

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Greg Rattey

TOWN CLERK  
Christopher Hunt

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
web: [www.sawbridgeworth-tc.gov.uk](http://www.sawbridgeworth-tc.gov.uk)

Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;  
Furnace; Parr; Parsad; Rattey; Rider; Smith and Wyatt

## 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 24<sup>th</sup> April 2023** 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  
17<sup>th</sup> April 2023

## AGENDA

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

### **22/161 APOLOGIES FOR ABSENCE**



To receive and approve any apologies for absence.

### **22/162 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members

### **22/163 PUBLIC FORUM**

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

### **22/164 MINUTES**



To approve as a correct record the minutes of the Meeting of the town council held on 27<sup>th</sup> March 2023 (M09) *[Attached]*








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

### **22/165 PLANNING COMMITTEE**



To receive and note the minutes of the Planning Committee held on 27<sup>th</sup> March 2023 (P16) *[Attached]*

To receive and note the draft minutes of the Planning Committee held on 17<sup>th</sup> April 2022 (P17) *[Attached]*

- 22/166** **FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE**  
 To receive and note the draft minutes of the Finance, Policy and Economic Development Committee
- 22/167** **TOWN ACTION PLAN AND AMENITIES COMMITTEE**  
 To receive and note the draft minutes of the Town Action Plan and Amenities Committee
- 22/168** **MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
 To receive mayor's appointments and communications
- 22/169** **REPRESENTATIVES REPORTS**  
 To receive representatives reports from:
- County Councillor
  - District Councillors
  - Hertfordshire Police
  - Other Representatives
    - Cllr R Buckmaster
    - Cllr A Furnace
-  [Attached]
- 22/170** **UKRAINE SITUATION REPORT**  
 To receive any updates of local Sawbridgeworth events  
*Mr Royle*
- 22/171** **TOWN CLERKS REPORT**  
 A verbal update on current challenges and information
- 22/172** **TOWN PROJECT MANAGERS EVENT PLANNER**  
 Event planner for 2023  
 [Attached]
- 22/174** **DEPOSIT & CONSULTATION DOCUMENTS**  
 To note receipt of any Documents for Noting and Consultation
- 22/175** **FINANCIAL REPORT**  
 To note the current Financial Report [Appendix J]
- 22/176** **ACCOUNTS FOR PAYMENT**  
 To note and approve accounts for payment.
- 22/177** **A PERSONAL TRIBUTE FROM THE CLERK**

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

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:30pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 27<sup>th</sup> March 2023**.

### Those present

Cllr Eric Buckmaster	Cllr Nathan Parsad
Cllr Ruth Buckmaster	Cllr Greg Rattey
Cllr John Burmicz	Cllr John Rider
Cllr Craig Chester	Cllr Reece Smith
Cllr Annelise Furnace	Cllr Angus Wyatt

### In attendance:

Christopher Hunt - Town Clerk	Jo Sargent - Projects Manager
Press – Chris Carter	
2 members of the public	

Welcome by the Town Mayor followed by thought of the day Cllr Burmicz

### 22/146 APOLOGIES FOR ABSENCE

Cllr Angela Alder  
Cllr Fred Parr  
*[prop Cllr Burmicz; secd Cllr Chester]*

### 22/147 DECLARATIONS OF PECUNIARY INTEREST

Declarations of Pecuniary Interests.  
None declared.

### 22/148 PUBLIC FORUM

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

Questions were received from Mr David Royle

1 This Council approved a flag flying protocol at the February meeting. Will it now consider erecting a flagpole in the beacon area so that any flag(s) flown are more visible?

Response from the Clerk, the placement of the flagpole next to the beacon would introduce health and safety issues and the purchase and fitting has not been budgeted for in the next financial year. The Clerk will continue to look at other options.

2 When will the planned support package for Ukrainians in Hertfordshire to enter the rental sector be finalised and what will it contain? It is needed now.

Mr Royle stated he had found the answer online to this question since submitting it.

### 22/149 MINUTES

**Resolved:** To approve as a correct record the minutes of the Meeting of the town council held on 27<sup>th</sup> February 2023 (M08). One amendment to be made in regard to Cllr Alders update which was completed.

**22/150 PLANNING COMMITTEE**

**Received and noted:** the minutes of the Planning Committee held on 27<sup>th</sup> February 2023 (P14)

**Received and noted:** the draft minutes of the Planning Committee held on the 13<sup>th</sup> March 2023 (P15)

**22/151 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive new Mayor's appointments and communications:

- Cllr Greg Rattey updated members on the events he has attended this month.
- Had completed a report for the Flyer reporting on his two years as Mayor.

