

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Ruth Buckmaster

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TOWN CLERK  
Christopher Hunt

Cllrs E Buckmaster; R Buckmaster;  
Furnace; Newell; Pagdades; A Parsad-Wyatt; N Parsad-Wyatt; Penney, 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 25<sup>th</sup> March 2024** commencing at 7:30pm to transact the business set out in the agenda below.

A handwritten signature in black ink, appearing to read 'Christopher Hunt'.

Town Clerk  
19<sup>th</sup> March 2024

## AGENDA

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

### **23/139 APOLOGIES FOR ABSENCE**



To receive and approve any apologies for absence.

### **23/140 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members

### **23/141 PUBLIC FORUM**

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

### **23/142 MINUTES**



To approve as a correct record the minutes of the Meeting of the Town Council held on 26<sup>th</sup> February 2024 (M08) [Attached Appendix A]  
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Owner	Action	Completed
Cllr E Buckmaster	To liaise with County Councillors to explore if diversions can be mapped correctly on satellite navigation systems	
Town Project Manager	Place police engagement dates on to the town council website	On 'upcoming events' on the website

- 23/143 PLANNING COMMITTEE**  
[📎] To receive and note the minutes of the Planning Committee held on 26<sup>th</sup> February 2024 (P15) *[Attached]*
- [📎] To receive and note the draft minutes of the Planning Committee held on 11<sup>th</sup> March 2024 (P16) *[Attached Appendix B]*
- 23/144 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive mayor's appointments and communications
- 23/145 REPRESENTATIVES REPORTS**  
To receive representatives reports from:  
[📎]
  - County Councillor
  - District Councillors
  - Hertfordshire Police
  - Other Representatives[📎]
  - Cllr R Buckmaster
  - Cllr A Furnace*[Attached Appendix C]*
- 23/146 TO RESOLVE THE START TIME OF COUNCIL MEETING 2024 2025**  
[📎][👤] To resolve the times committee meetings and full town council meeting start from May 2024. Report from the Clerk.  
*[Attached Appendix D]*
- 23/147 CLERKS REPORT**  
[📎] Report on budget variances.  
*[Attached Appendix E]*
- 23/148 TOWN PROJECT MANAGERS REPORT**  
[📎] An update on current project and planning for events 2024.  
*Report to be printed for the meeting.*
- 23/149 FINANCIAL REPORT**  
[📎] To note the current Financial Report  
*[Attached Appendix F]*
- 23/150 ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.
- 23/151 ITEMS FOR FUTURE AGENDAS**  
To note any items for future agendas.

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

# **Appendix A**

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL

### Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:30pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 26th February 2024**.

#### Those present

Cllr E Buckmaster	Cllr N Parsad-Wyatt
Cllr R Buckmaster (Chair)	Cllr S Penney
Cllr A Furnace	Cllr G Rattey
Cllr D Newell	Cllr J Rider
Cllr S Pagdades	Cllr R Smith
Cllr A Parsad-Wyatt	Cllr S Smith

In attendance:

Chris Carter – Press

37 x members of the public

Thought of the day delivered by Councillor E Buckmaster.

#### 23/120 APOLOGIES FOR ABSENCE

None were made

#### 23/121 DECLARATIONS OF PECUNIARY INTEREST

None were received.

#### 23/122 PUBLIC FORUM

**Q1** Why do satellite navigation systems when travelling South on the M11 direct drivers towards Harlow then back on to the A1184. Will HGV infringements of weight restrictions be enforced?

Cllr E Buckmaster stated the issue with enforcement is HGV's can enter weight restricted roads to deliver and to prove a breach, drivers will need to be followed through the enforcement area. Monitoring this will take place and police made aware of concerns linked to the Wrenbridge development when it is opened.

**Q2** Do the council liaise with technology companies such as Google to update satellite navigation systems to correctly navigate drivers?

Cllr E Buckmaster stated he will take this back to County colleagues to look at if this can be fed back to ensure diversions are mapped correctly.

**Q3** How are the plans progressing for the Jubilee Gardens?

The Clerk responded. A meeting had been held today with the designer to finalise some updates required by EHDC, which when received will be sent to them for consideration. Once this has been approved tendering and works should follow.

**23/123 MINUTES**

**Resolved:** To approve as a correct record the minutes of the meeting of the town council held on 29<sup>th</sup> January 2024 (M07)  
*[prop Cllr R Smith; sec'd Cllr S Smith]*

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

Cllr G Rattey asked why the minutes didn't reflect the previous meeting under point 23/105.

The Clerk stated he had been advised to record the minutes in this way and a sound recording had been made and retained from the meeting.

Actions noted from the previous minutes and this had been resolved.

Owner	Action	Completed
Cllr A Parsad-Wyatt	To draft a motion to increase the maximum amount to be awarded to successful applicants for the town council grant funding scheme	Completed

**23/124 PLANNING COMMITTEE**

**Received and noted:** the minutes of the planning committee held on 29<sup>th</sup> January 2024 (P13)

**Received and noted:** the draft minutes of the planning committee held on 12<sup>th</sup> February 2024 (P14)

**23/125 TOWN ACTION PLAN & AMENITIES COMMITTEE**

**Received and noted** the draft minutes of the Amenities Committee held on 12th February 2024 (E03)

**23/126 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications  
Cllr R Buckmaster.

- Bereavement Café contacted the Mayor to thank them for the recent grant funding awarded by the Town Council
- Met with Fawbert and Barnard School Council representatives
- Attended the Scouts when making bird boxes
- Attended cubs jamboree celebration who were learning sign language
- Attended Sawbo Sales event
- Attended open day at the Herts and Essex air ambulance base
- Attended the opening of a new shop in Bakers Walk
- Attended beavers and scouts pancake day event
- Met with the Co-op manager to discuss local concerns
- Attended the child contact service at Bullfields
- Attended the town twinning AGM
- Attended the year two anniversary of the Ukraine war event where the beacon was lit outside of the council offices
- Attended the new charity Legend on the Bench at Bullfields, unveiling a bench bearing the words "Someone is always listening" and has a QR code which provides the numbers of various helplines, including Suicide

Prevention UK (SPUK) and mental health charity MIND

Cllr D Newell stated she had been to the Taylor Wimpy site event and managers were happy to attend a council meeting to explain lessons learnt to apply to any future developments.

Cllr A Furnace stated that a list has been raised with the managers to highlight outstanding paths and road upgrades.

23/127

## REPRESENTATIVES REPORTS

***Received and noted:*** Representatives reports from:

County Councillor E Buckmaster referred to his report additionally adding:

- Mandeville School may be taking in initial pupils but this hasn't been verified.
- The Sawbridgeworth North East 20mph consultation will be starting soon.
- Flooding prevention works have been completed reducing regular issues such as the A1184 South of the Town, West Road near to the A1184 junction, Parsonage Lane. Spellbrook is still seeing issues from water running off the fields and gully inspections have been requested to take place more frequently.
- Community Forum meeting at Gilston community hall to discuss the development tomorrow evening, which is open to the public.
- The no entry signs on Sheering Mill Lane are all in place and should now prevent vehicles breaching the no entry restriction.
- A number of pavements have been resurfaced and patchwork is being completed to the A1184 and West Road prior to resurfacing work.
- Will be seeking via statutory consultation to remove 20 meters of double yellow lines outside the cottages in Tudor Park.
- Has several parking engagements for five schemes relating to parking in central Sawbridgeworth due to pavement parking but also to consider relaxing some parking restrictions allowing shoppers to park for short periods of time.

Cllr A Furnace asked, is there potential for a quarry at Stanstead Abbots as this will have repercussions on air quality and HGV movements through the town.

Cllr E Buckmaster stated this was still being investigated by officers but has been on hold due to an application that may go to appeal for a quarry in the Hatfield area.

Cllr A Furnace stated there was some interesting information in Cllr E Buckmaster's report on the impact of wood burning fires and stoves, what is the campaign going forward in relation to this?

Cllr E Buckmaster stated fossil fuel and wood burners are very unhealthy due to the particulates they produce. It will be an ongoing campaign and awareness raised.

### District Councillors reports

Cllr R Buckmaster referred to her report

Cllr A Parsad-Wyatt attended a standards committee recently and figures from this had been circulated to members. His main focus has been on the Barclays Bank development in Knight

Street. He will be attending the next full district council meeting this Wednesday.

### Other Reports

Police Report, this was read by Cllr S Pagdades, local Police had completed a road traffic operation today on the A1184 the operation involved fourteen officers.

The primary aim of this operation was to prevent, detect and deter vehicle crime, burglary and other criminal activity as well as enforce road traffic legislation.

Over thirty vehicles were stopped during the operation. A number of drivers were dealt with for minor road traffic offences, one vehicle and occupant/s were searched under section 23 of the misuse of drugs act, intelligence-based enquiries are continuing.

Police engagement dates will be placed on the town council website.

Cllr S Pagdades is exploring further information on recent burglaries in School Lane and is writing to the Police and Crime Commissioner to obtain figures on 20mph speed enforcement.

### Cllr A Furnace

Raised awareness of swift boxes being fitted in several locations around the town including the town council building starting on the 22<sup>nd</sup> March by the Sawbridgeworth Swift group.

Sustainable Sawbridgeworth were holding a cycle day event 10am-12pm in the Co-op car park on the 13<sup>th</sup> April. To promote cycling through the town and east herts council officers will be attending to speak to residents to gather feedback on footpaths and cycling routes.

### Cllr R Buckmaster

RHSO had their AGM with reports on the years' work and plans are being made to celebrate next year's 300<sup>th</sup> anniversary of the Thomas Rivers Orchard.

The planning permission has been granted for the Bullfields extension and funds were being sought to complete this project. There will be an all-day music event later this year at Bullfields which is currently in the planning phase and wanted to offer prior warning that this event will take place.

## **23/128 DETERMINATION OF A MAYOR-ELECT**

**Resolved:** Cllr R Smith designated mayor-elect for the civic year 2024-25. To be determined by resolution at the Annual Meeting of the Town Council in May 2024.

