- James Parker will be looking at how the metrics are recorded for the report each year rather than pay for an external audit moving forwards.
- Bob Reed will be completing bio diversity reports for 10 sites. These are the local sites included in Hertfordshire county council's bio diversity inventory.
- EV Charging points are still being in the procurement stage at EHDC following a resident's enquiry. Cllr Angus Parsad-Wyatt stated this appears to be going around in circles and not progressing. He had tried numerous locations and companies with a negative response.

T25/13 TOWN ACTION PLAN

Cllr A Parsad-Wyatt updated the meeting with current progression on the action plan.

- Stated flooding mitigation has been put in place and working.
- Roads and pavements raised as a concern have been resurfaced and others planned for works this year.
- The commuter bus service has been assessed and will need to be fully reviewed as it may require separate funding to run for several months to build a customer base. As such it will need to be presented at finance and full council if it is agreed to progress.
- Parking has been addressed with the removal and placing of yellow lines to mitigate issues.
- Bell Street parking charges were changed but the first half an hour free remains, which is unusual for the size of the town.
- Overgrown footpaths on Station Road. Residents encouraged to report these matters and the rangers have been helping out where they can.
- Crime and ASB is being addressed through the successful CCTV system and good relationship with the police.

Ongoing matters are as follows,

- The market
- Encourage reporting and civic pride
- Promotion of meetings and councillor activity. Cllr Annelise Furnace raised that the Flyer reports and page did assist in covering this point.

Cllr Dawn Newell raised the safety matter of children swimming in the river. The Clerk made members aware of the police visiting Leventhorpe and this was part of the summer holiday safety messages.

T25/14 COUNCILLOR ENGAGEMENT

- The Clerk has circulated the bike marking event to members and offered a good engagement opportunity 7pm – 8pm 15th August
- A discussion was had to the social media and website engagement where reports were added to the agenda. Cllr Angus Parsad-Wyatt asked if a report over a year could be generated to allow a full assessment to be made.

ACTION - Joanne Sargent to produce a report for website and Facebook engagement for 12 months period.

T25/15 ITEMS FOR FUTURE AGENDAS

Cemetery items on a future agenda.

No further suggestions were made.

Meeting ended at 8:14pm

ACTIONS

Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	

Appendix D

E Buckmaster County Councillor Report July 2025

Council Leaders rule out single county unitary authority proposal for Hertfordshire

Local Government Reorganisation engagement plans

Hertfordshire's 11 Councils will soon be launching the first phase of engagement as part of the joint programme to shape proposals for the future of local government in the county.

A team of officers drawn from the County Council and all 10 District & Borough Councils has been established to develop the options and make recommendations for Leaders to consider. Key considerations will include ensuring value for money in any new structures; the need to understand the impact of any changes to key services like social care and Special Educational Needs and Disabilities (SEND); how proposals support future devolution; and making sure communities continue to have a strong say in local decisions. The Government will provide £378,077 funding to support this project.

In a co-ordinated approach, councils will be engaging with their key strategic stakeholders to explore how local government can better support shared priorities and improve services for residents in the future. We will be leading the engagement with county-wide partners including NHS organisations, police, education leaders and business representatives on behalf of the programme.

The second phase of engagement, which will take place in August and September, will see councils hosting a number of public engagement events across the county to ensure all voices are heard and can influence the final proposal(s) submitted to the Government at the end of November.

We, and all councils, will also be organising significant engagement with colleagues throughout this period and a detailed plan is currently being developed as part of the county-wide LGR programme

The views of residents, businesses, local government partners, colleagues, and other stakeholders across the public and private sectors will be essential as proposals develop and significant engagement will take place over the coming months.

Hertfordshire County Council announced an alternative approach to pothole repair on residential streets will be trialled in the county between 23 June and 4 July.

The new approach will involve highways crews identifying and fixing the worst potholes, looking for other issues in the same section of road that could cause potholes in the future and fixing

them too, that same day. It's anticipated that this way of working could reduce costs, provide a better service for residents with less disruption, keep our roads in a better and safer condition for longer and prevent potholes forming in the first place.

The two-week trial will take place in residential areas in Abbots Langley, Leavesden, Garston and part of North Watford with the potential for it to be rolled out in other areas if evaluation of the trial shows it to be effective and cost efficient.

The crews will use the Roadmender machine on the trial, which uses asphalt to fix potholes and other damage to roads and then seals the area, rather like a plaster.

County Hall to be marketed for sale with funds to be reinvested in vital services

Called in to Overview and Scrutiny Committee by Conservative Group 9th July

Hertfordshire County Council has confirmed plans to market the entire County Hall site in Hertford for alternative uses following a meeting of the Resources and Performance Cabinet Panel, subject to final Cabinet approval on Monday 23 June. The decision supports the new administration's efforts outlined in their first 100-day plan to make the council more effective and reduce costs through better use of its existing assets.

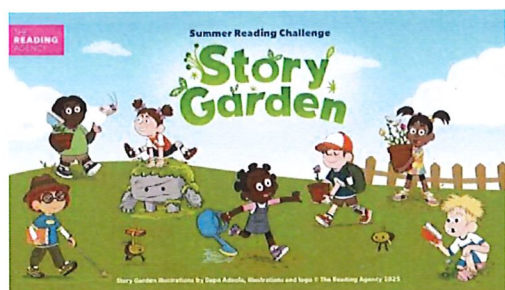
County Hall has been marketed for employment use since September 2023, following the council's decision to move most of its services from the Hertford site to its Stevenage Campus. To date there has been limited interest in securing the site for employment use, with most interested parties looking to rent small parts of the building. The council is now able to, as part of the planning process, market County Hall for alternative uses, including residential or commercial use.

The previous cabinet decision to market County Hall for employment use included an ambition to retain the front part of the building, including the Council Chamber, for political meetings. The new administration has decided that the whole building will now be included in the marketing.

Work has now commenced to create new spaces to allow for democratic meetings to take place at the council's Stevenage campus, bringing councillors closer to the officers responsible for delivering council services.

Hertfordshire Libraries participate in the Story Garden Summer Reading Challenge with free activities for families launching 5 July 2025

Get ready for a summer of adventure at your local Hertfordshire Library!



This year's Summer Reading Challenge theme, **Story Garden** – **Adventures in Nature and the Great Outdoors**, will encourage children to explore the magical connection between storytelling and nature, against the backdrop of the celebrations for 100 years of Hertfordshire Libraries.

In collaboration with The Reading Agency, throughout the summer, children joining 'Story Garden' can discover new books, participate in free activities at their local library, and explore the link between reading and the great outdoors.

The Challenge launches at all Hertfordshire Libraries on **Saturday 5 July**, and runs until **Saturday 6 September**. Children are encouraged to read six library books and collect exclusive stickers along the way. Those who complete the Challenge will receive a medal and certificate - while stocks last - and a chance to win tickets to an interactive workshop with the celebrated author and poet, Sean Taylor.

Keep an eye out for pop-up Maker Stations at select libraries during the summer holidays, offering simple and sustainable nature inspired activities.

Visit www.hertfordshire.gov.uk/SummerReadingChallenge for details.

Local food businesses recognised for supporting health and protecting the environment

The Hertfordshire Responsible Food Award is a quality-mark that any local business serving food can apply for, to demonstrate that they are promoting healthier eating habits and reducing the environmental impact of their business.

This scheme is all about helping customers to make healthier food choices.

There are worryingly high numbers of people in Hertfordshire living with excess weight and obesity. Obesity can increase our chances of developing health problems, such as diabetes, cancers, heart disease, and back and joint pain.

The Herts Responsible Food Award helps food businesses to adopt simple changes which can have a big impact, such as switching to healthier cooking oils, reducing sugar and salt content, and recycling food waste. I'd encourage all local cafes, restaurants, takeaways and other eateries to join the scheme to support local health and the environment."

Three levels of award are available – standard, silver and gold. Qualifying businesses will display the relevant sticker in their window.

You can find out which businesses have achieved an award at www.hertfordshire.gov.uk/hrfa

Any business that serves food can [register their interest in the scheme on the website](#). Accreditation unlocks a number of benefits for businesses, including funded food hygiene training, exclusive supplier discounts and free advertising

Accelerating Retrofit in Hertfordshire

The LARA (Local Area Retrofit Accelerator) Commitment is now [accessible on the HCCSP website](#). After three intensive full day workshops and many months of co-creation and collaboration, the LARA stakeholders published the Hertfordshire Retrofit Strategy at the Retrofit launch and celebration event on the 08 July 10:00am to 10:45am. We would warmly encourage you all as stakeholders to attend!