**22/152 REPRESENTATIVES REPORTS**

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

- County Councillor E Buckmaster  
Referred to his report and several projects he was working on were progressing.
  - County has received a grant from Defra for £126,000 to complete air quality work in Bishops Stortford, Hertford and Sawbridgeworth.
  - Hertfordshire Childrens Services had an OFSTED inspection and received an 'outstanding' report
  - Has asked for contact with Essex to explore reciprocal arrangements regarding the use of recycling centres across the Herts/Essex borders for residents.
  - Has been investigating utilities and roadworks and has asked directors to ask utility companies the condition of the services are due to the recent failures and road closures and flooding.

Question

Cllr Furnace thanked Cllr E Buckmaster for exploring the issues with the recycling centres.

She raised that the Local Cycling and Walking Infrastructure Plans (LCWIP) are starting, this was after a motion supporting the implementation was passed a year ago by Sawbridgeworth Town Council.

Response

Cllr E Buckmaster responded to say there is still confusion over the use of recycling centres by residents crossing from either county to use these facilities. East Herts has three recycling centres available for use and within 20 minutes of Sawbridgeworth, some authorities residents will need to drive 20 miles or more for their facilities.

The LCWIP has been introduced at County unfortunately the pavements in East Herts are narrow to produce cycling lanes but safer school travel will be on area receiving scrutiny.

Question

Cllr Chester asked if work was planned for the constant flooding at West Road or would this be completed when the junction is upgraded.

Response

Cllr E Buckmaster has been chasing an update for the flooding and the junction upgrade plans but still has not received an update from officers.

- District Councillor R Buckmaster  
Referred to her report and updated that the Village Seven application was submitted last Thursday and had been passed. This was after seven hours of scrutiny and she had voted against the application due to concerns of the infrastructure
- The Clerk read out the police report from PC Shelly Marshall and highlighted the following crimes recorded last month.  
1 x burglary dwelling.  
4 x theft from motor vehicles  
2 x theft of motor vehicles
- Cllr R Buckmaster referred to her report and stated SYPRC welcomes Cllr Smith as the new treasurer. There is a forthcoming film club and the ongoing cooking club is proving successful. The committee has asked to increase hire fees to cover the increasing cost of services. Funding is being explored for the building's extension and heating upgrade.  
The RHSO will be holding a juice stall at the May Fayre.
- Cllr Furnace wanted to raise awareness of the clean air campaign and thank Sustainable Sawbridgeworth group for raising awareness. The County Council Clear the Air campaign will be tailored for Sawbridgeworth and consultation has started.

**22/153 TOWN MARKET PLANNING**

**Resolved** for the Council is to establish a Market in Sawbridgeworth in accordance with the provisions of the Food Act 1984, part III, and proceed to seek planning permission from the Local Planning Authority.  
*[prop Cllr Chester; secd Cllr R Buckmaster]*

**22/154 TOWN CLERKS REPORT**

The Town Clerk read the highlights from his report, he thanked Cllr Smith for his support in selecting the office VOIP system saving 50% on the current phone system.  
Idling enquiry with County and District had been made and enforcement would not be made but County would like to improve awareness of this issue.  
He will be sitting on a scrutiny panel for the Community Safety Partnership meeting to assess the current meeting format and how this can be more effective moving forward.  
CCTV cameras have been ordered to replace old CCTV cameras and will improve coverage and night time recording quality.  
Anti Social Behaviour in West Road has increased police responding to calls.

**22/155 TOWN PROJECT MANAGERS REPORT**

Reinforced the dates for the year ahead events and that Christmas lights will return to a Saturday.

Cllr Burmicz raised his thanks for the recent Freeman award for Mr Passfield who had also been recognised by being awarded the polish army award

**22/156 UKRAINE SITUATION REPORT**

Mr Royle had submitted a report and raised the estimate for reconstruction of buildings and infrastructure due the war is 411 billion dollars.

**22/157 DEPOSIT & CONSULTATION DOCUMENTS**

Noted: The deposit and consultation documents

**22/158 FINANCIAL REPORT**

Noted: The current Financial Report

**22/159 ACCOUNTS FOR PAYMENT**

Noted: the accounts for payment.

**22/160 ITEMS FOR FUTURE AGENDAS**

None raised.

Meeting Closed 7:56 pm

Chair .....

Date.....

# 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 27 March 2023** at 8.05pm.

#### Those present

Cllr Craig Chester  
Cllr Greg Rattey

Cllr Nathan Parsad  
Cllr Angus Wyatt

#### In attendance:

L Dale – Planning Officer

#### P 22/140 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllrs Alder & Parr and approved.

#### P 22/141 PUBLIC FORUM

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

#### P 22/142 DECLARATIONS OF PECUNIARY INTEREST

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

#### P 22/143 MINUTES

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

- 13 March 2023 (P15) [*prop Cllr Parsad; secd Cllr Wyatt*]

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

#### P 22/144 NEIGHBOURING DEVELOPMENTS

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

#### P 22/145 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

---

**3/23/0163/FUL**      **Primrose Cottage Farm Caravan Site, High Wych Road, CM21**  
[Change of use of land to provide 1 pitch of up to 4 caravans for the Travelling community to reside on the land and ancillary works](#)