*[prop Cllr S Pagdades; sec'd Cllr N Parsad-Wyatt]*

- 23/129 TOWN CLERK REPORT**  
*Received and noted:* the Clerk's report for the month of February 2024.
- 23/130 TOWN PROJECTS MANAGER REPORT**  
*Received and noted:* the Project Manager's report for the month of February 2024.
- 23/131 ANNUAL RISK ASSESSMENT**  
*Resolved:* To approve the Risk Assessment relating to the activities of the Town Council in the year 2024/25  
*[prop Cllr S Pagdades; sec'd Cllr S Smith]*
- 23/132 COMMITTEE VACANCIES**  
*Resolved:* Cllr S Penney was elected to sit on the following committees with vacancies.
  - Town Action Plan and Amenities Committee  
*[prop Cllr A Parsad-Wyatt; sec'd Cllr A Furnace]*
  - Planning Committee  
*[prop Cllr N Parsad-Wyatt; sec'd Cllr J Rider]*
- 23/133 TOWN COUNCIL GENERAL GRANTS AWARD VALUE**  
*Resolved:* to alter current grant funding guidance to state; Guidance to members is to award a maximum amount of £500 per application. However, if it is considered appropriate in extraordinary circumstances to award a higher amount than £500 for an application then this may be completed by a resolution of the Full Town Council.  
*[prop Cllr A Parsad-Wyatt; sec'd Cllr R Smith]*
- Resolved:* Any residual grant funding money will be considered for awarding to any applicant or applicants from that financial year's grant funding process.  
This year 2023/24 the remaining funds will be awarded equally to East Herts Council youth diversionary work and the Bereavement Café.  
*[prop Cllr A Parsad-Wyatt; sec'd Cllr D Newell]*
- 23/134 FINANCIAL REPORT**  
*Noted:* The current Financial Report
- 23/135 ACCOUNTS FOR PAYMENT**  
*Noted and Approved:* Accounts for payment.
- 23/136 ITEMS FOR FUTURE AGENDAS**  
None raised.
- 23/137 EXCLUSION OF PRESS AND PUBLIC**  
*Resolved:* Pursuant to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during the consideration of the following agenda item.  
Nomination for Freedom of the Town

23/138

**FREEDOM OF SAWBRIDGEWORTH**

To receive and resolve the nomination for Freedom of the Town  
nominated by  
Cllr E Buckmaster

*Meeting Finished at 20:22*

**ACTIONS**

Owner	Action	Completed
Cllr E Buckmaster	To liaise with County Councillors to explore if diversions can be mapped correctly on satellite navigation systems	
Town Project Manager	Place police engagement dates on to the town council website	

## **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 26 February 2024** at 8.25pm.

#### Those present

Cllr R Buckmaster  
Cllr Nathan Parsad-Wyatt  
Cllr John Rider

Cllr Angus Parsad-Wyatt  
Cllr Simon Penney  
Cllr Steve Smith

In attendance – 40 Members of  
public & 1 press  
Cllrs E Buckmaster, Furnace, Rattey  
& R Smith  
Chris Hunt - Town Clerk  
Jo Sargent - Town Projects Manager

#### P 23/131 APOLOGIES FOR ABSENCE

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

#### P 23/132 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Members of the public voiced their concerns re proposed change of use to 28 Knight Street. Their main points were lack of information around proposed opening hours, licencing issues, noise and parking. The lease-holder was also in attendance to offer further information & assurances. See Agenda item 23/136 for the committee's response to this application. Members of the public also raised concerns regarding proposed traffic travelling through Sawbridgeworth from the Wrenbridge site.

#### P 23/133 DECLARATIONS OF PECUNIARY INTEREST

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

#### P 23/134 MINUTES

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

- 12 February 2024 (P014) [*prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster*]

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

#### P 23/135 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. There were none.

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

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**3/23/1534/FUL      Land Between 136 and 130 Sheering Mill Lane**

Erection of dwelling and shed with creation of access, landscaping and associated works including alterations to land levels

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

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**3/23/2062/FUL      28 Knight Street, CM21 9AT**

Partial change of use from Class E use into Sui Generis to allow for live entertainment with the sale of alcohol and hot food. Installation of air source heat pump, erection of rear canopy, screen fence and external seating area

**STC Comment:** Once again, we re-iterate our view that we want to see this building brought back into use and welcome investment into the town. However, as on the original application we find the present application continues to be deficient in several key areas. The recent amendments submitted by the applicant, leave significant issues unaddressed.

Our primary concerns are the following:

**Parking Assessment:** The revised application still lacks a parking assessment, leaving unresolved issues related to the impact on local parking facilities. This omission suggests an inadequate plan for managing the expected increase in vehicle traffic.

**Noise Pollution:** While a Noise Impact Assessment has been submitted, it fails to consider all potential noise sources such as outdoor seating and the Air Source Heat Pump, kitchens, servicing activities, and first-floor toilets. It also neglects the close proximity of sensitive receptors, including a Grade II listed building. Key guidelines on assessing noise from pubs and clubs are ignored, leading to underestimation of noise levels. Predicted noise levels are compared against an artificially high baseline noise level and some of the proposed mitigations are deemed impractical for a live music venue.

**Anti-Social Behaviour:** The absence of an operational management plan does not provide confidence that anti-social behaviour will be effectively mitigated.

**Road Safety:** There is no new information addressing road safety, particularly in relation to the increased traffic and pedestrian movement near a Zebra crossing and local school.

**Access/Servicing:** The application does not clarify how deliveries and servicing will be managed, potentially leading to logistical challenges.

**Waste Management Plan:** The proposed bottle bin in the rear is likely to cause additional noise disturbance post-closing, which has not been adequately addressed.

**Impact Assessment:** The application lacks a comprehensive impact assessment, necessary for evaluating the full repercussions on the local community.

**Operational Hours & Capacity:** The intention to pursue a 1am operating license could result in further disruption, which seems incompatible with the character of the surrounding area and we have been given no information on capacity.

**Community Consultation:** There has been no significant effort to engage in pre-application discussions with local residents to discuss the proposed changes.

In light of these issues, we strongly object to the application in its current state.

We strongly recommend that the applicant withdraws this application, engages in meaningful discussions with the local community, and works collaboratively to address these legitimate concerns.

While we all want to see this building brought back into use, it is imperative that any redevelopment of this site is sympathetic to the character and needs of the local area, and that it enhances rather than detracts from the living conditions of nearby residents. [*prop Cllr A Parsad-Wyatt; secd Cllr J Rider*]

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**3/23/2185/LBC                      28 Knight Street, CM21 9AT**

Partial change of use from Class E use into Sui Generis to allow for live entertainment with the sale of alcohol and hot food. Insertion of partition walls, flooring, kitchen/prep area, stage, car and food storage area. Alterations to first floor W/Cs to include removal of bath, relocation of sinks and insertion of toilets. Installation of 3 external signage, new screen fence, acoustic works and erection of rear canopy

**STC Comment:** LBC noted – No comment.

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**3/24/0142/FUL &                      28 Knight Street, CM21 9AT**  
**3/24/0143/LBC**

Repair works to the flat roof over first floor level and exposure of chimney at ground floor level only to north wall

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

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**3/24/0246/HH                      6 Honeymeade, CM21 0AR**

Loft conversion with hip to gable roof extensions, 2 front facing rooflight windows and rear dormer incorporating a first floor rear door. Rear balcony to be created above the existing single storey rear projection and new handrail installed. Single storey front extension. Solar panels relocated to single storey rear projection flat roof

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

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**3/24/0272/HH                      The Old Malt House, Knight Street, CM21 9AX**

Demolition of outbuilding and erection of replacement garden studio

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

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**3/24/0290/HH                      13 Elmwood, CM21 9NL**

Erection of second storey front extension above porch

**STC Comment:** No objection in principle provided there are no sunlight/daylight implications for neighbouring properties [*prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster*]

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**3/24/0223/FUL                      8a Bell Street, CM21 9AN**

First floor door and windows replacement, installation of solar panels on the roof

**STC Comment:** No objection [*prop Cllr R Buckmaster; secd Cllr J Rider*]

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**3/24/0313/HH**                      **2 Rowney Gardens, CM21 0AT**  
Demolition of garage/side extension; erection of two-storey side and rear extensions; Juliet balcony to first floor rear elevation; front porch extension and alterations to fenestration

**STC Comment:** No objection in principle provided scale & design are considered acceptable [*prop Cllr R Buckmaster; secd Cllr A Parsad-Wyatt*]

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**P 23/137                      LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 23 February 2024.  
None received.

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**3/24/0298/HH**                      **18 Falconers Park, CM21 0AU**  
Single storey rear/side extension to replace the covered terrace, and a front porch extension  
**STC Comment:** No objection [*prop Cllr A Parsad-Wyatt; secd Cllr R Smith*]

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**3/24/0197/HH**                      **131 West Road, CM21 0BW**  
Single storey front extension  
**STC Comment:** No objection provided sufficient driveway is maintained [*prop Cllr R Smith; secd Cllr R Buckmaster*]

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**3/23/0542/HH**                      **16 Pishiobury Drive, CM21 0AE**  
Installation of Air Source Heat pump and additional solar PV panels  
**STC Comment:** No objection in principle. Support a more sustainable form of energy provision provided it is not disruptive to neighbouring properties [*prop Cllr A Parsad-Wyatt; secd Cllr S Penney*]

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**P 23/129                      PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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**3/23/2029/FUL**                      **The Bullfields Centre, Cutforth Road, CM21 9EA**  
Single storey extension and refurbishment of SYPRC (Sawbridgeworth Young People's Recreational Centre) to include external air conditioning units, new ground floor and first floor windows, new doors, alterations to external materials, new gate and fence, new hard landscaping, additional bicycle racks, EV charging points, photovoltaics to be added to the roof, air source heat pump condenser and enclosure, widening of existing pedestrian gate  
**STC Comment:** No Objection  
**EHDC Decision:** Granted

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**3/23/2421/HH**                      **33 Wychford Drive, CM21 0HA**  
Proposed first floor side extension with hipped pitched roof (over the existing single storey side projection) and new vertical board timber fence to obscure the ground floor side projection brickwork, with planting trained through a trellis. The proposed extension to be cantilevered at the rear  
**STC Comment:** No objection, neighbours have been consulted and are supporting the application.

**EHDC Decision:** Refused. "The proposed development, by reason of its size, scale, and siting against the pavement edge, alongside its prominent location on a corner plot, would add considerable bulk and mass to the site and would dominate the application dwelling and street scene. The proposal would fail to achieve a high standard of design, contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework 2023."

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**3/23/2432/HH**                      **Bridge House, Spellbrook Lane East, CM23 4BA**

Erection of rear ground courtyard infill and partial garage conversion

**STC Comment:** No objection

**EHDC Decision:** Refused. "The proposed development constitutes inappropriate development in the Metropolitan Green Belt and other harm is identified in respect of loss of openness. Other considerations have not been identified that would clearly outweigh the harm by reason of inappropriateness, and the harm to openness and the countryside so as to constitute very special circumstances. The proposal would therefore be contrary to Policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework."