Renewables:

- The [UK's driest spring on record generated a record amount of solar power](#), 42% higher than that generated at the same time last year. The solar electricity generated in 2025 to date has avoided the need to import gas costing around £600m, which would have released 6m tonnes of carbon dioxide (MtCO₂) when burned.
- [Great British Energy Bill](#) has been passed in Parliament. The independent and publicly owned organisation will receive £8.2bn in funding from UK Government every year until 2029.
- The [Clean Industry Bonus](#) funding has doubled to £544million due to higher demand, providing financial support to offshore wind developers who prioritise investment in areas where it is most required.

Neighbourhood Policing week-end June

There are four separate teams dedicated to police a local area. Each team is headed by Sergeants with a group of PC's, PCSO's and volunteers working hard to keep your area safe.

It has been a packed and productive week and here are just a few highlights from our team's efforts:

 **Early morning warrant** executed in Bishop's Stortford targeting drug-related activity.

 **Community engagement** at a local homeless shelter and food bank, plus outreach in key neighbourhood priority areas.

 **Three arrests** made, including:

- One individual charged with possession of a bladed article and 17 burglary/theft offences
- One for possession of an offensive weapon
- One for drugs and Proceeds of Crime Act (POCA) offences
- Three out of custody disposals

 **Three proactive vehicle operations:**

- 100 vehicles stopped
- 3 vehicles seized
- 9 Traffic Offence Reports (TORs)
- 8 Vehicle Defect Rectification Scheme (VDRS) notices issued

 **427 illegal vapes** seized in partnership with Trading Standards

 **£80,000 in cash** seized in relation to suspected fraud / proceeds of crime offences

The local Neighbourhood Policing team are supported by response colleagues and CID together with specialist units such as dogs, firearms and traffic working together as part of Team Herts.

Your local team work hard each day in your area to prevent crime and keep people safe. If you need to contact any of the Neighbourhood Policing Team you can find details here: [Home | Hertfordshire Constabulary](#)

25th anniversary of fire dog sponsorship hailed as 'paw-some'



Hertfordshire Fire & Rescue Service are today celebrating the 25th anniversary of Computacenter's sponsorship of fire investigation (FI) dogs in the county by sharing memories of the dogs in service during the partnership.

FI dogs are specially trained to detect substances which can start fires, such as petrol, white spirit and lighter fluid. With their superior sense of smell and donned in their protective boots they search fire scenes, looking for any remaining traces to indicate that a fire was started deliberately.

In assisting fire investigators to establish the origin and cause of fires they provide vital evidence that is crucial in securing conviction rates in arson cases.

With over 1,370 incidents attended by the specially trained canines, the FI dogs have been involved in a number of high-profile investigations, including fatal fires, murder and attempted murder investigations. Work undertaken by FI dog Reqs alone resulted in a combined total of over 250 years of imprisonment for convicted offenders.

Sponsorship ensures the FI dogs receive regular continuation training in order to maintain their skills. Part of that training involves teaching the dogs to ignore everyday distractions that may compromise their performance whilst searching the scene of a fire, and with Labradors being very well known for their huge appetites, food distraction training is important!

Government's proposals to reform planning committees

East Herts responded to the technical consultation

In the King's Speech, the government announced that it would modernise the way planning committees operate to best deliver for communities and support development. In December 2024 a working paper was published which included various proposals to reform planning committees:

introducing a national scheme of delegation so there is greater consistency and certainty about which decisions go to committee

requiring separate, smaller committees for strategic development so there is more professional consideration of key developments and

introducing a requirement for mandatory training for all planning committee members so they are more informed about key planning principles.

The Planning and Infrastructure Bill which was published in March this year and includes:

a new power for the Secretary of State to set out which planning functions should be delegated to planning officers for a decision and which should instead go to a planning committee or sub-committee

a new power for the Secretary of State to control the size and composition of planning committees and

a new requirement for members of planning committees to be trained, and certified, in key elements of planning.

Two Tier scheme of delegation

The consultation document proposes to introduce a scheme of delegation which categorises planning applications into two tiers:

Tier A which would include types of applications which must be delegated to officers in all cases; and

Tier B which would include types of applications which must be delegated to officers unless the Chief Planner and Chair of Committee agree it should go to Committee based on a gateway test.

Tier A would generally be technical in nature or about minor developments. The consultation document considers such applications 'are best handled by professional planning officers'. The full list is applications for

Householder development

Minor commercial development

Minor residential development

Applications for reserved matter approvals

Applications for s96A non-material amendments to planning permissions

Applications for the approval of conditions

Applications for approval of the BNG Plan

Applications for approval of prior approval (for permitted development rights)

Applications for Lawful Development Certificates

Applications for a Certificate of Appropriate Alternative Development

Tier B applications will include applications not included in Tier A (and will also include section 73 application and applications when the local authority, councillor or officer is the applicant). However, such applications will be subject to a 'gateway-test'. This will require the chief planning officer (in the case of this authority, the Director of Place) and the chair of planning committee to mutually agree that they should go to committee.

Size of planning committees

The government's 2024 working paper identified that there was strong support for having smaller committees to improve the quality of debate whilst recognising the need for political balance.

The consultation seeks views on limiting the number of members in a planning committee to 11.

Mandatory training for planning committee members

The consultation document identifies that many local authorities already train their members but the approach to training is not consistent.

The consultation seeks comments on the administration of a certification for all members of the planning committee and whether this should be managed at a national level.

The Council's response to the consultation

East Herts Council welcomes the opportunity to comment on the changes and considers that the main area of concern is the two tier scheme of delegation.

Tier A applications will take away any ability of the Development Management Committee to consider applications which fall into this definition. Whilst these types of applications may be minor in nature they can create a significant number of representations from members of the community and often raise valid planning concerns. The opportunity for decision making to be demonstrated at a local level will be missed as will the opportunity for contentious and challenging applications to be properly and fully debated in an open and transparent way.

Tier B applications do enable applications to be considered by the committee subject to the gateway test being satisfied. Strategic applications which are allocated in the Council development plan are significant in terms of their scale and the impact they have on local communities. This council considers that it is right and proper that applications of such a scale and potential impact are properly considered and debated by the planning committee. This ensures that members of the community are able to see in an open and transparent manner the decision making process and they can be involved in the process through the arrangements for public speaking and/or opportunities for speaking by ward members.

However: None of the options available in Tier A or Tier B deal in any substance with departures to the Development Plan being required to be considered by the planning committee. The planning system is plan-led and considerable time and resource is placed on the preparation of the Development Plan. It is important that applications which depart from the Development Plan are considered by the planning committee as this also shows decisions which impact on local communities which depart from the strategy of the authority being considered in an open and transparent way.

In a similar way, it is important that applications which are subject to legal agreements, that often relate to significant monetary value, are appropriately scrutinised through the planning process of committee. The impact of such financial contributions can sometimes have wide ranging positive effects and it is important that this is considered by decision makers at the local level who represent the communities who will be most impacted.

There are 12 committee numbers for the current planning committee. A reduction to 11 (as a maximum) will have no material effect and there is scope to ensure the appropriate political mix.

East Herts Council provides various opportunities for members of the planning committee to attend training. In recent months various training sessions have been organised on a range of matters including, viability, probity in planning, housing land supply and tilted balance, design and heritage matters.

That said, the opportunity for standardised training and the required for members to pass a nationally prescribed test can only be seen as positive. This will help assure communities that decision makers on important planning decisions have the appropriate training to make decisions.

Next Steps The Council will submit the response to the Ministry for Housing, Communities and Local Government before the consultation closes on 24 July

Sustainable Hertfordshire

Your Tree Our Future a tree-mendous success, with one tree claimed every 15 seconds!

The scheme has proved so popular that after just two weeks, all 93,000 trees have been claimed by residents, businesses, schools and community groups for planting across the county to make Hertfordshire greener. While this year's scheme might have closed, if you want to be the first to know when the scheme reopens in 2026, [sign up to the waiting list](#).

Hertfordshire's Local Nature Recovery Strategy (LNRS) Public Consultation launching in July

Hertfordshire's LNRS public consultation launches soon, and we invite you to share your views on nature recovery. The consultation will be open for eight weeks; you can review the draft strategy and provide feedback via a survey. Webinars will also be held to discuss the strategy and answer questions.

To get involved, [email us](#) to join the mailing list. For more information, and to take part in the consultation survey when it is launched, go to [the council's LNRS consultation page](#).

Join us at a webinar

We'll be holding 4 webinars (all covering the same content) to talk through some of the highlights of the strategy, demo the map tool and provide you with an opportunity to ask questions.

Choose a date and time to register your attendance:

- [Monday 21 July 2025, 12pm – 1.30pm](#)
- [Monday 21 July 2025, 6pm – 7.30pm](#)
- [Tuesday 19 August 2025, 12pm – 1.30pm](#)
- [Tuesday 19 August 2025, 6pm – 7.30pm](#)

If you need help accessing the strategy or survey, email localnaturerecovery@hertfordshire.gov.uk.