**STC Comment:** Objection – Unacceptable development on greenland. Support objections of neighbouring properties [*prop Cllr Rattey; secd Cllr Chester*]

---



---

**3/23/0395/HH                      33 Yewlands, CM21 9NP**

[Creation of driveway to rear with insertion of gates](#)

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

---

**3/23/0401/FUL                      Sawbridgeworth Memorial Hall, The Forebury**

[Erect a first floor rear and side extension and a ground floor rear infill extension. New first floor rear and side windows](#)

**STC Comment:** No objection. We support the continued expansion of the Memorial Hall however urge applicant to address issues of overlooking neighbouring properties by the use of innovative means such as frosted/obscured glass or screening plants/trees [*prop Cllr Chester; secd Cllr Wyatt*]

---

**3/23/0451/HH                      Dower House, 17a Knight Street, CM21 9AT**

[Demolition of existing roof. Raising roof and chimney height through mansard loft conversion and extension, insertion of three dormer to front elevation and two dormers to rear elevation. Insertion of window to first floor rear elevation and 1 window to second side elevation. Rear single storey extension with lantern roof light. Alterations to fenestration](#)

**STC Comment:** No objection however we urge EHDC to assess whether this is overdevelopment of the site given the concerns of neighbouring residents and to consider if the bulk/mass/overlooking issues are acceptable on this site [*prop Cllr Wyatt; secd Cllr Chester*]

---

**3/23/0461/VAR                      The Colt, Redricks Lane, CM21 0RL**

[Demolition of bungalow and erection of 2 dwellings, access and associated works. Variation of Condition 2 \(approved plans\) of 3/20/0780/FUL: Alterations to the garage, parking, openings and fenestration for plot 1. – Variation of conditions 4 \(Roofing materials\), 7 \(on site vehicular areas surface\) and 8 \(details of landscaping\) of planning permission: 3/22/2500/VAR – Amend wording of conditions to provide information for plot 1 only. Details of plot 2 to be provided separately for these 3 conditions](#)

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

---

**3/23/0474/HH                      9 Rushfield, CM21 9NF**

[Single storey rear extension, garage conversion, replace garage door with front window and brickwork, 1 new ground floor side door](#)

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

---

**3/23/0532/HH                      20 Cambridge Road, CM21 9BS**

[Demolition of conservatory. Removal of two chimneys. Erection of a single storey side and rear extension, incorporating a rear roof lantern and garage conversion into habitable room](#)

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

---



**P 22/146      LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 24 March 2023.

---

**3/23/0367/OUT      Carmentica Cattery & Kennel, Highbank, Spellbrook**

Outline planning with all matters reserved for the demolition of bungalow, cattery, kennels and outbuildings. Erection of 4 chalet bungalows with associated landscaping, parking and access

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

---

**3/23/0542/HH      16 Pishiobury Drive, CM21 0AE**

Installation of Air Source Heat pump and additional solar PV panels

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

---

**P 22/147      PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

---

**3/22/2626/HH      3 Newton Drive, CM21 9HE**

Demolition of detached garage, shed and front porch. Erection of two-storey side extension. Erection of single storey front and rear extensions, incorporating 5 rear velux rooflight windows

**STC Comment:** No objection

**EHDC Decision:** Granted

---

**3/23/0072/HH      2 Roseacres, CM21 0BU**

Part removal of single storey side projection and removal of boundary brick wall. Construction of first floor side extension with two storey side extensions attached, incorporating a first floor rear facing terrace, single storey rear extension, front porch extension, new pitched roof and external wall to side projection with a velux rooflight window. New cedar weatherboard cladding to be fitted. New timber fence.

**STC Comment:** No objection

**EHDC Decision:** Granted

---

**3/23/0121/COMP      35-37 Bell Street, CM21 9AR**

Change of use from Class E to Class C3 for three 1-bed residential apartments with partial retention of existing ground floor commercial space

**STC Comment:** No objection. Welcome the retention of retail space at ground floor

**EHDC Decision:** Granted

---

**P 22/148      PLANNING APPEALS**

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

Meeting Closed at 8.19pm

# 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 17 March 2023** at 7:30pm.

#### Those present

Cllr Craig Chester  
Cllr Greg Rattey

Cllr Nathan Parsad  
Cllr Angus Wyatt

#### In attendance:

Christopher Hunt – Clerk  
As members of the public  
Cllr Annelise Furnace  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

#### **P 22/149 APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence. Apologies received from Cllrs Alder approved.

#### **P 22/150 PUBLIC FORUM**

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

- Cllr Furnace asked regarding an update on Wrenbridge and the appeal to allow HGV's to travel South through Sawbridgeworth. Cllr Parsad explained that the condition is being appealed as unlawful and will be examined by an independent inspector to adjudicate. This process does not allow for elected members to have any input.