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**P 23/130                      PLANNING APPEALS**

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

Meeting Closed at 9.21pm

# 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 11 March 2024** at 7.30pm.

#### Those present

Cllr Angus Parsad-Wyatt  
Cllr Simon Penney  
Cllr Steve Smith

Cllr Nathan Parsad-Wyatt  
Cllr John Rider

In attendance - Lisa Dale - Planning Officer

- P 23/140 APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence. Apologies received from Cllr R Buckmaster and approved *[prop Cllr A Parsad-Wyatt; secd Cllr S Smith]*
- P 23/141 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 23/142 DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members. There were none.
- P 23/143 MINUTES**  
**Resolved:** To approve as a correct record the minutes of the Meeting held on:  
  - 26 February 2024 (P015) *[prop Cllr A Parsad-Wyatt; secd Cllr S Penney]*  
To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 23/144 NEIGHBOURING DEVELOPMENTS**  
To report & receive updates on proposed neighbouring developments. There were none.
- P 23/145 PLANNING APPLICATIONS RECEIVED FROM EHDC**  
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

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3/24/0421/HH

Fairswell, 25 Vantorts Road, CM21 9NA

[Erection of single storey side extension](#)

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

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**P 23/146      LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 8 March 2024.  
None received.

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**3/24/0392/ADV &**

**3/24/0389/LBC      53 Knight Street, CM21 9QG**

Erection of 2 internally illuminated fascia signs, 1 internally illuminated menu board and ATM surround and re painting of external frontage.

**STC Comment:** No objection & No comment - LBC

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**3/24/0441/FUL      35-37 Bell Street, CM21 9AR**

Erection of a detached garden room (residential use) to the rear garden of the ground floor flat of 37 Bell Street.

**STC Comment:** Dislike retrospective applications however no objection in principle

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**P 23/147      PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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**3/24/0028/HH      8 Walnut Tree Crescent, CM21 9EB**

First floor side extension

**STC Comment:** No objection but the committee will keep the application under review to assess neighbours views due to being a recent application.

**EHDC Decision:** Granted.

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**P 23/148      PLANNING APPEALS**

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

Meeting Closed at 7.35pm

# **Appendix C**

## **Eric Buckmaster County Councillor Annual Report 2023 to 2024**

Representing the Parishes of Sawbridgeworth, High Wych, Eastwick and Gilston, Stanstead Abbots, Hunsdon, Widford, Wareside.

**Cabinet Member for the Environment including Sustainable Hertfordshire, Waste Disposal, Recycling Centres, Lead Local Flood Authority, Countryside Rights of Way. Chair of Hertfordshire Waste Partnership, Chair of Hertfordshire Local Nature Recovery Board. I also attend Hertfordshire Climate Change and Sustainability Partnership and Anglian Regional Flood and Coastal Committee.**

### **Key priorities and programmes:**

- Delivering the cross-Council Sustainable Hertfordshire Strategy.
- Overview of the local flood risk management strategy and flood risk

Mitigation and sustainable drainage via the planning system.

- The provision of timely, relevant and up-to-date advice related to the historic environment, sustainable drainage and ecology.
- To enhance the physical and natural environment of Hertfordshire through Countryside Management advice and action.
- To deliver volunteering programmes and Rights of Way improvement.
- To rebuild and grow the Health Walks programmes to address improved health and wellbeing for residents
- To ensure the effective management of Hertfordshire's waste
- To mobilise and manage new contracts for the disposal of the county's residual waste.
- Subject to national Government direction/amendments; To develop a response to the Resources & Waste Strategy and work closely with Waste Collection Authorities through the Hertfordshire Waste Partnership to deliver resulting strategies and requirements.
- To manage the considerable pressure on waste services, in particular the provision of the Recycling Centre and future cost of waste disposal through a network of Transfer Stations.
- To develop a suitable network of Recycling Centres that are capable of meeting service demand.

**Pishiobury park** Countryside Rights of Way works with the Districts and Boroughs in producing Greenspace Action Plans. we have now developed a draft GAP, which is available for download from: [Pishiobury Park GAP 2024-2034 FINAL no maps \(onwebcurl.com\)](https://onwebcurl.com/Pishiobury-Park-GAP-2024-2034-FINAL-no-maps) **Vision Statement** This plan will build on the successes of the last twenty years of management, which have brought the parkland into positive conservation management and dramatically improved visitor facilities. Our aspiration is to continue to restore and enhance Pishiobury Park's varied natural habitats and historic landscape, recognising the importance of the site's aging trees and promoting the future maturity of younger trees. Alongside this we will focus on celebrating the site's heritage, providing all visitors with a welcoming and accessible greenspace, and supporting the voluntary Friends of Pishiobury Park.

**Local Nature Recovery Partnership** I chair the board for the Local Nature Recovery Board for the partnership. A number of agencies have joined the steering group and Board, eg Herts and Middlesex Wildlife Trust, Natural England, Environment Agency, Districts and Boroughs, Landowners, and Hertfordshire Association of Parish Councils. The Hertfordshire Nature Recovery Partnership (HNRP or 'the Partnership') has been established by Hertfordshire County Council (the Responsible Authority - [Local nature recovery strategies: areas and responsible authorities - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/local-nature-recovery-strategies-areas-and-responsible-authorities)) in order to deliver Hertfordshire's Local Nature Recovery Strategy (LNRS). The Partnership includes a wide range of stakeholders from across public, private and

charity/voluntary sectors to ensure a diversity of voices are heard and a circumspect approach is followed in creating the LNRS.

- The Partnership will map the most valuable existing areas for nature across Hertfordshire and areas where the greatest opportunities are available for nature recovery and wider environmental benefits.
- Develop nature recovery priorities for Hertfordshire and establish and prioritise practical actions and projects (and their locations) that will help deliver these priorities.
- Carry out engagement with wider stakeholder groups, facilitating a comprehensive and widespread involvement in the LNRS process within Hertfordshire and coordinating with neighbouring LNRS delivery partnerships to ensure a joined-up approach at the county borders.
- Develop the final LNRS and any related outputs including but not limited to documents, webpages and software.
- Review the LNRS when requested by the Secretary of State and map where nature recovery action has been taken.

The Partnership will be comprised of the following groups: a Board, a Steering Group and several Task and Finish groups. Mapping will identify the most valuable existing areas for nature, Nature reserves – SSSIs places with designations, areas of greatest potential for creating valuable habitats through creating or improving habitats – buffer zones to habitats, links between habitats, poorly managed sites. Where creation or improvement of habitat could deliver wider environmental benefits (including air and water quality, flood mitigation, carbon sequestration and renewable siting). – flood plans, any green space.

Through mapping these areas we will also identify areas valuable habitat could be increased and where there is potential for joining up isolated sites. We also hope to map where habitats can deliver health and well-being benefits too for instance improving access to green space. Will integrate with Biodiversity Net Gain work.

Sites of 'strategic significance' will be identified. Developers will be incentivised to deliver BNG in these sites by receiving an uplift for BNG in these zones. To complete this mapping, data will be used from a wide range of stakeholders to ensure we have the accurate and comprehensive view of county.

Engagement will start by spring of next year, then draft mapping, wider engagement, public consultation then publishing.

**Air Quality** along with District Councils the County Council has a public health role in air quality. In February we held our annual air quality conference for County and District Councillors. A number of campaigns have focussed on behaviour change especially in discouraging use of wood burning stoves, which produce considerable particulates, and discouraging engine idling. Banners have been produced which can be displayed outside schools.

**Recycling Centres.** In 2023 Essex County Council formally introduced a residents only policy along with most surrounding Local Authorities. At the same time in Hertfordshire we were receiving a net 20pc of waste from residents across our borders including in Bishops Stortford and Royston. I therefore agreed to consider residents only in Hertfordshire as long as we engaged with neighbouring councils to discuss mutual access. Most of the councils declined however we have agreed arrangements with Essex and Cambridgeshire. We are therefore able to continue to access Harlow Recycling Centre and residents of Essex and Cambridgeshire may access Bishops Stortford and Royston through showing ID or a permit. We opened a new supersite Recycling

Centre in Welwyn Garden City and we are starting work on a new waste transfer station in Ware, and there will be investment in existing RCs including Bishops Stortford.

**Herts Waste Partnership** We continue to respond to the Governments Waste and Resources Strategy on elements of the new arrangements for Extended Producer Responsibility, where producers pay for the costs associated with waste disposal and Recycling for the packaging the produce as well as the much delayed Deposit Return Scheme. I have also lobbied the Sentencing Council for higher and consistent penalties for **flytipping**. Also to ensure that fines issued in court are at least equivalent to fixed penalty notices issued by the Local Authorities.

**Local Flooding. The causes of flooding are various and there is no single agency responsible.** The past 12 months has seen heavy rainfall, with various and significant forms of flooding in Sawbridgeworth, Eastwick and Gilston, Hunsdon, and Stanstead Abbots. The causes are all different and I have worked with the Parish Councils and the Agencies responsible for undertaking the work and/or Investigations.

Hunsdon High Street: Flooding has been a problem for many years including into resident's homes. Thames Water and Ringway have undertaken investigations and jetting. Work is underway with County Lead Local Flood Authority officers towards a long term solution. Funding was secured for mapping and options work which is due to be presented to residents by the end of March. Funding needs to be sought for subsequent stages from the Environment Agency.

**Stanstead Abbots:** The village centre at the bottom of a hill (Roydon Road) and near an Environment Agency watercourse makes the village vulnerable to flooding which has occurred on many occasions. Working with the parish council the Environment Agency has responded with providing a number of properties with funding for Property Flood Protection Measures. They also continue to consider possible natural flood management on higher ground in order to hold back water. The Parish feels that the EA should undertake some dredging of the ditch to increase the flow however EA has cited environmental reasons for not wanting to do this.

**Eastwick and Gilston.** There are a number of places where substantial flooding is occurring in the villages due to what can only be described as poor stewardship of the landowner, notably Places for People. As an example Gilston Lane, where lack of maintenance to Fiddlers Brook and vegetation restricts the flow of water, which floods and degrades the Lane and threatens properties. After much delay and pushing, Places for People have engaged with the Environment Agency for approval to undertake work. I have put carriageway work in my reserve highways list for work in the 2025/26 financial year assuming the maintenance work has been concluded by later this year. Eastwick Hall Lane is also undermined by water running off fields and heavy farm vehicles. Along With District Councillor John Dunlop and the Parish we have been seeking a meeting with relevant parties, including PFP land managers Knight Frank to find a solution.

**Sawbridgeworth:** The significant and persistent flooding has been along the A1184, by Rowney Gardens, Junction with West Road, Parsonage Lane, and Spellbrook layby. Work has now been undertaken through jetting by Ringway on West Road and Parsonage Lane which have now coped with the recent wet weather. We also worked hard to get Thames Water to clear the surface water drains near Pishiobury Drive which had filled with material and block the water run-off. Likewise the main road has coped with the weather. Spellbrook is flooded through run-off from the fields. I have asked Ringway to take another look. I have also requested more frequent gully clearing owing to the silt that comes off the fields.