If someone doesn't have access to the internet but would like to read and comment on the strategy, their [local library](#) can help them get online.

If you need to access a hard copy of the strategy or survey, contact [your local district, borough, town or parish council](#) and let them know what parts of the strategy you need.

Clean Air Day 2025

On the 19th of June, Clean Air Day was celebrated to raise awareness about air quality. Sustainable Hertfordshire officers helped a secondary school in Sawbridgeworth promote cleaner air.

Students surveyed and informed drivers about the dangers of air pollution and the importance of turning off their engines when parked.

Other schools in the county are also supporting the Clear the Air campaign.

[**Find out why Clean Air Day, the UK's largest air pollution campaign, is so important.**](#)

Gilston Area Monitoring Framework

Policy DEL4 of the East Herts District Plan 2018 requires that the Council produces an action plan in relation to the monitoring of the Gilston Area development. Officers have therefore developed a Monitoring Framework to set out what will be monitored and how, and this paper summarises the purpose of the Framework. The Framework will be used in the production of an annual Gilston Area Monitoring Report, the first of which will be due in January 2026.

How the Development will be Monitored: Conditions. The outline planning permissions contain many planning conditions and provisions that require the developers to submit a range of information at a set stage of the development that will enable the Council and other key stakeholders to track the progress of the development. These include phasing and delivery plans and management plans for specific technical or environmental interests. In particular, the conditions require the submission of masterplans comprising regulatory plans and design codes, and each masterplan will have a compliance checklist against which detailed reserved matters applications will be assessed.

The Council will create a tracker spreadsheet or database to record submissions against each planning condition, which will include partial submissions against individual phases of the development

Parking Enforcement Contract Award.

The existing contract runs out in January 2026. The procurement exercise is now complete and authority is sought to award the contract on behalf of East Herts Council, Stevenage Borough Council and Welwyn Hatfield Borough Council as a shared Service.

Hatfield Forest Mitigation Strategy and Development Tariff Ward(s) affected:.

Sawbridgeworth, Bishop's Stortford South, Bishop's Stortford Thorley Manor, Bishop's Stortford Central, Bishop's Stortford All Saints, Bishop's Stortford Parsonage, Bishop's Stortford North, Little Hadham and the Pelhams (part), Braughing and Standon (part), Much Hadham (part), Ware Rural (part), Hunsdon (part).

Summary – Uttlesford District Council, East Herts District Council, Harlow District Council and Epping Forest District Council, the National Trust as landowners of Hatfield Forest Site of Special Scientific Interest (SSSI) and National Nature Reserve (NNR) and Natural England have been working in partnership to agree a strategic mitigation solution for the adverse impacts of

recreational pressure on Hatfield Forest SSSI /NNR. The report set out the outcomes of this process and the obligations to the Mitigation Strategy for future development within the defined Zone of Influence (ZoI) around Hatfield Forest.

The final version of the National Trust Hatfield Forest Mitigation Strategy which includes the Site Access Management and Monitoring Measures (SAMMS), is approved as a basis for seeking a financial contribution for mitigation at Hatfield Forest. The apportionment of the SAMMS between the four LPAs viaa hybrid method, taking equal account of both the percentage visitor impact and the proportion of new housing relative to existing within the ZoI, is approved.

The apportioned SAMMS tariff for East Herts District Councilis set at £540.07;The tariff is applicable to new residential dwellings with immediate effect, subject to transitional arrangements to agree appropriate legal, financial and administrative mechanisms being brought into place to allow the collection and transfer of funds.

LCWIP Consultation will Commence 25th September for 6 weeks

It will include previous post consultation comments, Primary and Secondary Routes for Walking and Cycling. There will be LCWIP reports with scheme rankings and priorities for most benefits and impacts.

WSP will provide some cost elements

Stortford and Sawbridgeworth are linked with a top 10 of schemes for future funding applications.

Footpath 9 is still included. Even though it has recently been surfaced a more permanent solution is sought.

Eric Buckmaster July 2025

Dmc report for tc July

3/21/0969/FUL 50MGW BESS Stocking Pelham

Stocking Pelham is a small village with an electric substation near the village centre. Because of this there are several planning applications for BESS. There is a solar farm due to be built nearby and 2 more planned that come under the Uttlesford district. Obviously this will have a cumulative effect on the village and therefore villagers are very unhappy with all the applications.

There is only one road through the village that will be used by the construction traffic. HCC Highways were concerned with the need for heavy traffic going through the village and imposed restrictions and conditions.

Even though the site can only be used for 40 years as a BESS, the batteries only last 10-15 years so will need to be replaced.

After much discussion the application was approved, 10 votes for 1 against, 1 abstention.

It was proposed and seconded by the chair and vice chair.

Cllr Annelise Furnace, Eco representative report 28 June 2025 (as of 20 June 2025)

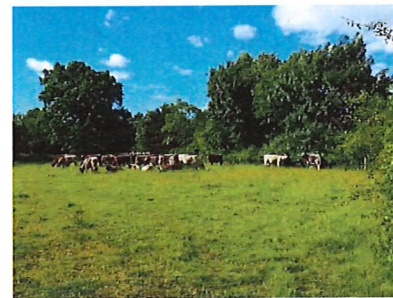
Repair Café – 12 July – Happy 3rd Birthday!

- Congratulations to the organisers for their third year anniversary!
- The café held a tech amnesty, collecting 29 phones and tablets, plus a pile of cables and charges. Any money that can be made from selling the components or by refurbishing the devices will go to the British Heart Foundation and the rest will be recycled. Nothing will go to landfill
- There will be another tech amnesty at the next repair cafe on 20 September.



Friends of Pishiobury Park update

- Michelle Souch has become the group's new chair and will be working closely with Bob Reed
- Working parties have been concentrating on removing Ragwort plants, which are toxic to grazing animals, before they seed
- If you are interested in a full day's volunteering, FoPP will be joining Countryside Management Service for a working party day on 22 July.



Sawbridgeworth Swifts Walk – 5 July

- This walk marked Swift Awareness Week and provided the opportunity to watch swifts at various point around the town including on Bell Street, at their breeding site at the Old Vicarage, the colony on Fair Green, before heading to The Forebury
- At one point there was a large flock of at least 40 swifts high in the sky calling to one another
- The group thanks Gavin Vicary from North East Herts Swift Group for helping to lead the walk.



Up and coming (correct at time of writing)

- 22 July - CMS / FoPP Joint volunteer team full day volunteering 10am to 3pm – please wear gloves and long sleeves as Ragwort sap can react badly with skin when exposed to sunlight
- 30 August – Energy Hub at Fun on the Field
- 20 September – Sawbridgeworth Repair Café at the Bullfields Centre 2 to 5pm
- 22 to 27 September – Sawbridgeworth Travel Challenge and Activity Day

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Meeting
From: Christopher Hunt
Subject: Clerks Report July 2025
Date: 28th July 2025

Allotments

The new West Road allotments are waiting for the developer to place security measures at the entrance point and clear the overgrowth. The other sites remain fully in use with all plots with tenants and a short waiting list.

Sawbobus

Periods of leave are all covered and the normal timetable will be achieved across August. The bus has undergone more repairs but it is hoped an alternative mechanic has found a more permanent repair.

Hailey Centre

The Clerk has been liaising with trustees and the manager on recent decisions to upgrade the interior of the building. Some repairs are planned for August to doors and soffit and fascia boards, repurposing materials from the Evangelical Church that was planned to be scrapped.

Jubilee Gardens

Our planning application still remains outstanding having submitted it in February 2025. Following enquires by Cllr Ruth Buckmaster the officer who was overseeing the project has left EHDC employment. No email out of office or diversion was in place to redirect emails chasing a result. Planning manager is aware.

Staffing Matters

One member of staff remains on long term sick an this is being managed through welfare calls and HR support. All other staff members have taken or booked leave which has all been managed to ensure services are maintained.