#### **P 22/151 DECLARATIONS OF PECUNIARY INTEREST**

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

#### **P 22/152 MINUTES**

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

- 27th March 2023 (P16) [*prop Cllr Wyatt; secd Cllr Rattey*]

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

#### **P 22/153 NEIGHBOURING DEVELOPMENTS**

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

#### **P 22/154 PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

**3/22/1330/VAR          7 Pishiobury Drive, CM21**

Demolition of existing house. Construction of one 2 storey detached house with basement, 2 rear dormer windows and 2 balconies to rear first floor, together with the erection of a detached garage. Variation of condition 2 (approved plans) of planning permission: 3/21/0893/FUL - Removal of external steps to basement. Increase size of front porch. Amendments to windows and doors. New windows and doors. Removal of handrail from balcony railing to become frameless glazed balcony. Alterations to garage.

**STC Comment:** No Objection [prop Cllr Chester; secd Cllr Rattey]

---

**3/23/0569/FUL          Rose Cottage, Redricks Lane, CM21 0RL**

Proposed extension to create an additional two bedroom dwelling, and alterations to include new window to south elevation, rooflight windows, EV charger and solar panels

**STC Comment:** No Objection [prop Cllr Wyatt; secd Cllr Chester]

---

**3/23/0474/HH          9 Rushfield, CM21**

Single storey rear extension incorporating 2no. rooflights, garage conversion, replace garage door with front window and brickwork, 1 new ground floor side door. Infilling of doorway

**STC Comment:** No Objection [prop Cllr Parsad; secd Cllr Rattey]

---

**3/23/0612/ARPN          Barn to the North of Redricks Lane, Opposite Redricks Farm**

Change of use of an agricultural building to use class C3 for 1 dwelling with external alterations

**STC Comment:** No Objection [prop Cllr Parsad; secd Cllr Wyatt]

---

**3/23/0635/HH          16 Blenheim Close, CM21 0BE**

Single storey rear infill extension, garage conversion and replace garage doors with windows and brick wall, new canopy entrance roof, alteration to the rear dormer and addition of 1 rear dormer window, changes to elevations and ground floor fenestration

**STC Comment:** No objection to the principle of the extension but would urge the applicant to engage with the resident most impacted and resolve any concerns-particularly relating to any loss of light/privacy"  
[prop Cllr Parsad; secd Cllr Wyatt]

---

**3/23/0655/HH          3 Burnside, CM21 0EP**

Garage conversion with insertion window to replace garage door, raised roof line and insertion of 2 roof light windows

**STC Comment:** No Objection [prop Cllr Chester; secd Cllr Wyatt]

---

## **P 22/155          LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 24 March 2023.

---

## **P 22/156          PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

---

**3/22/0244/REM          4 High Wych Road, CM21 0AZ**

Approval of reserved matters relating to appearance and scale for planning approval 3/21/0926/OUT (Outline permission for single detached dwelling with detached double garage – all matters reserved except for access, landscaping and layout)

**STC Comment:** No objection.

**EHDC Decision:** Granted Approval of Details.

---

**3/22/0581/VAR      38 Bell Street, CM21 9AN**

Regularisation for the erection of canopy and erection of 3 lights. Variation of condition 3 (Use of Canopy) of planning permission 3/21/1323/FUL. The effect of the proposed change will alter the wording of condition 3 from – There shall be no use of the canopy area hereby approved after 23:00 hours on anyday, and there shall be no live or recorded entertainment permitted in the rear garden area said area after 21:00 hours on any day – To: There shall be no use of the canopy area hereby approved after 23:00 hours on any day, and there shall be no live or recorded entertainment permitted in the rear garden area said area after 23:00 hours on any day

**STC Comment:** No objection.

**EHDC Decision:** Refused. "The proposal fails to address, consider or minimise the cumulative impact of noise on the surrounding environment contrary to Policy EQ2 of the East Herts District Plan 2018." & "The nature of playing music in the garden of the premises, which is situated in a built up area, without providing any acoustic mitigation is detrimental to the residential amenity of occupiers of neighbouring properties and therefore contrary to Policies DES3 and EQ3 of the East Herts District Plan 2018."

---

**3/23/0104/HH      12 East Drive, CM21 9EU**

Removal of chimney. Demolition of rear extension. Erection of single storey rear extension. Raising of roof pitch for loft conversion. Installation of a rear dormer, front and rear rooflights. Alterations to front and side elevations

**STC Comment:** No objection.

**EHDC Decision:** Granted.

---

**3/23/0128/HH      Corner House, 19 Vantorts Road, CM21 9AH**

Replacement of garage with two storey garage, incorporating window to front

**STC Comment:** No objection.

**EHDC Decision:** Refused. "The proposed development by reason of its mass, bulk, scale and design fails to enhance or preserve the significance of Sawbridgeworth Conservation Area; and due to its location amongst a cluster of Grade II Listed Buildings will have a harmful impact on the character and appearance of the locality. The proposal therefore will not comply with Policies DES4, HA1 and HA7 of East Herts District Plan 2018 and the Sawbridgeworth Conservation Area Appraisal and fails to respect their requirements." & "Insufficient information has been provided to demonstrate that the proposals will not have an adverse impact on highway safety in accordance with policy TRA2 of the East Herts District Plan 2018."