Prevention is key in many cases. I have Asked East Herts to consider more frequent street cleansing in areas where flooding has occurred in order to keep gullies clear, and I am asking

County to look at a more proactive approach to escalating problems to other agencies such as Thames Water, Landowners, and the Environment Agency where the solution is potentially in their remit.

**Speed and 20mph** Following the implementation of the 20mph area in central Sawbridgeworth I have responded to residents requests to consider both statutory and advisory reduced speed limits in appropriate areas.

**Sawbridgeworth North East:** Statutory consultation has taken place. I'll discuss responses with officers once work is completed.

**Sawbridgeworth West:** speed and volumes studies completed. Next Stage Public Engagement to seek views.

**Stanstead Abbotts and St Margaret:** Area wide Statutory consultation concluded. This scheme is centrally funded and in order to include Roydon Road and Hoddesdon Road then traffic calming was included since signage wouldn't be sufficient on its own. Objections have tended to focus on the traffic calming. Once the reports are available I'll discuss options with officers.

**Hunsdon: Speed and** volume studies have been undertaken and there are further to come. My intention would be to introduce an advisory 20mph limit at Hunsdon school and also on Acorn Street with improved signage for safety.

**High Wych:** An Advisory 20mph sign has been installed at the school operating at school drop off and pick up.

### **Road and footway condition and resurfacing and parking**

£80m will be spent on highways and transport, including the continuation of the two-year £7.9m revenue funding for highways network improvements, with a focus on vegetation clearing, sign cleaning, litter clearance, drainage and footway patching.

£19m of additional capital investment in highways maintenance over the next two years to fix and protect Hertfordshire's roads.

There are various categories of work on the highway. The Highways fault reporting portal is the first port of call for all highways related faults. Potholes are assessed then if requiring action will be programmed. The response time can be up to 20 days. Gullies are cleared on a cyclical maintenance regime to deal with gullies across an area.

I have a **Highways locality budget** of £90k per annum which I can allocate to road and footway resurfacing, Highways schemes such as double yellow line, speed and volume studies, traffic regulation orders such as the No Entry at Sheering Mill Lane, and Double Yellow Lines at parking hotspots on junctions and to deter pavement parking. I have a number of Public Engagement Consultations underway currently around Sawbridgeworth. I am also resurfacing part of West Road following the two housing developments

There are also **Integrated Works** which are longer term planned schemes. The A1184 between Harlow and Brook Road has recently been repaired ahead of resurfacing in a couple of months time.

**Most streetworks on the Highway are utility companies** who as statutory undertakers can work on the roads in an emergency and must notify County Network Management within two

hours of starting. This isn't always done on time, and I can report utilities who can send an inspector and can issue fines.

**My Locality Grant** for the past 3 years every county councillor has had a grant pot to award to local good causes. During the two Covid years this was increased to £15,000. Owing to budget challenges our grant pots for 2024/25 has been reduced to £5,000. During 2023/24 I have awarded over 30 grants to organisations for just under £9,500. The balance will carry over to the next financial year.

<b>Applicant organisation</b>	<b>amount requested</b>	<b>Purpose</b>	<b>amount agreed</b>
<b>High Wych Parochial Parish Council</b>	<b>300</b>	<b>portaloos for community event</b>	<b>£300.00</b>
<b>Hunsdon JMI School, High Street, Hunsdon</b>	<b>300</b>	<b>coronation event</b>	<b>£300.00</b>
<b>Spellbrook school</b>	<b>250</b>	<b>Wormery and Composting area</b>	<b>£250.00</b>
<b>Bobtails Playgroup &amp; Teddyclub</b>	<b>250</b>	<b><a href="#">equipment</a></b>	<b>£250.00</b>
<b>309 Sawbridgeworth Air cadets</b>	<b>500</b>	<b>additional uniorms</b>	<b>£500.00</b>
<b>Sawbridgeworth Town Twinning Association</b>	<b>250</b>	<b>towards Commemorative photo book for 50th Anniversary of Town Twinning with Moosburg and Bry sur Marne</b>	<b>£250.00</b>
<b>wellbeing Centre</b>	<b>120</b>	<b>prize giving event for participants in Wellbeing Yellow Book arts project</b>	<b>£120.00</b>
<b>Stanstead Abbotts Brownies</b>	<b>550</b>	<b>coach for trip to London</b>	<b>£550.00</b>
<b>Keech hospice care</b>	<b>300</b>	<b>supports children &amp; their families</b>	<b>£300.00</b>
<b>Carers in Herts</b>	<b>300</b>	<b>carers in Herts</b>	<b>£300.00</b>
<b>Herts Inclusive Theatre</b>	<b>300</b>	<b>cultural activities for SEN</b>	<b>£300.00</b>
<b>Essex and Herts air ambulance trust</b>	<b>300</b>	<b>Air Ambulance</b>	<b>£300.00</b>
<b>Sawbridgeworth Local History Society</b>	<b>300</b>	<b>developing website for accessibility</b>	<b>£300.00</b>
<b><u>Hertfordshire Boat rescue</u></b>	<b>500</b>	<b>training and rescue on waterways</b>	<b>£500.00</b>
<b>Leventhorpe School all weather pitch contribution</b>	<b>400</b>	<b>towards AstroTurf pitch to a floodlit 3G artificial grass pitch</b>	<b>£400.00</b>
<b>ASPECTS</b>	<b>300</b>	<b>family support for children aged 5-19 who attend our partner schools in Bishop's Stortford, Sawbridgeworth and nearby villages.</b>	<b>£300.00</b>
<b>Jimmys Toddler Group at High Wych Parish Hall</b>	<b>350</b>	<b>toddler tables and chairs for craft activities and snack time</b>	<b>£350.00</b>
<b>Hunsdon Squirrels (Scouts)</b>	<b>256</b>	<b>flag for events such as Remembrance Sunday &amp; St Georges</b>	<b>£256.00</b>
<b>Sawbridgeworth Town Council on behalf of community groups</b>	<b>200</b>	<b>booklet for local support services</b>	<b>£200.00</b>

<b>Wareside Parish Council</b>	<b>400</b>	<b>contribution to community notice board</b>	<b>£400.00</b>
<b>Bobtails nursery</b>	<b>400</b>	<b>towards replacing floor</b>	<b>£400.00</b>
<b>Hertfordshire Libraries</b>		<b>towards multicultural, participatory dance theatre piece for children and families</b>	<b>£125.00</b>
<b>Hertfordshire CC</b>		<b>speed and volume survey for Cambridge Road Spellbrook</b>	<b>£275.00</b>
<b>Secret Space</b>		<b>yoga classes in Stanstead Abbots.</b>	<b>£250.00</b>
<b>Sawbridgeworth Guides</b>		<b>Tent for young leaders</b>	<b>£200.00</b>
<b>Ore Projects</b>		<b>Mentoring scheme which provided free hands-on classes in metalwork for 16-25 year olds.</b>	<b>£250.00</b>
<b>CHIPS</b>		<b>playschemes and clubs for children with additional needs (SEN)</b>	<b>£200.00</b>
<b>Isabel Hospice</b>		<b>support for their ongoing work</b>	<b>£300.00</b>
<b>Bishop's Stortford Child Contact Centre</b>		<b>Our Child Contact Centre, supporting families</b>	<b>£300.00</b>
<b>Sawbridgeworth Angling Society</b>		<b>We will build the two platforms which will enable our members with disabilities to fish safely.</b>	<b>£300.00</b>
<b>1st Stanstead Abbots and St Margarets Scout Group</b>	<b>1</b>	<b>Treatment of trees around scouts hut building to keep users safe</b>	<b>£300.00</b>
		<b>Running Total</b>	<b>£9,326.00</b>
		<b>amount remaining</b>	<b>£674.00</b>

## Chair RHSO report for AGM

Thank you everyone for attending the AGM.

The year started with a very successful Wassail. The ground was very muddy but everyone enjoyed the evening. We had the usual refreshments of hot drinks, mulled cider and apple juice, with the cider proving very popular as usual. This year we also provided savoury snacks as well as the cakes. All the volunteers work very hard to make this event the success it is.

We held juice stalls in Bell street throughout the year to raise funds. March juice stall was cancelled due to bad weather but we held sales in June and December.

The May fayre is a fantastic community event bringing together many community groups and commercial businesses. I feel it is very important that we attend these community gatherings to promote the Orchard and publicise it, to encourage more people to volunteer and get involved. It is in this way we can try to ensure the continuation of RHSO.

This year we trialled a new event, Family picnics in the Orchard. We were very lucky with the weather as it turned out to be a perfect day. We didn't sell any hot drinks only juice. But think that we should next time. There were approximately 50-70 people in various groups. Everyone I spoke to thought it was a lovely day and something that should be repeated.

We had a presence at the allotment show and sold some juice. As usual the Scarecrow Festival was very busy. It is now held on the playing fields rather than the church grounds. This makes it harder work for us as we can't leave the juice on site overnight.

Unfortunately before this years Apple Day there was a lot of unauthorised fruit picking. Obviously in the past when people have helped themselves to a few apples so it has not been such a problem. But this year there was large organised picking witnessed. I received many reports of people being seen in the orchard with ladders and pickers, stripping many of the trees. Consequently we are not able to offer the Cox Bramley variety this year as it was the Bramley apples that were taken.

This years Apple day was a warm sunny day that generated a large turnout of the community. Even with a lot of trees stripped It was a very successful day with enough fruit for over 1000 bottles of juice picked.

One of the concerns of the group is the long term sustainability of the orchard. To this end a small group met and drew up a plan for new plantings at the far end of the site. Some of us met with Peter Laws and Paul Read for their expert advice on what to plant and where. It was decided to start the planting with some new varieties of plum trees. Obviously only Rivers varieties. These have now been ordered as it takes time to be grafted. We look forward to planting them next autumn (2024). This is part of the 300th Anniversary of Thomas Rivers that will take place in 2025.

All these events and the monthly maintenance takes a lot of time and effort from all the volunteers. Without all of you there would be no orchard so I would like to give a huge thanks to all of you. Thank you.

Chair Ruth Buckmaster

**SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE MANAGEMENT**  
**COMMITTEE**

(CHARITY NUMBER 302466)

**REPORT FOR THE YEAR 2023/24**

**Objects and Powers**

The purpose of the Centre is to help and educate the children and young people of Sawbridgeworth through their leisure time activities. So to develop their physical, mental, and spiritual capacities that they may grow to full maturity as individuals and as members of society and that their conditions of life may be improved.

The Management Committee meet throughout the year during the period covered by this report and has dealt with matters relating to the efficient running of the Centre as and when they occurred.