Appendix F

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargent
Subject: Events 2025-2026
Date: 23rd July 2025

Dates for Dairy: 2025 - 2026

- **Fun on the Field** – Bullfields - **Saturday 30th August 2025**- 12 to 5pm
- **Town Walk** – Town Fields (Cricket Club) - **Saturday 27th September** 11am to 2pm
- **Remembrance Day** – **Sunday 9th November** at 3pm, Great St Mary's Church. Please arrive by 2.50pm at the church yard, the parade sets off from Bell Street car park around that time. If you are laying a wreath, Joanne will be there to coordinate.
- **Christmas Lights Switch On** – Town Centre - **Saturday 29th November** from 3pm – Lights switched on 6pm.
- **Christmas Competition Presentation Evening** – **Thursday 18th December** - 6pm Council Chamber
- **Lights of Love** – **Saturday 13th December 4pm** – Council courtyard and chamber
- **St Georges Day Parade** – All councillors - **Sunday 26th April 2026** – 3pm Great St Marys Church
- **River Day** – Sheering Mill Lock - **Saturday 30th May 2026** – 12 to 4pm at Sheering Lock

NOTE: Civic Dinner date TBC (Potentially 18th April 2026)

Appendix G

Grant Applications guide summary

Purpose

Support **local voluntary organisations** (with or without charitable status) serving the **Civic Parish of Sawbridgeworth**.

Eligibility

- Must benefit the **local community** or enhance the town's image.
- Must serve or be based in **Sawbridgeworth**.
- **Not for individuals**, businesses, political groups, or discriminatory organisations.
- Must have **clear aims**, a **bank account** with dual signatories, and submit **financial accounts** (or a business plan for new groups).
- Maximum grant: **£500** (decision at Council's discretion).

Members agreed to increase the budget to make **£3,500** available for the year.

Applications can be made in July (Round 1) and January (Round 2). Can equate to **£1,750** per round but open to councillors' discretion.

July 2025 applications total **£2,452**

GRANT APPLICATIONS JULY 2025

- 1. Hertfordshire Boat Rescue**
Water Safety Patrols **£500**
- 2. East Herts District Council**
Diversionary Activities **£552**
- 3. Sawbridgeworth Fire and Rescue**
Replacement Defibrillator **£500**
- 4. The Fabric Folk CIC**
Sustainable Textile Workshops & Fabric Reuse **£500**
- 5. Canal Ability**
Volunteers name badges **£400**

Hertfordshire Boat Rescue
Water Safety Patrols **£500**



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – July 2025

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than Friday 18th July 2025 for consideration on 28 July 2025.

Name of Organisation:	Hertfordshire Boat Rescue
Name and position of person making this application	stuart foreman - chairman
Address for correspondence:	13, Pamela gardens bishops Stortford, Herts cm233hd
Phone number:	07818415039
Name of Project:	Hertfordshire boat rescue- patrols

Description of Project, how and when grant will be spent.	Grant will be spent on running costs towards keeping patrols running in the local area of Sawbridgeworth, patrols keep public and children safe around water making sure water safety education is met and assisting with local police and fire operations. we are partners with fire and police to support safety this donation cost of project will go to running operations in the area to keep people safe. enabling volunteers to be able to work for nothing but not have any costs to providing this for the local community.
--	--

Total cost of project (excluding VAT)	£ 500
--	--------------

Amount of Grant requested:	£ 500
-----------------------------------	--------------

Other sources of funding applied for:	lottery - for boat engine renewal Stansted for boat renewal
--	--

If so, with what result:	lottery - success stansted- success
---------------------------------	--

Self help; details of other activities to meet this need.	we run for donation from the public, this will also go to running the organisation.
--	--

Signature of Applicant	stuart foreman	Date:	7th june2025
------------------------	----------------	-------	--------------

Grant Applications will be considered twice a year at the Council Meeting
held on the last Monday in January and July each year.



Hertfordshire Boat Rescue Service

“MAKING WATER SAFER”

Reg charity 1097039

Aquatic Emergency Assistance 0786 775 1470 / 07704295066

hertsboatrescue.org.uk

Next three-year projection- replacement schedule and to raise funds

2025

Attain running costs to run the organisation (building/insurance/vehicles)

Replace main rescue craft

Replace main rescue craft engine

Replace where possible drysuits for main emergency team

2026

Attain running costs to run the organisation (building/insurance/vehicles)

Replace main 100 rope set

Replace 2x 50 m floating lines

Replace main drysuits for emergency team where if this was not possible in 2025

2027

Attain running costs to run the organisation (building/insurance/vehicles)

Replace 2x static rescue lines

Replacement of main rescue helmets for emergency team

**Part of the DEFRA flood rescue UK enhancement project
Working together to save lives in Hertfordshire**



East Herts District Council
Diversionary Activities £552



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – July 2025

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than Friday 18th July 2025 for consideration on 28 July 2024

Name of Organisation:	East Herts District Council (On behalf of the East Herts Community Safety Partnership)
Name and position of person making this application	Katie Lewis Community Safety Officer
Address for correspondence:	East Herts District Council Wallfields, Pegs Lane, Hertford SG13 8EQ Email: community.safety@eastherts.gov.uk
Phone number:	01992 531401
Name of Project:	Diversiory Activities for young people

Description of Project, how and when grant will be spent.	The delivery of free to attend diversionary activities for young people aged 11 – 19 years is collectively organised by agencies within the East Herts Community Safety Partnership (CSP) and with support of other local organisations. The activities aim to provide young people with a positive way to spend their time within the district and in a safe environment. The activities also provide a mechanism for agencies and youth workers to engage with young people in a new setting to deliver key community safety messages. All the officers or agencies involved in the delivery of activities have been vetted and risk assessments conducted for activities. The grant will be used to support and develop diversionary activities in Sawbridgeworth during October Half Term, May Half and Easter holidays. The number of sessions will be determined by the amount of grant received. This project supports positive engagement with young people and helps keep ASB low through diverting young people to choose positive activities.
--	--

Total cost of project (excluding VAT)	£552
---	-------------

Amount of Grant requested: The maximum grant of £552. Two x youth workers/sports coaches to deliver 4 sessions @ the cost of £138 per session.	£552
---	-------------

Other sources of funding applied for:	Partners from the Community Safety Partnership have applied to, and have previously been successful in receiving funding from the following: Bishop's Stortford Town Council Hertford Town Council Ware Town Council Buntingford Town Council Sovereign Network Homes Funding in kind will also be received from: East Herts Council (will also cover the cost of the design and printing of promotional material) HCC Services for Young People Future Hope
---------------------------------------	---

If so, with what result:	Funding from a variety of sources across East Herts allows the CSP to deliver activities across the whole geographic area however, there are some restrictions. For example a housing association giving funding would expect activities to take place in areas where they have large housing stock. This project has/had many benefits.: • <i>It gives young people positive things to do and diverts them away from petty crime and anti-social behaviour.</i> • <i>Helps young people keep healthy and active.</i> • <i>Supports young people to make new friends and mix with peers in a safe, informal learning environment.</i> • <i>Supports positive community perceptions of young people becoming involved and doing productive things in their spare time helping to raise aspirations.</i> • <i>Gives vulnerable young people somewhere to go and have a purpose.</i> • <i>Provides young people someone to talk to during the holiday period when they have no access to such support at school.</i>
--------------------------	--

Self help; details of other activities to meet this need.	There may be other clubs and activities available, but it is important to note that these almost always cost money or have a specific criteria (for example some activities are put in place for young people who receive specific means-tested benefits such as free school meal benefit) and/or require a fee to attend. The diversionary activities we propose will be free of charge for anyone aged between 11 and 19 years. This is significant at a time of the cost-of-living crisis, offering young people recreational and extra-curricular opportunities.
---	--

Signature of Applicant 	Date: 08/07/2025
--	--------------------------------

Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.

Sawbridgeworth Town Council Funding Application - July 2025

Supporting documentation

The delivery of activities for young people (11 – 19 years) is collectively organised by agencies within the East Herts Community Safety Partnership (CSP) and with support of other local organisation and is delivered to support the CSP priorities for 2025/2026.

At present, the CSP has four key priorities for 2025/26, as detailed below and have been devised by CSP agencies using data analysis, local knowledge, partner agency expertise and identified crime trends. It responds to vulnerability through intervention and protection with the aim of preventing people and communities from becoming victims of crime and ASB. The 2024/2025 priorities are as follows:

1. Violence Against Women and Girls
2. Anti-social behaviour (ASB)
3. Support vulnerable communities and people and strengthen engagement
4. Neighbourhood Crime types (this includes acquisitive crime types such as burglary, robbery and shoplifting)

The CSP has been supporting and delivering free activities for young people in the district for over 15 years. The activities aim to provide young people with a positive way to spend their time within the district and in a safe environment in areas where the CSP knows are popular for young people to congregate, easily accessible or have previously had reports of ASB. The activities are typically open to all young people who live within the district, however should there be a limited number of places or there is specific aim/prevention then a specific group of young people may be targeted in the first instance.

By providing free to attend activities taking place within the local community also provides a mechanism for agencies to engage with young people to deliver key community safety messages.

The CSP's priorities are planned and delivered through an Action Plan monitored through the Joint Action Group (JAG). This ensures that activities being delivered are in line with the priorities and can also reflect any emerging issues or concerns.