---

**3/23/0137/HH      51 Sayesbury Road, CM21 0EB**

Demolition of existing garage, porch and side lean-to. Erection of porch, part single storey and part two storey side extension, 1<sup>st</sup> floor rear extension, two storey rear extension. Insertion rooflights and velux rooflights to main roof. Juliet balcony to rear

**STC Comment:** No objection.

**EHDC Decision:** Granted.

---

**3/23/0141/HH      Inglis, Spellbrook Lane West, Spellbrook, CM23 4AY**

Erection of single storey side extension, part front infill extension and hipped door canopy.  
Alterations to fenestration and installation of 8 sun tunnels to roof

**STC Comment:** No objection.

**EHDC Decision:** Refused. "The proposed development would constitute inappropriate development within the Green Belt and additional harm would result from loss of openness. The harm by reason of its inappropriateness and loss of openness is not clearly outweighed by other considerations, nor have very special circumstances been demonstrated. The proposal is therefore contrary to Policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework 2021."

---

**3/23/0198/HH                      2 Parkway, CM21 9NR**

Change of garage roof structure from flat to sloping and cement board cladding to areas of front elevation

**STC Comment:** No objection.

**EHDC Decision:** Granted.

---

**3/23/0254/ASDPN                5A Bluebell Walk, CM21 0JQ**

Addition of one storey to dwelling

**STC Comment:** We urge EHDC to consider objection from neighbouring property to ensure scale of this proposed development is acceptable

**EHDC Decision:** Prior Approval is Required and Refused

---

**3/23/0318/CUAPN                Redricks Farm, Redricks Lane, CM21 0RL**

Change of use of an agricultural building to Class e(g)(i) office use

**STC Comment:** No objection.

**EHDC Decision:** Prior Approval is Required and Granted subject to conditions

---

## **P 22/157                      PLANNING APPEALS**

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

Meeting Closed at 7.51pm

# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 8:00pm on **Monday 17<sup>th</sup> April 2023**.

#### **Those present**

Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

Cllr Nathan Parsad  
Cllr John Rider

#### **In attendance:**

Christopher Hunt - Town Clerk  
Joanne Sargent – Projects Manager

#### **F 22/35 APOLOGIES FOR ABSENCE**

Cllr Angela Alder  
Resolved to accept apologies  
*[prop Cllr R Buckmaster secd Cllr Parsad]*

#### **F 22/36 DECLARATIONS OF INTEREST**

There were no declarations of interest by members

#### **F 22/37 MINUTES**

To approve as a correct record the minutes of the Finance and Policy Committee held on 16th January 2023 (FO3).  
*[prop Cllr Parsad secd Cllr R Buckmaster]*

#### **F 22/38 STAFF MATTERS**

To consider any matters relating to members of staff.

- One illness to one of the bus drivers is being managed and the bus is continuing to run to schedule
- The Rangers are now fully deployed as spring has seen an increase in plant growth and the management that is required.
- All staff will have a half year one to one meeting but no concerns have been raised

#### **F 22/39 FINANCE MATTERS**

- Cllr E Buckmaster referred to the Clerks report and no questions were raised.
- **Resolved**, to approve management accounts for the last twelve-month period up to 31st March 2023  
*[prop Cllr R Buckmaster secd Cllr Rider]*

#### **F 22/40 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY**

Update on the current project status, the Clerk updated that having placed the contract on contracts finder not many signs of interest had been received from contractors. He will look at an alternative approach if no bids are received.

#### **F22/41 TOWN MARKET**

The Towns Project Manager updated members that she will be progressing the development of the market.



**ACTION – Project Manager**

1. Speak to the landlord to assess permission still stands to house the market
2. Complete a local resident engagement to assess/dispel concerns for hosting the market at this location.
3. Apply for planning permission.

**F22/42 COUNCILLOR ENGAGEMENT**

The Clerk asked if the councillors had any ideas for further engagement they wished explored. It was agreed to leave this until after the election period.

**F22/43 FUNDING OPPORTUNITIES**

The Clerk updated members on the success in funding streams for the SawboBus and Jubilee Gardens.

**F22/44 ITEMS FOR FUTURE AGENDAS**

Nothing raised

Meeting Closed at 8:05pm

# SAWBRIDGEWORTH TOWN COUNCIL

## TOWN ACTION PLAN AND AMENITIES COMMITTEE

### Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8pm on **Monday 17th April 2023**.