The management Committee consists of the following individuals:

Cllr R Buckmaster – Chair

Vice Chair – vacant

Mrs G Hawkins – Secretary

Cllr R Smith – Treasurer

Mr C Chester

Ms L Rodriguez

Cllr A Parsad-Wyatt

Cllr N Parsad-Wyatt

Mr R Furber

Mrs L Hughes

Ms K

Plus two Leventhorpe students

Centre Manager Mrs H Verity

At last year's AGM our long-standing committee member and vice chair Angela Alder stood down from the management committee. Angela had been involved with the Bullfields Centre and Syprc for over 50 years. She passionately believed in the benefits that play and recreational activities had on young people and worked tirelessly to improve the facilities for the youth of Sawbridgeworth. Angela will be very missed at

Bullfields and the committee. Cllr A Furnace and Mr D Role also stood down and were thanked for their work for the Centre.

We welcomed new members R Furber, L Hughes and a leader from Youth Create.

Our Centre Manager has proved to be an invaluable asset to the team. Mrs Verity is efficient and proactive. Ensuring any problems are quickly dealt with.

The Centre has had new CCTV cameras and lights added to the building to improve security. The committee work constantly to improve the centre for all its users.

The number of our regular and long-term hirers has increased with only Thursday evenings available. The hirers include high wych preschool, Kumon Maths, Clubercise, Graham School of Dance, Woodturners, Kung Fu and Youth Create. Saturday afternoons and Sundays are for occasional hire. We have welcomed the Repair Café and recently Sawbo Sales to the Centre.

The film club has put on showings for Leventhorpe students and the scouts and can be hired by other users. The hall has been used for quiz nights and parties.

We also ran a 'Cooking Club' with the help of a grant from Clarion Housing. A group of young people took part, some of whom were referred by the Family Service, while others were local. It was very popular during the winter months but not as much during the warmer weather.

Unfortunately, the Youth Service no longer run a club for the young people at the centre but instead provide activities during the summer holidays. A play scheme was held for two days during Christmas holidays which was well attended.

The Centre had two planning applications approved. The first to replace the old original radiant heaters with air source heat pumps. External s106 money has been found to pay for the installation of the pumps which we hope will be carried out this summer.

The second approval is to build the extension to increase capacity for early years and youth. The estimated cost of the extension has doubled in the past few years. As the s106 money allocated to this project is now not sufficient external funding is being sought.

The Financial Balance January to December 2023.

Bank Name	Bank Account	Opening Balance 1st Jan 2023	Closing Balance Dec 31st 2023	Difference
Community	20-36-98 90818755	14,513.06	14,058.30	-454.76
Business Main	20-36-98 13954331	50,791.42	36,411.04	-14,380.38
Business Other	20-36-98 90173193	1,880.53	1,903.17	22.64
			<b>Total Y2Y</b>	<b>-14,812.50</b>

The balance is £15k down on last year but that is due to architect and planning permission costs.

I was contacted last year by a parent of a young boy who took his life. This boy had lived near Bullfields and often used the park. His mother has started a Charity called Legends of the Bench. Her aim is to put benches all around the country. The benches are engraved with 'someone is always listening', and they have QR codes with access to phone numbers and help lines for people to contact if they need help. The bench is lit up to be seen at night. We are privileged to have the first Bench in the Bullfields field.

I would like to take this opportunity to thank the committee members for their continued hard work and support for the Centre. We look forward to another successful year.

Cllr Ruth Buckmaster Chair

March 2024

## Sustainable Sawbridgeworth report, Annual Town Meeting, 18 March 2024

Sustainable Sawbridgeworth promotes activities and policies that have a positive impact on our local environment and beyond. Formed in 2019, the group acts as an 'umbrella', supporting a range of well-established events in Sawbridgeworth as well as newer ventures. It has a Facebook page with over 260 members, and is currently working on a dedicated website.

Sustainable Sawbridgeworth has become a Friends of the Earth member as a Local Action Group. It has appointed a Chair and Treasurer, and has a core team that meets regularly to plan and organise activities. In terms of funding this year, a successful application to The Co-op was made providing £1,000 plus vouchers to support ongoing activities.

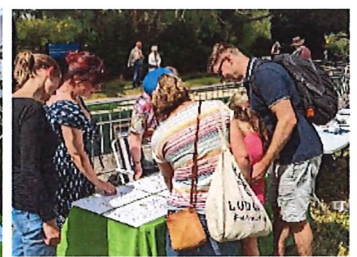
### Events over the past year include:

- **Repair Café** – celebrating its first birthday in July, this initiative is going from strength to strength with slots fully booked, and has inspired a Bishop's Stortford version.
- **Tidy Up Sawbridgeworth** – with three sessions a year, this continues to be extremely popular with April's event attracting around fifty litter pickers.
- **Thermal Imaging Camera loan scheme** – a partnership with the library is now in place for lending out a thermal-imaging camera to monitor household energy efficiency.
- **Sawbo Sales** – the first event this February was an enormous success bringing together buyers and sellers of children's pre-loved clothes and toys, and attracting one hundred people.
- **Vertical Gardens** – a workshop on practical solutions to grow more produce at home.
- **Christmas Lights** – organising a project for local children to create lanterns from recycled materials for the Great St Mary's Church display, and running a sustainable decorations workshop.

### The group has campaigned on the following issues:

- **Clean air** – group members created pollution maps for HCC by walking routes with monitoring equipment and has forged close links with Leventhorpe School on anti-idling measures. It meets regularly with EHC and HCC officers to discuss ways to improve air quality in the town, and ran a stall and conducted anti-idling leafleting for Clean Air Day last June.
- **Walking and cycling** – continuing to push for a Local Walking & Cycling Infrastructure Plan, the group has been a major contributor to EHC's consultation to make sustainable travel easier.
- **Wrenbridge** – writing to EHC about the logistic centre at St James and failure of local opposition to prevent the expected movement of HGVs through Sawbridgeworth, the group continues to push for ways of mitigating the impact.
- **Local produce** – the group has met The Co-op's regional Member and Community Relations Officer to discuss stocking local fresh produce, in-store recycling and stalls at the store.
- **Stalls** – these were held during the year on pollution, sewage in rivers, food waste, no-dig gardening and energy saving at the May Fayre, River Day, Gardens & Allotment Show, Christmas Lights and in Bell Street.
- **Holding councils to account** – the group asks questions at council meetings to keep environmental issues at the forefront of the local agenda.

For anyone interested in getting involved, please contact [sustainablesawbridgeworth@gmail.com](mailto:sustainablesawbridgeworth@gmail.com), or send a message via our Facebook page.



## Eco-Audit Working Group, Sawbridgeworth Town Meeting, 18 March 2024

*For further details contact Cllr Annelise Furnace*

The Eco-Audit Working Group brings residents and councillors together to discuss, action and promote sustainability across the town. It was formed in January 2020 to follow up recommendations in 3 Acorn's eco-audit and develop new initiatives to involve the whole town. The Group reports into STC's Amenities Committee and full minutes are available in the Amenities packs <http://www.sawbridgeworth-tc.gov.uk/town-council/meetings/agenda-meeting-archive>

### Plan to update eco-audit with a view to establishing a net zero target

STC has been awarded an EHC grant to help fund an update of the Town Council's eco-audit covering buildings and operations. We expect this to be done by 3 Acorns again. It will show any progress on reducing greenhouse gas emissions since 2020, and provide guidance on cutting our carbon footprint further with a view to moving to net zero emissions by a particular target date.

### Citizen Science Group

This spring's focus led by Bob Reed is to look at green spaces in Sawbridgeworth including trees, wildflowers, and hedges, as well as the brook in West Road play area (in terms of water quality and development impacts) and provide a series of recommendations.

### River Day on 3 June 2023

Held jointly with the Canal & River Trust, this was our second annual celebration of the river and associated wildlife, with attendance up on the year before. The Trust's boat trips proved particularly popular, along with canoeing sessions supported by Whoosh, and pond dipping with the Citizen Science Group. Volunteers from Hertfordshire Boat Rescue, Hertfordshire Police and Sustainable Sawbridgeworth also attended.

### Air Quality

STC responded to EHC's Air Quality Action Plan consultation and attended the informal discussion held with around 30 residents on 14 January 2024. A real time air quality monitor since has been installed on the A1184 and we are awaiting details on how residents can access the data.

It remains unclear how many HGV journeys the Wrenbridge logistics centre will produce, depending on tenants and nature of their business. STC has asked to be included at the next meeting of the Countryside community group.

### Energy Hub

STC is working with two new EHC officers on providing residents with home energy efficiency advice. A mobile hub will be used to demonstrate renewable energy products such as solar panels and heat pumps, as well as give residents the opportunity to speak with others who have experience in making their homes more energy efficient.

## Sawbo Travel Challenge & Town Walk – 25 to 30 September 2023

*For further details contact Cllr Annelise Furnace*

The town's primary schools and STC held a very successful Town Walk at the end of the Sawbo Travel Challenge week.

Five schools took part in the week-long initiative and results showed sustainable journeys (across four schools) improved by 22%, ranging from 6% in one school (where sustainable journeys are already high) to a massive 65% improvement in another school – amazing results that show this week really works!

A steady flow of families attended the Town Walk – thanks to the community groups (Evangelical Church, Rotary Club, Sustainable Sawbridgeworth and the WI) that looked after the stops, and the Hailey Centre for refreshments.

Organisations held Community Connections stalls in the car park. This included a joint stall by EHC and HCC on clean air campaign, which saw strong interest in air quality maps plotted with data collected by Sustainable Sawbridgeworth members, as well as receiving lots of pledges from families, many focused walking and cycling more often to school rather than taking the car. This is a great example of bringing different tiers of council together.

The event was attended by local MP Julie Marson, the High Sheriff of Hertfordshire Liz Green, Sawbridgeworth Town Mayor Cllr Ruth Buckmaster, and Sunny the Sawbosaurus, the Town Council's sustainable mascot.



# **Appendix D**

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Christopher Hunt  
Subject: Council Meeting Start times  
Date: 19<sup>th</sup> March 2024

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Dear Members,

I have recently reviewed the preferred start times of all council meetings, currently the start time is set at 7:30pm and I have assessed the option of starting at 7pm.

My review relates to the impact on councillors, officers and members of the public.

Current start times may be suited to members working long hours or commuting to work destinations. Those who are retired, work locally or from home may prefer an earlier start for more time to debate and/or conclude business in a timely manner to allow time to rest and recuperate.

Officers are limited in starting later prior to a meeting or the following day afterwards, this has impacted on some working in excess of 13 hours with a quick return to work the following day.

The public, who are legally permitted to attend are increasing in number and the public forum section of meetings can impact on the finishing times.