All the officers or agencies involved in the delivery of activities have been vetted and risk assessments conducted for activities.

The continued funding support from agencies has been invaluable. It should also be noted that significant contributions in kind are made from agencies to assist in the delivery and planning of activities.

Three Year plan

The CSP's three-year plan will be to continue to analyse data and respond to vulnerabilities through intervention. Such intervention may see the CSP continuing to provide free to attend activities for young people, in local communities, supporting them in making positive choices in the way they spend their time, diverting them from anti-social behaviour.

Sawbridgeworth Fire and Rescue
Replacement Defibrillator £500



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – July 2025

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than Friday 18th July 2025 for consideration on 28 July 2025.

Name of Organisation:	Sawbridgeworth Fire Station
Name and position of person making this application	Dave Devoil - Watch Commander
Address for correspondence:	Station Road, Sawbridgeworth, Hertfordshire,
Phone number:	07971235691
Name of Project:	

**Description of Project,
how and when grant will be
spent.**

The grant will be used to replace the community defibrillator currently situated outside of Sawbridgeworth fire station, the defibrillator is coming to the end of its shelf life and is due to be replaced imminently.

The defibrillator has been deployed several times this year, and is essential to the community of Sawbridgeworth.

**Total cost of project
(excluding VAT)**

£
£1000

Amount of Grant requested:

£
£500

**Other sources of funding
applied for:**

Yes

If so, with what result:

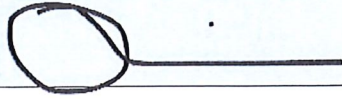
Awaiting confirmation from businesses.

**Self help; details of other
activities to meet this need.**

Sawbridgeworth Fire Station has reached out to several business to assist with the grant.

Signature of Applicant

Date: 24/06/2025

A handwritten signature consisting of a large, stylized loop followed by a horizontal line.

Grant Applications will be considered twice a year at the Council Meeting
held on the last Monday in January and July each year.

The Fabric Folk CIC
Sustainable Textile Workshops & Fabric Reuse £500



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – July 2025

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than Friday 18th July 2025 for consideration on 28 July 2025.

Name of Organisation:	The Fabric Folk CIC
-----------------------	---------------------

Name and position of person making this application	Marina Balashova, Founder & CEO
---	---------------------------------

Address for correspondence:	6 The Roundings Hertford Heath SG13 7PX
-----------------------------	---

Phone number:	07395024634
---------------	-------------

Name of Project:	Repair, Reuse, Reimagine – Sustainable Textile Workshops & Fabric Reuse in Sawbridgeworth
------------------	---

**Description of Project,
how and when grant will be
spent.**

The Fabric Folk is a Community Impact Company at a start-up stage. We are on a mission to tackle textile waste by rescuing discarded surplus fabric, teaching local community how to repair their own clothing and promoting the creative reuse of materials. With support from Sawbridgeworth Town Council, we want to run 5 repair and reuse workshops and 2 rescued fabric pop-up sales from August to December 2025.

The workshops will teach Sawbridgeworth residents how to darn, patch, and creatively repair their own clothing — equipping them with lifelong skills to save money, reduce waste, and engage in sustainable living. These hands-on, welcoming sessions will be designed for people of all ages and abilities, fostering community connection through shared craft.

In addition to the workshops, we will run two low-cost fabric sales using industry surplus rescued from landfill — giving local makers, artists, students, and crafters access to affordable, sustainable resources.

How this benefits Sawbridgeworth residents:

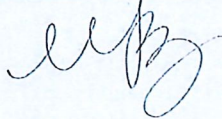
Teaches residents valuable life skills in clothing repair
Reduces textile waste and supports circular economy practices
Offers inclusive, community-building creative sessions
Provides affordable fabric for reuse to support local creativity and sustainability Aligns with the Council's sustainability and community engagement priorities

Total cost of project (excluding VAT)	£ 1,300
Amount of Grant requested:	£ 500

Other sources of funding applied for:	To support the remainder of the project costs, I have applied for Fast Track Funding Award from the University of Hertfordshire and Arts in East Herts grant funding
--	--

If so, with what result:	We have successfully secured the University of Hertfordshire funding, which will cover £500 for workshop materials, equipment, and travel. The remaining £300 will be either covered via Arts in East Herts and/or raised through modest ticket fees from participants (£5–10/workshop) Donations and low-margin fabric sales during the events
---------------------------------	--

Self help; details of other activities to meet this need.	As above, we will raised funds through modest ticket fees from participants (£5–10/workshop), low-margin fabric sales during the events and donations during public events
--	--

Signature of Applicant		Date: 18.07.2025
-------------------------------	---	----------------------------

Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.



The Fabric Folk CIC

114-116 Fore St
Hertford SG14 1AJ
info@thefabricfolk.com

DATE: 18/07/2025

Plans for the Next 3 Years

The Fabric Folk CIC is currently in its early start-up stage and using 2025 as a trial year to test and refine our creative reuse workshop formats across East Hertfordshire — including in Sawbridgeworth. Our goal is to gauge local demand for sustainable craft materials and community-led repair and reuse activities.

Year 1 (2025–2026):

- Trial a series of hands-on repair and reuse workshops and low-cost rescued fabric sales in Sawbridgeworth.
- Gather feedback and assess the level of interest in sustainable textile craft, circular economy activities, and access to affordable creative materials in the area.
- Build relationships with local residents, venues, and community partners across East Herts.
- Begin mapping out where the strongest textile reuse community is emerging.

Year 2 (2026–2027):

- Expand delivery of workshops and rescued material based on 2025 learnings.
- Open a permanent Circular Creative Hub in one of the East Herts towns — potentially in Sawbridgeworth — depending on where we have built the strongest, most engaged textile reuse community.
- The hub will act as a shared making space, repair studio, and rescued materials depot for local creatives, residents, and sustainability champions.
- Deepen partnerships with local schools, creative groups, and sustainability initiatives.
- Strengthen our facilitator network and volunteer engagement to increase reach and capacity.

Year 3 (2027–2028):

- Support local economic resilience by offering training, low-cost resources, and opportunities for collaborative enterprise.
- Continue to scale community-led reuse, repair, and creative skills across the region.

Our long-term vision is to make sustainable creativity and textile repair an accessible and joyful part of everyday life — helping to build more resilient, resourceful, and connected communities.

Canal Ability
Volunteers name badges £400



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – July 2025

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than Friday 18th July 2025 for consideration on 28 July 2025.

Name of Organisation:	CanalAbility
Name and position of person making this application	Doreen Goodall, General Manager
Address for correspondence:	Lock View, Burnt Mill Lane, Harlow, CM20 2QS
Phone number:	01279 424444
Name of Project:	Hello My name is.....

Description of Project,
how and when grant will be
spent.

We are always looking for
ways that we can improve
the experience of our clients.
An area that has been
highlighted is that the names
of our individual volunteers
is only shown on their
qualification ID cards. The
text is very small and not
easily read. We have
decided we need to provide
all volunteers with a badge
that clearly states their
name (making
communication more
personal). These need to
meet many criteria (visually
impaired needs, etc.) We
have identified the badges
and would like to provide
each volunteer.

Total cost of project (excluding VAT)	£400
--	------

Amount of Grant requested:	£400
----------------------------	------

Other sources of funding applied for:	No further funding applied for
--	--------------------------------

If so, with what result:	N/A
--------------------------	-----

--	--

Self help; details of other activities to meet this need.	During our annual update for all volunteers we covered a module entitled Customer Interaction. This covered Mirroring and Matching, and Where and When there opportunities to interact with clients, both prior to, during and after their trip. We have also developed a database of "Useful Information" to enable our volunteers to answer many of the questions our clients ask, that they may not know the answer to, during a trip. This is now on board each boat in hardcopy format. What we did identify was lots of opportunities to interact with our clients, however no clear way of identifying the volunteer name the clients are interacting with.
--	---

Signature of Applicant Doreen Goodall 15th April 2025	Date:
---	--------------

Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.



Taking Stock and Moving Forwards

**A Fleet Strategy for CanalAbility
Registered Charity 1108452**





Introduction

CanalAbility is an award winning charity dedicated to providing facilities for disabled people and those with other challenges to enjoy boating on the river on our specially adapted canal boats. These have served us well for many years but are now ageing and presenting challenges themselves.

The Charity is at a pivotal point in its history and there are many challenges that need to be confronted. Some are internal, which we have control over and others are external which we must prepare for to either mitigate damage or take advantage of opportunities.

This strategy sets out the Board's plans for the Charity's fleet of three boats until the end of 2024. It provides a summary of information-gathering and assessment activities which fed into the decision making process. The Board recognises that some decisions have to be made in advance of having a full picture of the future and that, although this situation is not ideal, to do nothing would severely endanger our viability.