#### Those present

Cllr Annelise Furnace  
Cllr Burmicz  
Cllr Craig Chester

Cllr John Rider  
Cllr Reece Smith  
Cllr Angus Wyatt

#### In attendance:

Christopher Hunt - Town Clerk  
Joanne Sargent - Events manager

Cllr Nathan Parsad

#### T22/42 APOLOGIES FOR ABSENCE

None received.

#### T22/43 PUBLIC FORUM

Nothing received

#### T22/44 DECLARATIONS OF INTEREST

None received.

#### T22/45 MINUTES

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on 13th February 2023 (T03)  
[prop Cllr Smith; sec'd Cllr Wyatt]

Actions from previous meetings,

- Clerk to write to Herts Highways to request the urgent repair to footpath 22.  
Email sent and new officer has now been appointed at Highways who will update the Clerk when he has settled in
- Clerk to write to East Herts for an update on the bin location survey.  
The Clerk has emailed EHDC and no response has been received to date.

#### T22/46 ALLOTMENTS

**Received and noted** – Allotments Officer Report

The report was talked through by the Clerk and Cllr Furnace asked for the officer to be thanked for the detailed information.

#### T22/47 CEMETERY

**Received and noted** – Cemetery Officer Report

- The Project Manager updated that regular praise is received regarding the upkeep of the Cemetery and as such she will enter the cemetery in to an awards competition.
- After the election further planning is needed to purchase more land to extend the cemetery to future proof for the next thirty plus years.

**T22/48 FOOTPATHS & OPEN SPACES**

The Clerk updated that the Rangers had cleared an overgrown area in West Road Park, allowing the gang mower to cut regularly to keep this area in a better condition. The play equipment had all been cleaned and was in good repair. New picnic benches have been purchased that are DDA compliant to replace the small ones at the location.

Cllr Rider raised his concerns over the dumping of Nitrous Oxide gas canisters at locations in the town. The Clerk had offered to dispose the cannisters but also will be liaising with the police to inform them of the locations these are being found.

Cllr Wyatt stated that highlighting the locations of the use of these cannisters would highlight areas that may need crime prevention intervention to reduce regular occurrences.

**T22/49 OPERATIONS**

To receive, note and discuss matters relating to Operations.

- Sawbobus, is running well and sponsorship is being actively being sought.
- Public Toilets – recent ASB has been stopped through the use of signage re CCTV
- CCTV – new cameras are being fitted this week to improve field of view and nighttime capability.
- Reception upgrade - a new desk has been ordered and will be delivered soon

**T22/50 ECO-AUDIT WORKING PARTY**

***Received and noted*** – Eco Audit Report

Cllr Furnace referred to her report and raised awareness of the events in the forthcoming months.

- River day 3<sup>rd</sup> June
- Clean air campaign at the May Fayre and a stall in Bell Street provisionally 19<sup>th</sup> May

**T22/51 TOWN ACTION PLAN**

The current Town Action Plan – 2020/24, had been reviewed by Cllr Wyatt and the new Council will set a date for consultation to start the new action plan.

Cllr Furnace asked if this consultation be run out wider.

Cllr Wyatt stated that whoever runs the action plan will look at running this out wider but also ensure actions are focussed on the ability to achieve them as a town council.

**T22/52 RAIL STATION ADOPTION**

Cllr Wyatt updated that he has had a meeting with a fellow adopter and was trying to understand land ownership. Better use of signage to direct people towards the town centre, obtaining approved planters and plant up an open area for wild flowers.

**T22/53 ITEMS FOR FUTURE AGENDAS**

Cllr Burmicz raised his concerns of the Wrenbridge development and was informed that this was discussed at the planning meeting. No further items were raised.

Meeting ended at 20:45



**Recycling Centres, Residents Only.** The first is the decision to go for residents only at our recycling Centres. Many of our neighbouring authorities have already gone down this route, the most recent Essex effective from this month. Some of our Recycling Centres are close to our borders and where a substantial proportion of the users are from outside of Hertfordshire. There are of course locations where the reverse is true but the result is a net import of around 20pc of recycling centre waste. Royston, Bishops Stortford, Rickmansworth being the locations where non resident usage is around 50pc or more.

Estimates of potential cost saving are a conservative £450,000.

**Proposed Implementation** Following a communication plan to widely advertise the policy change, users will be asked to bring proof of address when visiting the RCs. In addition to clear 'advanced warning' signage leading up to any centre, staff will greet cars near the entrance and, if proof of address is not available, can access a simple postcode 'council checker' to ascertain if residents pay their Council Tax to a Hertfordshire authority. It is proposed that additional temporary staff are deployed across the network. This will be prioritised according to the RCs with the highest non-resident usage. Pending a 6 monthly review, permanent staffing levels may be amended and/or checking proof of address handed over to RC site operatives to perform ad-hoc spot checks. This will be informed by data collection at the entrance to each RC.