Part of my review I have requested comment from members and officers, eleven members felt an earlier start time would be acceptable, with one member happy with either time.

Staff are happy to start earlier for the reasons above.

This report is for consideration to debate this matter at the full town council meeting on Monday 25<sup>th</sup> March 2024 agenda item 23/146

Christopher Hunt  
Clerk

# **Appendix E**

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: Finance, Policy and Economic Development Committee  
From: Christopher Hunt  
Subject: Income and expenditure report  
Date: 19<sup>th</sup> March 2024

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### Executive Summary

This report explains variances from Month 11 in this financial year 2023/24. I will note any variance over 10%

Budget code	Budgeted	Expenditure	Variance	Explanation
<b>200 General Administration</b>				
4075 IT Support	£9000	£11,774	£2,774	Website development work to be re coded to reduce this variance.
4082 Training	£2,000	£2,730	+ £730	Training for road closures not budgeted for but will qualification for 5 years and not repeated next year
4115 Insurance	£7,554	£9,453	+£1,899	Insurance for Hailey Centre not previously paid for. This will be passed over to tenant in the next financial year
<b>210 Democratic Services</b>				
4310 Election Expenses	£8,870	£9,572	+£702	This does not include the by-election cost estimated at £10,000
<b>300 Civic Centre</b>				
4420 Maintenance	£2,080	£9,026	+£2,108	Wall damaged and roof repairs unplanned work. Some work can be recoded to reduce variance.
<b>400 Bullfields Allotments</b>				
Water	£500	£552	£52	Increase in charges and use due to legionella prevention.
<b>410 Bellmead Allotments</b>				
Water	£50	£60	£10	Increase in charges and use due to legionella prevention.
<b>430 Southbrook</b>				

<b>Allotments</b>				
Water	£250	£2,921	£2,671	Water leak over summer period Increase in charges and use due to legionella prevention. Leak repaired and previously reported on. <b>Now in credit £1,082 across all alotments</b>
<b>440 Cemetery</b>				
Income	£35,342	£33,823	£1,519	One month left for this financial year will be added to these figures.
Expenditure	£29,850	£31,308	£1,458	One month left for this financial year will be added to these figures.
<b>500 Groundsman</b>				
Rangers Mower	£1,500	£2,722	£1,222	Major repair – £1,000 used from earmarked reserves
Rangers Tools	£1,000	£1,453	£453	Breaker and small lawnmower purchased for maintenance and replacements.
<b>600 Fun on the Field</b>				
Publicity	£100	£125	£25	Cost increases on printing and banners
<b>610 Events General</b>				
Event Costs	£1,000	£1,239	£239	River Day, New Event
<b>700 Sawbobus</b>				
<b>Maintenance</b>	£2,600	£7,710	£5,110	Repairs
<b>820 Rangers Truck #2</b>				
Veh Maintenance	£1,500	£2,351	£851	Brakes and clutch repairs
Tax and Insurance	£1,000	£1,361	£361	Insurance increase



Sawbridgeworth Town Clerk

# **Appendix F**

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4001 Carter L							
4003 Sargent J							
4004 Parrish S							
4005 Dale L							
4008 Jones J							
4011 V Derrick							
4013 Crank D							
4015 C Hunt							
4016 A Robinson							
4018 Langley G							
4029 Salary Recharge							
4030 PAYE							
4035 NIC							
4040 Pension							
Staff :- Indirect Expenditure	199,162	221,845	22,683	0	22,683	89.8%	0
Net Expenditure	(199,162)	(221,845)	(22,683)				
<u>200 General Administration</u>							
1076 Precept	429,324	429,324	0			100.0%	
1090 Interest Received	5,603	750	(4,853)			747.1%	
1999 Miscellaneous Income	842	0	(842)			0.0%	
General Administration :- Income	435,769	430,074	(5,695)			101.3%	0
4070 Subscriptions	2,425	2,495	70		70	97.2%	
4075 IT Support	11,774	9,000	(2,774)		(2,774)	130.8%	
4080 Training (Members)	306	1,200	894		894	25.5%	
4081 Travel Expenses	555	500	(55)		(55)	111.0%	
4082 Training (Staff)	2,730	2,000	(730)		(730)	136.5%	
4083 Clerks Expenses	0	250	250		250	0.0%	
4090 IT Development	0	1,000	1,000		1,000	0.0%	
4095 Photocopy Charges	1,255	2,000	745		745	62.8%	
4100 Telephone/Broadband	2,478	2,500	22		22	99.1%	
4105 Postage	587	900	313		313	65.2%	
4110 Stationery	855	750	(105)		(105)	114.0%	
4115 Insurance	9,453	7,554	(1,899)		(1,899)	125.1%	
4120 Bank Charges	269	600	331		331	44.8%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	1,758	1,500	(258)		(258)	117.2%	
4135 Office Care	2,440	2,500	60		60	97.6%	