Every effort has been made to accurately assess the condition of our fleet, the income and expenditure related to individual boats and the likely lifespan and future maintenance costs of each. The Board has, where possible, made firm decisions based upon this information and has created options contingent upon understanding to be gained in the future.

These are challenging but exciting times for our Charity and I am pleased to present this strategy document, on behalf of the Board, as CanalAbility's guide to navigating towards a sustainable future.

Marc Balkham
Chair of The Board of Trustees
CanalAbility
September 2022

In preparing this strategy, The Board would like to record its thanks for their invaluable contributions to the following:

Doreen Goodall, General Manager
Ian Ramsay, Trustee Fleet Manager
Geoff Hill, Former Chair of The Board of Trustees
David Powell, Volunteer
John Eyre, Volunteer

Appendix H

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
19/05/2025	2350	202.73		202.73		R ☒	Petty Cash
20/05/2025	8516	141.47			141.47	☐	The Anglia Sign Casting Compan
02/06/2025	DD	162.15		162.15		R ☒	The Fuelcard Company
02/06/2025	DD2	749.97		749.97		R ☒	Techwyse
02/06/2025	DD3	1,360.00		1,360.00		R ☒	East Herts District Council
02/06/2025	DD	400.00		400.00		R ☒	Oakridge Nursery
03/06/2025	Direct		500.00	500.00		R ☒	Receipt(s) Banked
03/06/2025	Direct		367.88	367.88		R ☒	Receipt(s) Banked
04/06/2025	Direct		880.00	880.00		R ☒	Receipt(s) Banked
09/06/2025	DD4	144.28		144.28		R ☒	The Fuelcard Company
11/06/2025	DD5	203.51		203.51		R ☒	Everflow Water
13/06/2025	8520					R ☒	Carter, Laura
13/06/2025	8521					R ☒	Sargant, Joanne
13/06/2025	8522					R ☒	Parrish, Stephen
13/06/2025	8523					R ☒	Dale, Lisa
13/06/2025	8524					R ☒	Jones, John
13/06/2025	8525					R ☒	Derrick, Viv
13/06/2025	8528					R ☒	Robinson, Adrian
13/06/2025	8527					R ☒	Hunt, Christopher
13/06/2025	8526					R ☒	Crank, Darren
13/06/2025	8529					R ☒	Langley, Graham
16/06/2025	DD6	57.60		57.60		R ☒	Affinity One Security Solution
16/06/2025	DD8	93.60		93.60		R ☒	Francotyp-Postalia Limited
16/06/2025	DD9	107.04		107.04		R ☒	Workplace Drink Solutions Limi
16/06/2025	DD10	177.24		177.24		R ☒	The Fuelcard Company
16/06/2025	8505	7,338.52		7,338.52		R ☒	HMRC
16/06/2025	8506	3,370.31		3,370.31		R ☒	Herts County Council
16/06/2025	Direct		82.80	82.80		R ☒	Receipt(s) Banked
17/06/2025	DD	20.24		20.24		R ☒	Lloyds Bank plc
17/06/2025	Direct		17.91	17.91		R ☒	Receipt(s) Banked
18/06/2025	500429		30.00	30.00		R ☒	Receipt(s) Banked
18/06/2025	500429		2,000.00	2,000.00		R ☒	Receipt(s) Banked
18/06/2025	500428		637.15	637.15		R ☒	Receipt(s) Banked
19/06/2025	DD12	40.56		40.56		R ☒	Vatix
19/06/2025	8507	543.88		543.88		R ☒	NEST
20/06/2025	DD13	56.16		56.16		R ☒	Quartix Limited
20/06/2025	DD14	447.78		447.78		R ☒	EDF Energy
20/06/2025	8534/B	35.00		35.00		R ☒	SDH Window Cleaning
20/06/2025	8535/B	270.00		270.00		R ☒	KSS Consultants Limited
20/06/2025	8533/B	1,314.66		1,314.66		R ☒	Airdrome Cars Ltd
23/06/2025	DD15	104.75		104.75		R ☒	Engie Gas
23/06/2025	DD16	342.63		342.63		R ☒	The Fuelcard Company
23/06/2025	Direct		75.00	75.00		R ☒	Receipt(s) Banked
24/06/2025	BCARD1	168.00		168.00		R ☒	Euro Loo
24/06/2025	BCARD2	75.00		75.00		R ☒	National Windscreens
24/06/2025	BCARD3	5.79		5.79		R ☒	Amazon.co.uk
24/06/2025	BCARD4	4.79		4.79		R ☒	HUGS
24/06/2025	BCARD5	74.04		74.04		R ☒	Amazon Business EU S.a.r.l