Neighbouring Local Authorities have been sent a letter informing them of the decision. Our decision leaves the way open for us to discuss reciprocal arrangements with neighbouring Authorities so long as they are cost neutral. An example could be with Essex for Bishops Stortford and Harlow, where each has a substantial usage from across the respective borders. Currently cross border usage is permitted at Harlow and Bishop's Stortford and the respective web sites reflect this. Discussions are taking place between Hertfordshire officers and all of our neighbouring County and Unitary Authorities. I have recently booked successfully with Harlow Recycling Centre.

### **Ofsted rates Hertfordshire's Children's Services as outstanding**

In March we were delighted to receive an Outstanding rating from Ofsted, following on from their inspection of our services for children in need of help and protection, children in care, care leavers and leadership and management. This improved rating places our Children's Services among the best in the UK.

Ofsted found that children and young people in Hertfordshire benefit from consistently high-quality, excellent care and support and that Hertfordshire County Council's '*political and corporate leaders prioritise the needs of children*'.

Inspectors praised experienced and skilled social workers' and practitioners' commitment to children, noting the positive relationships they have with children. They noted that social workers enjoy working in Hertfordshire, find their work rewarding and that those new to the authority feel welcomed and supported.

Key observations from [the inspection report](#) include:

- Assessment work for children in need is of a high quality, thorough and timely.
- Children in Hertfordshire receive the right level of support at the right time.



- Hertfordshire's early help service and family safeguarding teams make a positive difference for children, identifying and tackling need early on and reducing the number of children who need to come into care.
- The multidisciplinary work in the family safeguarding teams is strong, leading to improved outcomes for children.
- Separated migrant children have greater consistency of support.
- There is excellent joined-up working between professionals, adopters and foster carers providing children with positive experiences.
- Children live in stable, long-term homes which meet their individual needs and support them to flourish. Where possible, children live with their brothers and sisters.
- Children experiencing exploitation are supported by dedicated and experienced workers who are persistent in their attempts to engage, support and protect them from harm.
- Leaders of the virtual school work exceptionally well with schools and a variety of professional services to achieve the best possible outcomes for children in care.
- Leaders are ambitious for Hertfordshire's children.

Jo Fisher, Executive Director of Children's Services, said: "This fantastic achievement is testament to the hard work of everyone in Children's Services, not just in the build up to and during the inspection. The ongoing dedication and commitment to achieving better outcomes for children has laid the foundations for our improved rating.

"I'm hugely proud of the whole team. I know first-hand the difference that our social workers and children's practitioners make; it's clear that this is what the inspectors also witnessed when they visited."

*'What shone through was social workers' and practitioners' commitment to children, how well they know them and the positive relationships they have with children.'* Ofsted 2023

We have been using this good news as an opportunity to promote the rewards of [working with children, young people and families in Hertfordshire](#) and hope that you can help us promote Hertfordshire as a great place to work by sharing [relevant content on LinkedIn](#) and encouraging residents to consider a rewarding career in social work.

### **How you can help to promote our Keep Us Together campaign**

Our fostering and adoption team have a new five-week campaign running from now throughout April.

#KeepUsTogether - highlights the importance of keeping siblings together in care, and the need to recruit more foster carers to look after sibling groups.

More than half of children in care in Hertfordshire belong to sibling groups and of those, 54% live in different homes. While some are separated for personal reasons, for many it is because there are not enough carers with the space or time to foster siblings.

As part of the campaign, a suite of promotional material has been produced, including a poignant film which you can see here: <https://youtu.be/MsBR2JR9TAo>

There are also videos of some of Hertfordshire's foster carers, who talk about their experiences of being foster carers of siblings on the [campaign's webpage](#) and on [YouTube](#)

We will be promoting the campaign via the Fostering and Adoption social media platforms, on Hertfordshire County Council's social media platforms, on billboards and buses, via a mobile van with advertising screens, in gyms and supermarkets. There will also be radio adverts on Heart FM, two foster carers have already been interviewed in two separate features on BBC 3 Counties Radio and the press release is gaining media interest. In addition to this, we have placed editorial



and adverts in local magazines and we are asking local councils, health partners and schools to share the campaign.

Please help share the message, encouraging your residents to consider fostering, and if they can, to consider fostering siblings so that they can be kept together.

We have a series of social media posts, developed from our short film and other photography.



You can find the news release here, and an abridged version will be distributed to residents, via Update Me.

Please contact [leigh.adams@hertfordshire.gov.uk](mailto:leigh.adams@hertfordshire.gov.uk) if you require any further information about the campaign or social media assets to amplify the campaign (or share it from the Fostering and Adoption and Hertfordshire County Council channels).

## **Under 11 School Admissions Hertfordshire**

This year's Reception cohort has decreased from last year, with 13491 Hertfordshire applicants, compared to 13791 in 2022, a total of 300 less applications (2.2% decrease). Overall, in Hertfordshire 98.03% of applicants have been offered a ranked school; an increase compared to 97.69% last year. Similarly, 89.08% of pupils have been offered their first preference school, an increase on last year's position of 87.58%.