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Office Equipment	1,563	3,000	1,437		1,437	52.1%	
4180 Accountancy Services	(88)	1,700	1,788		1,788	(5.1%)	
4185 Audit	415	2,500	2,085		2,085	16.6%	
4190 Professional Fees	2,207	3,000	793		793	73.6%	
4195 Tourism	624	500	(124)		(124)	124.9%	
4200 Web-site	738	2,000	1,263		1,263	36.9%	
4201 Web-site development	892	1,000	108		108	89.2%	
4215 Town Signs	0	500	500		500	0.0%	
4415 Water	75	0	(75)		(75)	0.0%	
4990 Contingency	2,270	2,500	230		230	90.8%	
4999 Miscellaneous Costs	(55)	0	55		55	0.0%	
General Administration :- Indirect Expenditure	<u>45,528</u>	<u>52,199</u>	<u>6,671</u>	<u>0</u>	<u>6,671</u>	<u>87.2%</u>	<u>0</u>
Net Income over Expenditure	<u>390,242</u>	<u>377,875</u>	<u>(12,367)</u>				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	0	5,000	5,000			0.0%	
Democratic Services :- Income	<u>0</u>	<u>5,000</u>	<u>5,000</u>			<u>0.0%</u>	<u>0</u>
4310 Election Expenses	9,572	8,870	(702)		(702)	107.9%	3,850
4315 Mayor's Allowance	1,742	1,500	(242)		(242)	116.2%	
4330 Civic Events	774	2,500	1,726		1,726	31.0%	
4335 Civic Dinner Expenditure	2,283	5,000	2,717		2,717	45.7%	
Democratic Services :- Indirect Expenditure	<u>14,371</u>	<u>17,870</u>	<u>3,499</u>	<u>0</u>	<u>3,499</u>	<u>80.4%</u>	<u>3,850</u>
Net Income over Expenditure	<u>(14,371)</u>	<u>(12,870)</u>	<u>1,501</u>				
6000 plus Transfer from EMR	3,850						
Movement to/(from) Gen Reserve	<u>(10,521)</u>						
<u>220 Grants</u>							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	1,000	1,000	0		0	100.0%	
4370 Grants - S137	37	75	38		38	49.3%	
4375 Freedom of the Town	91	250	159		159	36.2%	
4380 Grants - Other	2,250	2,500	250		250	90.0%	
Grants :- Indirect Expenditure	<u>3,378</u>	<u>4,825</u>	<u>1,447</u>	<u>0</u>	<u>1,447</u>	<u>70.0%</u>	<u>0</u>
Net Expenditure	<u>(3,378)</u>	<u>(4,825)</u>	<u>(1,447)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Civic Centre</b>							
1400 Rental Income	600	500	(100)			120.0%	
<b>Civic Centre :- Income</b>	<b>600</b>	<b>500</b>	<b>(100)</b>			<b>120.0%</b>	<b>0</b>
4115 Insurance	7,535	0	(7,535)		(7,535)	0.0%	
4405 Rates	9,038	9,500	462		462	95.1%	
4410 Heat & Light	7,062	5,000	(2,062)		(2,062)	141.2%	
4415 Water	422	600	178		178	70.3%	
4420 Maintenance	9,026	2,080	(6,946)		(6,946)	433.9%	
4425 Fixtures & Fittings	18	1,040	1,022		1,022	1.7%	
4445 New Equipment	3,532	8,000	4,468		4,468	44.2%	
<b>Civic Centre :- Indirect Expenditure</b>	<b>36,633</b>	<b>26,220</b>	<b>(10,413)</b>	<b>0</b>	<b>(10,413)</b>	<b>139.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(36,033)</b>	<b>(25,720)</b>	<b>10,313</b>				
<b>310 Police Suite</b>							
4420 Maintenance	0	250	250		250	0.0%	
<b>Police Suite :- Indirect Expenditure</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(250)</b>	<b>(250)</b>				
<b>320 Hailey Centre</b>							
4420 Maintenance	562	2,080	1,518		1,518	27.0%	
<b>Hailey Centre :- Indirect Expenditure</b>	<b>562</b>	<b>2,080</b>	<b>1,518</b>	<b>0</b>	<b>1,518</b>	<b>27.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(562)</b>	<b>(2,080)</b>	<b>(1,518)</b>				
<b>330 Other Rented Accommodation</b>							
4400 Rent	3,007	3,150	143		143	95.5%	
4420 Maintenance	438	0	(438)		(438)	0.0%	
<b>Other Rented Accommodation :- Indirect Expenditure</b>	<b>3,445</b>	<b>3,150</b>	<b>(295)</b>	<b>0</b>	<b>(295)</b>	<b>109.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,445)</b>	<b>(3,150)</b>	<b>295</b>				
<b>400 Bullfield Allotments</b>							
1500 Allotment Rent Income	992	750	(242)			132.3%	
1510 Allotment Water Income	88	200	113			43.8%	
<b>Bullfield Allotments :- Income</b>	<b>1,079</b>	<b>950</b>	<b>(129)</b>			<b>113.6%</b>	<b>0</b>
4415 Water	740	500	(240)		(240)	148.0%	
4420 Maintenance	86	1,500	1,414		1,414	5.7%	
<b>Bullfield Allotments :- Indirect Expenditure</b>	<b>826</b>	<b>2,000</b>	<b>1,174</b>	<b>0</b>	<b>1,174</b>	<b>41.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>253</b>	<b>(1,050)</b>	<b>(1,303)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>410 Bellmead Allotments</b>							
1500 Allotment Rent Income	299	120	(179)			249.0%	
1510 Allotment Water Income	25	30	5			83.3%	
<b>Bellmead Allotments :- Income</b>	<b>324</b>	<b>150</b>	<b>(174)</b>			<b>215.8%</b>	<b>0</b>
4415 Water	82	50	(32)		(32)	163.8%	
4420 Maintenance	0	250	250		250	0.0%	
<b>Bellmead Allotments :- Indirect Expenditure</b>	<b>82</b>	<b>300</b>	<b>218</b>	<b>0</b>	<b>218</b>	<b>27.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>242</b>	<b>(150)</b>	<b>(392)</b>				
<b>420 Vantorts Allotments</b>							
1500 Allotment Rent Income	253	125	(128)			202.2%	
1510 Allotment Water Income	23	25	3			90.0%	
<b>Vantorts Allotments :- Income</b>	<b>275</b>	<b>150</b>	<b>(125)</b>			<b>183.5%</b>	<b>0</b>
4415 Water	117	100	(17)		(17)	117.5%	
4420 Maintenance	0	750	750		750	0.0%	
<b>Vantorts Allotments :- Indirect Expenditure</b>	<b>117</b>	<b>850</b>	<b>733</b>	<b>0</b>	<b>733</b>	<b>13.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>158</b>	<b>(700)</b>	<b>(858)</b>				
<b>430 Southbrook Allotments</b>							
1500 Allotment Rent Income	1,237	1,000	(237)			123.7%	
1510 Allotment Water Income	140	175	35			80.0%	
<b>Southbrook Allotments :- Income</b>	<b>1,377</b>	<b>1,175</b>	<b>(202)</b>			<b>117.2%</b>	<b>0</b>
4415 Water	3,344	250	(3,094)		(3,094)	1337.6%	
4420 Maintenance	240	1,000	760		760	24.0%	
<b>Southbrook Allotments :- Indirect Expenditure</b>	<b>3,584</b>	<b>1,250</b>	<b>(2,334)</b>	<b>0</b>	<b>(2,334)</b>	<b>286.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,207)</b>	<b>(75)</b>	<b>2,132</b>				
<b>440 Cemetery</b>							
1550 Burial Fees	24,405	25,000	595			97.6%	
1560 Memorial Fees	1,435	1,485	50			96.6%	
1570 Grave Digging Income	2,160	1,200	(960)			180.0%	
1580 Tree Sales	3,550	2,700	(850)			131.5%	
1581 Bench Sales	3,263	3,108	(155)			105.0%	
1582 Memorial Plaque Sales	530	330	(200)			160.5%	
<b>Cemetery :- Income</b>	<b>35,342</b>	<b>33,823</b>	<b>(1,519)</b>			<b>104.5%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4029 Salary Recharge	10,967	14,013	3,046		3,046	78.3%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4415 Water	104	150	46		46	69.1%	
4420 Maintenance	3,507	5,000	1,493		1,493	70.1%	
4440 New Area (Spinney)	0	5,000	5,000		5,000	0.0%	
4441 Cemetery Development	7,665	0	(7,665)		(7,665)	0.0%	7,665
4520 Skip Hire	2,475	3,300	825		825	75.0%	
4525 Grave Digging Costs	560	0	(560)		(560)	0.0%	
4530 Trees	454	360	(94)		(94)	126.0%	
4531 Benches	3,230	1,860	(1,370)		(1,370)	173.7%	
4532 Plaques	889	125	(764)		(764)	711.4%	
4675 Publicity	0	500	500		500	0.0%	
<b>Cemetery :- Indirect Expenditure</b>	<b>29,850</b>	<b>31,308</b>	<b>1,458</b>	<b>0</b>	<b>1,458</b>	<b>95.3%</b>	<b>7,665</b>
<b>Net Income over Expenditure</b>	<b>5,493</b>	<b>2,515</b>	<b>(2,978)</b>				
6000 plus Transfer from EMR	7,665						
<b>Movement to/(from) Gen Reserve</b>	<b>13,158</b>						
<b>445 Gt St Marys Closed Cemetery</b>							
4029 Salary Recharge	0	1,750	1,750		1,750	0.0%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4420 Maintenance	0	7,250	7,250		7,250	0.0%	
<b>Gt St Marys Closed Cemetery :- Indirect Expenditure</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,000)</b>	<b>(10,000)</b>				
<b>450 Playground</b>							
4420 Maintenance	111	5,000	4,889		4,889	2.2%	
<b>Playground :- Indirect Expenditure</b>	<b>111</b>	<b>5,000</b>	<b>4,889</b>	<b>0</b>	<b>4,889</b>	<b>2.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(111)</b>	<b>(5,000)</b>	<b>(4,889)</b>				
<b>460 Rivers Heritage Site &amp; Orchard</b>							
4700 RHSOG	2,214	2,600	386		386	85.1%	
<b>Rivers Heritage Site &amp; Orchard :- Indirect Expenditure</b>	<b>2,214</b>	<b>2,600</b>	<b>386</b>	<b>0</b>	<b>386</b>	<b>85.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,214)</b>	<b>(2,600)</b>	<b>(386)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>500 Groundsman</b>							
1600 SYPRC - Income	500	0	(500)			0.0%	
1603 Conveniences coin operation	643	1,000	358			64.3%	
1610 Sub Contract Watering	311	0	(311)			0.0%	
<b>Groundsman :- Income</b>	<b>1,453</b>	<b>1,000</b>	<b>(453)</b>			<b>145.3%</b>	<b>0</b>
4029 Salary Recharge	32,245	34,274	2,029		2,029	94.1%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	613	6,000	5,387		5,387	10.2%	
4602 Bell St Convenience Repairs	0	4,000	4,000		4,000	0.0%	
4615 Ranger's Mower	2,722	1,500	(1,222)		(1,222)	181.5%	1,000
4620 Ranger's Tools	1,453	1,000	(453)		(453)	145.3%	
4625 Mower Replacement	0	9,000	9,000		9,000	0.0%	
4630 CCTV Maintenance Agreement	2,102	2,500	398		398	84.1%	
4635 CCTV Extension	6,508	5,500	(1,008)		(1,008)	118.3%	
<b>Groundsman :- Indirect Expenditure</b>	<b>45,643</b>	<b>64,774</b>	<b>19,131</b>	<b>0</b>	<b>19,131</b>	<b>70.5%</b>	<b>1,000</b>
<b>Net Income over Expenditure</b>	<b>(44,190)</b>	<b>(63,774)</b>	<b>(19,584)</b>				
6000 plus Transfer from EMR	1,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(43,190)</b>						
<b>600 Fun on the Field</b>							
1670 Event Income	875	1,000	125			87.5%	
<b>Fun on the Field :- Income</b>	<b>875</b>	<b>1,000</b>	<b>125</b>			<b>87.5%</b>	<b>0</b>
4029 Salary Recharge	0	900	900		900	0.0%	
4045 Subcontracted Labour	650	500	(150)		(150)	130.0%	
4670 Event Costs	737	1,000	263		263	73.7%	
4675 Publicity	125	100	(25)		(25)	125.0%	
<b>Fun on the Field :- Indirect Expenditure</b>	<b>1,512</b>	<b>2,500</b>	<b>988</b>	<b>0</b>	<b>988</b>	<b>60.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(637)</b>	<b>(1,500)</b>	<b>(863)</b>				
<b>610 Events General</b>							
4670 Event Costs	1,239	1,000	(239)		(239)	123.9%	
4675 Publicity	0	500	500		500	0.0%	
<b>Events General :- Indirect Expenditure</b>	<b>1,239</b>	<b>1,500</b>	<b>261</b>	<b>0</b>	<b>261</b>	<b>82.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,239)</b>	<b>(1,500)</b>	<b>(261)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>620 Christmas Festival</b>							
1670 Event Income	870	400	(470)			217.5%	
Christmas Festival :- Income	<u>870</u>	<u>400</u>	<u>(470)</u>			<u>217.5%</u>	<u>0</u>
4029 Salary Recharge	0	1,000	1,000		1,000	0.0%	
4045 Subcontracted Labour	1,140	350	(790)		(790)	325.7%	
4670 Event Costs	1,756	1,000	(756)		(756)	175.6%	
4675 Publicity	668	500	(168)		(168)	133.6%	
4685 Christmas Lights	12,081	15,000	2,919		2,919	80.5%	
4690 Competitions	336	600	264		264	56.0%	
Christmas Festival :- Indirect Expenditure	<u>15,981</u>	<u>18,450</u>	<u>2,469</u>	<u>0</u>	<u>2,469</u>	<u>86.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(15,111)</u>	<u>(18,050)</u>	<u>(2,939)</u>				
<b>630 Markets</b>							
1670 Event Income	0	7,500	7,500			0.0%	
Markets :- Income	<u>0</u>	<u>7,500</u>	<u>7,500</u>			<u>0.0%</u>	<u>0</u>
4675 Publicity	0	3,000	3,000		3,000	0.0%	
Markets :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>4,500</u>	<u>4,500</u>				
<b>640 Projects</b>							
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Jubilee Gardens	2,785	10,000	7,215		7,215	27.9%	2,785
4725 Fair Green	0	1,200	1,200		1,200	0.0%	
4735 Remembrance Day	150	250	100		100	60.0%	
4740 War Memorial	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	<u>2,935</u>	<u>14,450</u>	<u>11,515</u>	<u>0</u>	<u>11,515</u>	<u>20.3%</u>	<u>2,785</u>
<b>Net Expenditure</b>	<u>(2,935)</u>	<u>(14,450)</u>	<u>(11,515)</u>				
6000 plus Transfer from EMR	2,785						
<b>Movement to/(from) Gen Reserve</b>	<u>(150)</u>						
<b>660 Town Selfie Walk</b>							
4029 Salary Recharge	0	500	500		500	0.0%	
4670 Event Costs	452	0	(452)		(452)	0.0%	
4675 Publicity	13	500	487		487	2.6%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>465</u>	<u>2,000</u>	<u>1,535</u>	<u>0</u>	<u>1,535</u>	<u>23.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(465)</u>	<u>(2,000)</u>	<u>(1,535)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/03/2024