Bank Reconciliation up to 30/06/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/06/2025	BCARD6	153.55		153.55		R ☒	Sainsburys
24/06/2025	BCARD7	13.00		13.00		R ☒	Timpson Limited
24/06/2025	BCARD8	157.00		157.00		R ☒	Sainsburys
24/06/2025	BCARD9	35.99		35.99		R ☒	Amazon Business EU S.a.r.l
24/06/2025	BCARD10	10.90		10.90		R ☒	The Co-operative Food
24/06/2025	BCARD11	1.55		1.55		R ☒	Amazon Business EU S.a.r.l
24/06/2025	BCARD12	23.65		23.65		R ☒	The Co-operative Food
24/06/2025	BCARD13	21.59		21.59		R ☒	Amazon Business EU S.a.r.l
24/06/2025	BCARD14	32.98		32.98		R ☒	Amazon.co.uk
24/06/2025	BCARD15	20.40		20.40		R ☒	Dorringtons
24/06/2025	BCARD16	24.50		24.50		R ☒	Morrisons
24/06/2025	BCARD17	13.88		13.88		R ☒	Amazon Business EU S.a.r.l
24/06/2025	BCARD18	28.90		28.90		R ☒	Amazon Business EU S.a.r.l
24/06/2025	BCARD19	490.45		490.45		R ☒	Langthornes Plantery
24/06/2025	BCARD20	9.99		9.99		R ☒	ILIFFE MEDIA
24/06/2025	BCARD21	33.98		33.98		R ☒	Amazon Business EU S.a.r.l
24/06/2025	BCARD22	19.98		19.98		R ☒	Amazon.co.uk
24/06/2025	BCARD23	11.99		11.99		R ☒	Amazon Business EU S.a.r.l
27/06/2025	Direct		10.00	10.00		R ☒	Receipt(s) Banked
30/06/2025	2353	62.37			62.37	☐	Petty Cash
30/06/2025	DD17	171.99		171.99		R ☒	The Fuelcard Company
30/06/2025	DD18	206.50		206.50		R ☒	Onecom Limited
30/06/2025	DD	220.82		220.82		R ☒	Citation Limited
30/06/2025	Direct		100.00	100.00		R ☒	Receipt(s) Banked
		<u>37,952.35</u>	<u>4,700.74</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
4000 Salaries	0	46,510	243,480	196,970		196,970	19.1%	
4001 DNU	27,504	0	0	0		0	0.0%	
4003 DNU	43,140	0	0	0		0	0.0%	
4004 DNU	33,199	0	0	0		0	0.0%	
4005 DNU	31,632	0	0	0		0	0.0%	
4011 DNU	10,263	0	0	0		0	0.0%	
4013 DNU	31,783	0	0	0		0	0.0%	
4015 DNU	54,071	0	0	0		0	0.0%	
4035 NIC - Employers	24,251	0	31,270	31,270		31,270	0.0%	
4040 Pension Employers	31,229	0	32,070	32,070		32,070	0.0%	
Staff :- Indirect Expenditure	<u>287,072</u>	<u>46,510</u>	<u>306,820</u>	<u>260,310</u>	<u>0</u>	<u>260,310</u>	<u>15.2%</u>	<u>0</u>
Net Expenditure	<u>(287,072)</u>	<u>(46,510)</u>	<u>(306,820)</u>	<u>(260,310)</u>				
<u>200 General Administration</u>								
1076 Precept	452,775	239,918	479,835	239,918			50.0%	
1090 Interest Received	6,296	1,755	6,000	4,245			29.2%	
1999 Miscellaneous Income	1,035	18	0	(18)			0.0%	
General Administration :- Income	<u>460,106</u>	<u>241,690</u>	<u>485,835</u>	<u>244,145</u>			<u>49.7%</u>	<u>0</u>
4070 Subscriptions	2,283	2,424	2,860	436		436	84.8%	
4075 IT Support	9,928	4,610	13,000	8,390		8,390	35.5%	
4080 Training (Members)	163	0	500	500		500	0.0%	
4081 Travel Expenses	558	80	550	470		470	14.6%	
4082 Training (Staff)	981	0	1,000	1,000		1,000	0.0%	
4083 Clerks Expenses	17	0	100	100		100	0.0%	
4090 IT Development	0	0	1,500	1,500		1,500	0.0%	
4095 Photocopy Charges	1,349	609	1,500	891		891	40.6%	
4100 Telephone/Broadband	880	517	2,500	1,983		1,983	20.7%	
4105 Postage	682	178	800	622		622	22.3%	
4110 Stationery	807	99	1,000	901		901	9.9%	
4115 Insurance	10,956	6,426	11,000	4,574		4,574	58.4%	
4120 Bank Charges	264	61	500	439		439	12.1%	
4125 Repairs & Renewals	198	0	750	750		750	0.0%	
4130 Staff Care	2,313	261	1,600	1,339		1,339	16.3%	
4135 Office Care	1,374	538	3,000	2,462		2,462	17.9%	
4140 Office Equipment	449	1,903	1,500	(403)		(403)	126.8%	
4180 Accountancy Services	3,402	0	3,000	3,000		3,000	0.0%	
4185 Audit	2,365	(1,165)	3,565	4,730		4,730	(32.7%)	
4190 Professional Fees	3,480	1,272	6,000	4,728		4,728	21.2%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4195 Tourism	803	253	1,000	747		747	25.3%	
4200 Web-site	600	60	1,500	1,440		1,440	4.0%	
4201 Web-site development	0	0	1,500	1,500		1,500	0.0%	
4215 Town Signs	811	0	500	500		500	0.0%	
4990 Contingency	0	0	2,000	2,000		2,000	0.0%	
4999 Miscellaneous Costs	10	0	0	0		0	0.0%	
General Administration :- Indirect Expenditure	44,672	18,126	62,725	44,599	0	44,599	28.9%	0
Net Income over Expenditure	415,434	223,564	423,110	199,546				
<u>210 Democratic Services</u>								
1335 Civic Dinner Income	3,105	4,515	5,000	485			90.3%	
Democratic Services :- Income	3,105	4,515	5,000	485			90.3%	0
4310 Election Expenses	4,489	0	3,000	3,000		3,000	0.0%	
4315 Mayor's Allowance	1,464	1,287	1,500	213		213	85.8%	
4330 Civic Events	1,562	184	3,000	2,816		2,816	6.1%	
4335 Civic Dinner Expenditure	3,108	3,638	5,000	1,362		1,362	72.8%	
Democratic Services :- Indirect Expenditure	10,623	5,109	12,500	7,391	0	7,391	40.9%	0
Net Income over Expenditure	(7,518)	(593)	(7,500)	(6,907)				
<u>220 Grants</u>								
4350 Grants - SYPRC	1,000	(1,000)	1,000	2,000		2,000	(100.0%)	
4355 Grants - The Hailey Centre	1,000	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	54	0	75	75		75	0.0%	
4375 Freedom of the Town	1,224	488	1,500	1,012		1,012	32.5%	
4380 Grants - Other	3,300	0	3,500	3,500		3,500	0.0%	
Grants :- Indirect Expenditure	6,578	(512)	7,075	7,587	0	7,587	(7.2%)	0
Net Expenditure	(6,578)	512	(7,075)	(7,587)				
<u>300 Civic Centre</u>								
1400 Rental Income	1,065	898	800	(98)			112.2%	
Civic Centre :- Income	1,065	898	800	(98)			112.2%	0
4405 Rates	15,030	5,438	14,000	8,562		8,562	38.8%	
4410 Heat & Light	6,754	1,263	10,000	8,737		8,737	12.6%	
4415 Water	582	239	650	411		411	36.8%	
4420 Maintenance	4,670	1,212	5,000	3,788		3,788	24.2%	
4425 Fixtures & Fittings	51	0	0	0		0	0.0%	
4445 New Equipment	2,898	127	5,000	4,873		4,873	2.5%	
Civic Centre :- Indirect Expenditure	29,985	8,279	34,650	26,371	0	26,371	23.9%	0
Net Income over Expenditure	(28,920)	(7,382)	(33,850)	(26,468)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Hailey Centre</u>								
4420 Maintenance	2,937	0	5,000	5,000		5,000	0.0%	
Hailey Centre :- Indirect Expenditure	2,937	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	(2,937)	0	(5,000)	(5,000)				
<u>330 Other Rented Accommodation</u>								
4400 Rent	4,660	1,600	4,800	3,200		3,200	33.3%	
4410 Heat & Light	0	373	0	(373)		(373)	0.0%	
4420 Maintenance	0	60	0	(60)		(60)	0.0%	
Other Rented Accommodation :- Indirect Expenditure	4,660	2,033	4,800	2,767	0	2,767	42.4%	0
Net Expenditure	(4,660)	(2,033)	(4,800)	(2,767)				
<u>400 Bullfield Allotments</u>								
1500 Allotment Rent Income	1,334	0	910	910			0.0%	
1510 Allotment Water Income	146	0	200	200			0.0%	
1515 Allotment Dep Retain	100	0	0	0			0.0%	
Bullfield Allotments :- Income	1,579	0	1,110	1,110			0.0%	0
4415 Water	666	210	600	390		390	35.1%	
4420 Maintenance	196	0	700	700		700	0.0%	
Bullfield Allotments :- Indirect Expenditure	862	210	1,300	1,090	0	1,090	16.2%	0
Net Income over Expenditure	718	(210)	(190)	20				
<u>410 Bellmead Allotments</u>								
1500 Allotment Rent Income	350	0	250	250			0.0%	
1510 Allotment Water Income	36	0	30	30			0.0%	
Bellmead Allotments :- Income	386	0	280	280			0.0%	0
4415 Water	145	54	100	46		46	53.8%	
4420 Maintenance	19	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	164	54	350	296	0	296	15.4%	0
Net Income over Expenditure	222	(54)	(70)	(16)				
<u>420 Vantorts Allotments</u>								
1500 Allotment Rent Income	249	0	175	175			0.0%	
1510 Allotment Water Income	27	0	25	25			0.0%	
Vantorts Allotments :- Income	276	0	200	200			0.0%	0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4415 Water	168	114	120	6		6	95.3%	
4420 Maintenance	152	0	250	250		250	0.0%	
Vantorts Allotments :- Indirect Expenditure	320	114	370	256	0	256	30.9%	0
Net Income over Expenditure	(44)	(114)	(170)	(56)				
430 Southbrook Allotments								
1500 Allotment Rent Income	1,314	0	1,290	1,290			0.0%	
1510 Allotment Water Income	175	0	170	170			0.0%	
1515 Allotment Dep Retain	146	0	0	0			0.0%	
Southbrook Allotments :- Income	1,634	0	1,460	1,460			0.0%	0
4415 Water	623	165	500	335		335	32.9%	
4420 Maintenance	353	280	700	420		420	40.0%	
Southbrook Allotments :- Indirect Expenditure	976	445	1,200	755	0	755	37.1%	0
Net Income over Expenditure	658	(445)	260	705				
440 Cemetery								
1550 Burial Fees	34,595	2,610	48,400	45,790			5.4%	
1560 Memorial Fees	2,390	465	2,500	2,035			18.6%	
1570 Grave Digging Income	2,980	400	2,600	2,200			15.4%	
1580 Tree Sales	3,450	0	3,000	3,000			0.0%	
1581 Bench Sales	2,734	1,777	3,500	1,723			50.8%	
1582 Memorial Plaque Sales	770	0	1,200	1,200			0.0%	
Cemetery :- Income	46,919	5,252	61,200	55,948			8.6%	0
4045 Subcontracted Labour	700	0	1,000	1,000		1,000	0.0%	
4415 Water	135	51	150	99		99	34.3%	
4420 Maintenance	6,457	2,054	5,000	2,946		2,946	41.1%	
4440 New Area (Spinney)	1,300	0	3,000	3,000		3,000	0.0%	
4520 Skip Hire	1,925	845	2,500	1,655		1,655	33.8%	
4530 Trees	500	409	550	141		141	74.3%	
4531 Benches	1,864	654	2,000	1,346		1,346	32.7%	
4532 Plaques	1,208	118	550	432		432	21.4%	
4675 Publicity	0	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	14,088	4,131	15,250	11,119	0	11,119	27.1%	0
Net Income over Expenditure	32,831	1,121	45,950	44,829				
6000 plus Transfer from EMR	1,300	0	0	0				
Movement to/(from) Gen Reserve	34,131	1,121	45,950	44,829				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
450 Playground								
4420 Maintenance	1,535	70	2,000	1,930		1,930	3.5%	
4421 New Equipment -Playground	0	0	4,000	4,000		4,000	0.0%	
Playground :- Indirect Expenditure	1,535	70	6,000	5,930	0	5,930	1.2%	0
Net Expenditure	(1,535)	(70)	(6,000)	(5,930)				
460 Rivers Heritage Site & Orchard								
4700 RHSOG	1,710	250	3,000	2,750		2,750	8.3%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	1,710	250	3,000	2,750	0	2,750	8.3%	0
Net Expenditure	(1,710)	(250)	(3,000)	(2,750)				
500 Groundsman								
1600 SYPRC/STFC Grass Cut - Income	300	0	0	0			0.0%	
1603 Conveniences coin operation	663	126	800	674			15.8%	
1610 Sub Contract Watering	776	0	275	275			0.0%	
1615 CCTV Footage Retrieval	300	0	0	0			0.0%	
Groundsman :- Income	2,039	126	1,075	949			11.7%	0
4600 Planters	0	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	608	0	800	800		800	0.0%	
4602 Bell St Convenience Repairs	157	865	5,000	4,136		4,136	17.3%	
4615 Ranger's Mower	1,475	276	2,000	1,724		1,724	13.8%	
4620 Ranger's Tools	2,797	277	3,000	2,723		2,723	9.2%	
4625 Mower Replacement	0	0	12,000	12,000		12,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,636	3,000	364		364	87.9%	
4635 CCTV Extension	1,822	0	3,000	3,000		3,000	0.0%	
Groundsman :- Indirect Expenditure	9,312	4,054	29,800	25,746	0	25,746	13.6%	0
Net Income over Expenditure	(7,274)	(3,927)	(28,725)	(24,798)				
600 Fun on the Field								
1670 Event Income	870	320	900	580			35.6%	
Fun on the Field :- Income	870	320	900	580			35.6%	0
4045 Subcontracted Labour	650	0	800	800		800	0.0%	
4670 Event Costs	723	400	1,000	600		600	40.0%	
4675 Publicity	0	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	1,373	400	2,000	1,600	0	1,600	20.0%	0
Net Income over Expenditure	(503)	(80)	(1,100)	(1,020)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
610 Events General								
4670 Event Costs	1,177	232	1,000	768		768	23.2%	
4672 RHSO 300	0	0	500	500		500	0.0%	
4673 VE Day	0	4,646	5,000	354		354	92.9%	
Events General :- Indirect Expenditure	1,177	4,878	6,500	1,622	0	1,622	75.0%	0
Net Expenditure	(1,177)	(4,878)	(6,500)	(1,622)				
620 Christmas Festival								
1670 Event Income	1,130	0	800	800			0.0%	
Christmas Festival :- Income	1,130	0	800	800			0.0%	0
4045 Subcontracted Labour	1,511	0	1,700	1,700		1,700	0.0%	
4670 Event Costs	1,568	400	1,000	600		600	40.0%	
4675 Publicity	390	0	500	500		500	0.0%	
4685 Christmas Lights	14,772	306	15,000	14,694		14,694	2.0%	
4690 Competitions	636	0	1,000	1,000		1,000	0.0%	
Christmas Festival :- Indirect Expenditure	18,877	706	19,200	18,494	0	18,494	3.7%	0
Net Income over Expenditure	(17,747)	(706)	(18,400)	(17,694)				
630 Markets								
1670 Event Income	0	0	8,000	8,000			0.0%	
Markets :- Income	0	0	8,000	8,000			0.0%	0
4674 Car Park Hire	0	0	9,000	9,000		9,000	0.0%	
4675 Publicity	0	0	4,000	4,000		4,000	0.0%	
Markets :- Indirect Expenditure	0	0	13,000	13,000	0	13,000	0.0%	0
Net Income over Expenditure	0	0	(5,000)	(5,000)				
640 Projects								
1671 HUB Funding	3,000	0	0	0			0.0%	
Projects :- Income	3,000	0	0	0				0
4710 Hanging Baskets	0	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	0	500	500		500	0.0%	
4720 Jubilee Gardens	23,743	23,596	100,000	76,404		76,404	23.6%	
4725 Fair Green	300	0	2,000	2,000		2,000	0.0%	
4735 Remembrance Day	150	150	400	250		250	37.5%	
4740 War Memorial	260	0	1,000	1,000		1,000	0.0%	
4746 HUB Project	1,926	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	26,379	23,746	105,400	81,654	0	81,654	22.5%	0
Net Income over Expenditure	(23,379)	(23,746)	(105,400)	(81,654)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
660 Town Selfie Walk								
4670 Event Costs	250	0	575	575		575	0.0%	
4675 Publicity	0	0	200	200		200	0.0%	
4681 Promotional Equipment	303	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	553	0	1,775	1,775	0	1,775	0.0%	0
Net Expenditure	(553)	0	(1,775)	(1,775)				
670 River Day								
1670 Event Income	40	40	50	10			80.0%	
River Day :- Income	40	40	50	10			80.0%	0
4670 Event Costs	120	170	150	(20)		(20)	113.3%	
River Day :- Indirect Expenditure	120	170	150	(20)	0	(20)	113.3%	0
Net Income over Expenditure	(80)	(130)	(100)	30				
700 Sawbobus								
1150 Grants Received	2,000	2,000	6,000	4,000			33.3%	
1800 Fares	6,655	1,726	10,000	8,274			17.3%	
1820 Fuel Rebate	2,072	0	1,300	1,300			0.0%	
1830 Sponsorship	4,000	3,750	6,000	2,250			62.5%	
Sawbobus :- Income	14,727	7,476	23,300	15,824			32.1%	0
4029 Salary Recharge	32,181	6,980	31,345	24,365		24,365	22.3%	
4045 Subcontracted Labour	291	0	1,000	1,000		1,000	0.0%	
4800 Fuel	4,848	1,528	8,500	6,972		6,972	18.0%	
4805 Vehicle Maintenance	6,715	1,010	6,000	4,990		4,990	16.8%	
4810 Vehicle Tax & Insurance	1,092	189	1,550	1,361		1,361	12.2%	
Sawbobus :- Indirect Expenditure	45,128	9,708	48,395	38,687	0	38,687	20.1%	0
Net Income over Expenditure	(30,401)	(2,231)	(25,095)	(22,864)				
800 Heffer GL61								
1830 Sponsorship	500	500	0	(500)			0.0%	
1850 Vehicle Hire Income	549	209	500	291			41.7%	
Heffer GL61 :- Income	1,049	709	500	(209)			141.7%	0
4800 Fuel	2,789	452	550	98		98	82.2%	
4805 Vehicle Maintenance	997	218	1,250	1,032		1,032	17.4%	
4810 Vehicle Tax & Insurance	1,092	189	1,290	1,101		1,101	14.6%	
Heffer GL61 :- Indirect Expenditure	4,878	859	3,090	2,231	0	2,231	27.8%	0
Net Income over Expenditure	(3,830)	(150)	(2,590)	(2,440)				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
810 Rangers Truck #1 WG64								
4800 Fuel	1,549	216	2,000	1,784		1,784	10.8%	
4805 Vehicle Maintenance	626	59	1,500	1,441		1,441	3.9%	
4810 Vehicle Tax & Insurance	964	110	1,070	960		960	10.3%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>3,138</u>	<u>386</u>	<u>4,570</u>	<u>4,184</u>	<u>0</u>	<u>4,184</u>	<u>8.4%</u>	<u>0</u>
Net Expenditure	<u>(3,138)</u>	<u>(386)</u>	<u>(4,570)</u>	<u>(4,184)</u>				
820 Rangers Truck #2 SY65								
4800 Fuel	1,005	321	1,250	929		929	25.7%	
4805 Vehicle Maintenance	496	1,268	1,500	232		232	84.6%	
4810 Vehicle Tax & Insurance	964	110	1,080	970		970	10.2%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>2,464</u>	<u>1,700</u>	<u>3,830</u>	<u>2,130</u>	<u>0</u>	<u>2,130</u>	<u>44.4%</u>	<u>0</u>
Net Expenditure	<u>(2,464)</u>	<u>(1,700)</u>	<u>(3,830)</u>	<u>(2,130)</u>				
910 Town Action Plan								
4910 Town Action Plan Costs	176	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>176</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(176)</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
920 ATC Rent								
1400 Rental Income	1,547	0	0	0			0.0%	
ATC Rent :- Income	<u>1,547</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
Net Income	<u>1,547</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	539,470	261,026	590,510	329,484			44.2%	
Expenditure	519,755	131,426	699,250	567,824	0	567,824	18.8%	
Net Income over Expenditure	<u>19,715</u>	<u>129,600</u>	<u>(108,740)</u>	<u>(238,340)</u>				
plus Transfer from EMR	1,300	0	0	0				
Movement to/(from) Gen Reserve	<u>21,015</u>	<u>129,600</u>	<u>(108,740)</u>	<u>(238,340)</u>				