Month No: 11

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>700 Sawbobus</b>							
1150 Grants Received	1,000	6,000	5,000			16.7%	
1151 STC Subsidy	0	15,000	15,000			0.0%	
1800 Fares	6,861	10,000	3,139			68.6%	
1820 Fuel Rebate	1,568	1,200	(368)			130.7%	
1830 Sponsorship	5,320	5,000	(320)			106.4%	
<b>Sawbobus :- Income</b>	<b>14,748</b>	<b>37,200</b>	<b>22,452</b>			<b>39.6%</b>	<b>0</b>
4029 Salary Recharge	19,843	19,576	(267)		(267)	101.4%	
4045 Subcontracted Labour	1,088	2,000	912		912	54.4%	
4800 Fuel	6,315	9,250	2,935		2,935	68.3%	
4805 Vehicle Maintenance	7,710	2,600	(5,110)		(5,110)	296.5%	
4810 Vehicle Tax & Insurance	1,809	2,000	191		191	90.4%	
4815 Vehicle Hire	0	1,000	1,000		1,000	0.0%	
4816 Community Bus Reserve	0	10,000	10,000		10,000	0.0%	
<b>Sawbobus :- Indirect Expenditure</b>	<b>36,765</b>	<b>46,426</b>	<b>9,661</b>	<b>0</b>	<b>9,661</b>	<b>79.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(22,016)</b>	<b>(9,226)</b>	<b>12,790</b>				
<b>800 Heffer GL61</b>							
1850 Vehicle Hire Income	348	1,000	652			34.8%	
<b>Heffer GL61 :- Income</b>	<b>348</b>	<b>1,000</b>	<b>652</b>			<b>34.8%</b>	<b>0</b>
4800 Fuel	1,051	900	(151)		(151)	116.7%	
4805 Vehicle Maintenance	1,326	1,200	(126)		(126)	110.5%	
4810 Vehicle Tax & Insurance	1,976	1,500	(476)		(476)	131.8%	
<b>Heffer GL61 :- Indirect Expenditure</b>	<b>4,353</b>	<b>3,600</b>	<b>(753)</b>	<b>0</b>	<b>(753)</b>	<b>120.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,005)</b>	<b>(2,600)</b>	<b>1,405</b>				
<b>810 Rangers Truck FT63</b>							
4800 Fuel	1,427	2,000	573		573	71.3%	
4805 Vehicle Maintenance	1,086	1,500	414		414	72.4%	
4810 Vehicle Tax & Insurance	1,407	1,500	93		93	93.8%	
<b>Rangers Truck FT63 :- Indirect Expenditure</b>	<b>3,920</b>	<b>5,000</b>	<b>1,080</b>	<b>0</b>	<b>1,080</b>	<b>78.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,920)</b>	<b>(5,000)</b>	<b>(1,080)</b>				
<b>820 Rangers Truck #2</b>							
4800 Fuel	868	1,200	332		332	72.3%	
4805 Vehicle Maintenance	2,351	1,500	(851)		(851)	156.7%	
4810 Vehicle Tax & Insurance	1,361	1,000	(361)		(361)	136.1%	
<b>Rangers Truck #2 :- Indirect Expenditure</b>	<b>4,579</b>	<b>3,700</b>	<b>(879)</b>	<b>0</b>	<b>(879)</b>	<b>123.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,579)</b>	<b>(3,700)</b>	<b>879</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>910 Town Action Plan</u>							
4910 Town Action Plan Costs	392	500	108		108	78.3%	
Town Action Plan :- Indirect Expenditure	<u>392</u>	<u>500</u>	<u>108</u>	<u>0</u>	<u>108</u>	<u>78.4%</u>	<u>0</u>
Net Expenditure	<u>(392)</u>	<u>(500)</u>	<u>(108)</u>				
<u>920 ATC Rent</u>							
1400 Rental Income	7,613	0	(7,613)			0.0%	
ATC Rent :- Income	<u>7,613</u>	<u>0</u>	<u>(7,613)</u>				<u>0</u>
Net Income	<u>7,613</u>	<u>0</u>	<u>(7,613)</u>				
Grand Totals:- Income	500,675	519,922	19,247			96.3%	
Expenditure	457,644	547,647	90,003	0	90,003	83.6%	
Net Income over Expenditure	<u>43,030</u>	<u>(27,725)</u>	<u>(70,755)</u>				
plus Transfer from EMR	15,300						
Movement to/(from) Gen Reserve	<u>58,330</u>						

## Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
07/11/2023	Credits	-191.11			-191.11	<input type="checkbox"/>	Southern Electric
07/11/2023	Creditd	-297.04			-297.04	<input type="checkbox"/>	Southern Electric
07/11/2023	Credits	463.62			463.62	<input type="checkbox"/>	Southern Electric
29/01/2024	2275	180.99		180.99		R <input checked="" type="checkbox"/>	Petty Cash
01/02/2024	500391		580.00	580.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/02/2024	500393		39.40	39.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/02/2024	DD1	785.60		785.60		R <input checked="" type="checkbox"/>	Techwyse
01/02/2024	500392		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2024	Direct		447.51	447.51		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/02/2024	dd2	5.82		5.82		R <input checked="" type="checkbox"/>	Techwyse
05/02/2024	dd3	354.75		354.75		R <input checked="" type="checkbox"/>	The Fuelcard Company
07/02/2024	DD1	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
12/02/2024	dd4	298.89		298.89		R <input checked="" type="checkbox"/>	The Fuelcard Company
12/02/2024	dd5	415.09		415.09		R <input checked="" type="checkbox"/>	Everflow Water
12/02/2024	8023	25.00		25.00		R <input checked="" type="checkbox"/>	Sawb Mayors Charity
12/02/2024	8024	500.00		500.00		R <input checked="" type="checkbox"/>	St Clare West Essex Hospice
12/02/2024	8025	500.00		500.00		R <input checked="" type="checkbox"/>	EHDC
13/02/2024	Direct		780.00	780.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/02/2024	8026	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
14/02/2024	DD2	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
15/02/2024	DD	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
15/02/2024	8010					R <input checked="" type="checkbox"/>	Carter, Laura
15/02/2024	8011					R <input checked="" type="checkbox"/>	Sargant, Joanne
15/02/2024	8012					R <input checked="" type="checkbox"/>	Parrish, Stephen
15/02/2024	8013					R <input checked="" type="checkbox"/>	Dale, Lisa
15/02/2024	8014					R <input checked="" type="checkbox"/>	Jones, John
15/02/2024	8015					R <input checked="" type="checkbox"/>	Derrick, Viv
15/02/2024	8016					R <input checked="" type="checkbox"/>	Hunt, Christopher
15/02/2024	8017					R <input checked="" type="checkbox"/>	Robinson, Adrian
15/02/2024	8018					R <input checked="" type="checkbox"/>	Crank, Darren
15/02/2024	8019					R <input checked="" type="checkbox"/>	Langley, Graham
15/02/2024	Direct		1,210.00	1,210.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2024	Direct		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/02/2024	7988	5,937.41		5,937.41		R <input checked="" type="checkbox"/>	HMRC
16/02/2024	7989	2,820.30		2,820.30		R <input checked="" type="checkbox"/>	Herts County Council
16/02/2024	7990	480.43		480.43		R <input checked="" type="checkbox"/>	NEST
16/02/2024	Direct		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/02/2024	DD1	183.48		183.48		R <input checked="" type="checkbox"/>	The Fuelcard Company
19/02/2024	8027	331.00		331.00		R <input checked="" type="checkbox"/>	SMHT
19/02/2024	DD	16.01		16.01		R <input checked="" type="checkbox"/>	Lloyds Bank plc
20/02/2024	Direct		6,697.89	6,697.89		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/02/2024	8028	40.00		40.00		R <input checked="" type="checkbox"/>	Information Commissioner's Off
21/02/2024	DD4	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
21/02/2024	Direct		7,613.22	7,613.22		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/02/2024	Direct		40.45	40.45		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/02/2024	DD2	260.31		260.31		R <input checked="" type="checkbox"/>	Engie Gas
26/02/2024	BCARD1	130.00		130.00		R <input checked="" type="checkbox"/>	Lookers Ford
26/02/2024	BCARD2	9.98		9.98		R <input checked="" type="checkbox"/>	Amazon.co.uk

## Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/02/2024	BCARD3	77.93		77.93		R <input checked="" type="checkbox"/>	Amazon.co.uk
26/02/2024	BCARD4	16.48		16.48		R <input checked="" type="checkbox"/>	Amazon.co.uk
26/02/2024	BCARD5	14.00		14.00		R <input checked="" type="checkbox"/>	Amazon.co.uk
26/02/2024	BCARD6	5.76		5.76		R <input checked="" type="checkbox"/>	Amazon.co.uk
26/02/2024	BCARD7	48.99		48.99		R <input checked="" type="checkbox"/>	Amazon Services Europe
26/02/2024	BCARD8	154.80		154.80		R <input checked="" type="checkbox"/>	Deposit Photos EU Limited
26/02/2024	BCARD9	80.46		80.46		R <input checked="" type="checkbox"/>	414 Timber and Fencing
26/02/2024	BCARD10	13.81		13.81		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
26/02/2024	BCARD11	13.98		13.98		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
26/02/2024	8029	330.00		330.00		R <input checked="" type="checkbox"/>	Froom & Co Limited
26/02/2024	8030	113.39		113.39		R <input checked="" type="checkbox"/>	John Miles & Son Tyre & Exhaust
26/02/2024	8031	139.10		139.10		R <input checked="" type="checkbox"/>	East Herts District Council
26/02/2024	8032	110.46		110.46		R <input checked="" type="checkbox"/>	The Anglia Sign Casting Compan
26/02/2024	80332	207.98		207.98		R <input checked="" type="checkbox"/>	Huws Gray Ltd
26/02/2024	8034	166.82		166.82		R <input checked="" type="checkbox"/>	Ernest Doe & Sons Ltd
26/02/2024	8035	435.00		435.00		R <input checked="" type="checkbox"/>	KSS Consultants Limited
26/02/2024	8036	267.60		267.60		R <input checked="" type="checkbox"/>	Home & Office Fire Extinguisher
26/02/2024	8037	68.58		68.58		R <input checked="" type="checkbox"/>	Southern Electric
26/02/2024	8038	92.94		92.94		R <input checked="" type="checkbox"/>	Initial Washroom Hygiene
26/02/2024	8039	115.00		115.00		R <input checked="" type="checkbox"/>	Dale, Lisa
26/02/2024	8040	224.00		224.00		R <input checked="" type="checkbox"/>	Thomas Denton
26/02/2024	2276	68.03			68.03	<input type="checkbox"/>	Petty Cash
26/02/2024	DD1	223.70		223.70		R <input checked="" type="checkbox"/>	The Fuelcard Company
28/02/2024	500396		127.00	127.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/02/2024	dd	646.00		646.00		R <input checked="" type="checkbox"/>	EDF Energy
28/02/2024	DD	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
28/02/2024	DD	120.00		120.00		R <input checked="" type="checkbox"/>	A Errington Neilson
28/02/2024	DD1	207.06		207.06		R <input checked="" type="checkbox"/>	Citation Limited
28/02/2024	500394		453.60	453.60		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/02/2024	500395		1,120.00	1,120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/02/2024	8042	2,970.00		2,970.00		R <input checked="" type="checkbox"/>	L&J Hall Digging Services Limi
29/02/2024	DD	258.00		258.00		R <input checked="" type="checkbox"/>	Onecom Limited
29/02/2024	8041	60.00		60.00		R <input checked="" type="checkbox"/>	SMHT
		<u>36,400.97</u>	<u>19,229.07</u>				

## Signatory 1:

Name ..... Signed ..... Date .....

## Signatory 2:

Name ..... Signed ..... Date .....