### **Bishop's Stortford**

In Bishop's Stortford, including the parish of Thorley, 471 applications were received this year (1.7% increase) compared to 463 for September 2022.

Overall satisfaction rates have increased with 100% of children (471) offered a place at a ranked school, compared with 96.1% (445) in September 2022. The percentage of children offered their first preference school has also increased to 94% (443), compared with 82.5% (382) last year.

I am pleased to confirm that the funding agreement has been received for the opening of a new school, Avanti Brook Primary School, in the Bishop's Stortford North Development. A parallel Reception application process was undertaken for Avanti Brook, with the school receiving 25 applications. Families who applied separately for Avanti Brook School will receive two school offers on National Allocation Day – an offer from Avanti Brook, in addition to an offer made through the normal coordinated process. These families will be asked to confirm which of the school allocations they wish to accept by 1 May. Rejected places will be reallocated, as normal, through the continuing interest process. The first run of continuing interest takes place in the week commencing 8 May and Avanti Brook will accept new applications for this stage of the process.



## **Sawbridgeworth**

In Sawbridgeworth, including the parish of High Wych, 114 applications were received this year (31% increase) compared to 87 for September 2022.

Overall satisfaction rates have remained the same with 100% of children (114) offered a place at a ranked school, compared with 100% (87) in September 2022. The percentage of children offered their first preference school has decreased to 93.8% (107), compared with 97.7% (85) last year.

Mandeville Primary School will be admitting up to 60 children for the new Reception cohort. Whilst 52 places have been allocated, satisfying all existing preference, the school will continue to allocate up to 60 places through the continuing interest process.

## **Eco champion report for Full Council meeting – 24 April 2023 (as of 16 April 2023)**

### **Eco-Audit Working Group meeting – 28 March 2023**

This meeting of the residents and councillors working group covered several topics including:

- Follow up to STC's Eco-Audit – the 3 Acorns form has been sent off now that we have a full year's worth of Covid-free data
- River Day planning was discussed for 3 June – this year toilets will be available
- Citizen Science Group – River Stort water testing is this year's focus using test kits funded by Sustainable Sawbridgeworth – 20 to 30 tests will be carried out ready for presenting the results at River Day.

### **Sustainable Sawbridgeworth activities**

- A website is being developed
- Planning is taking place for the May Fayre stall on Clean Air with HCC materials
- The cycling working group will input to the Local Cycling and Walking Infrastructure Plan (LCWIP).

### **Let's Clear The Air campaign meeting – HCC/Sustainable Sawbridgeworth - 30 March 2023**

Discussions included:

- Air quality sensors – a large backpack to measure air quality is being used around the town by Sustainable Sawbridgeworth members; it collects data on nitrogen oxides (NOx) levels and extrapolates NO<sub>2</sub>; particulate matter (PM) PM<sub>2.5</sub> and PM<sub>10</sub>; the results are being mapped at different times of the day
- Three local primary schools have expressed interest in borrowing handheld sensors; Leventhorpe School will also be offered these
- A tailored HCC Clear the Air campaign will be launched at the May Fayre at the Sustainable Sawbridgeworth stall; this will be followed up in May (provisionally 19 May) by a face-to-face campaign in Bell Street by HCC.

### **COMING UP**

**Tidy Up Sawbridgeworth – Saturday 22 April – 10am to noon – meet at front of Bell Street car park**

**HCC/Sustainable Sawbridgeworth meeting – 4 May**

**River Day – Saturday 3 June – 12 to 4pm**

*Cllr Annelise Furnace*

## **SAWBRIDGEWORTH HOMES FOR UKRAINE SUPPORT GROUP**

### **UPDATE FOR SAWBRIDGEWORTH TOWN COUNCIL MEETING ON 24 APRIL 2023**

On 25 March, the Ukrainian Ambassador to the UK thanked those who have supported the 117,700 Ukrainians entering the UK since the launch of the Homes for Ukraine scheme. With the war continuing, there are still many Ukrainians looking for sponsors. New government data, published the same week, showed more than 28,300 Ukrainians of working age (16-64) were in paid employment within around six months of their arrival.

To strengthen the support for Ukrainians to settle into their new homes the government is providing:

- Per capita funding for councils for each new arrival including £150 million to support guests into their own homes and extended as well as increased 'thank you' payments for sponsors.
- £11.5 million towards intensive English language courses and employment support for up to 10,000 individuals to boost the number of Ukrainians entering the labour market and to help those already employed into higher-skilled roles, in addition to 20,500 Ukrainian children currently attending local schools.
- £100 million for 145 councils in England by the end of March as part of the £500 million Local Authority Housing Fund to help obtain, repurpose, or build housing for arrivals on resettlement programmes.

#### **The war**

We are now beyond Day 400 in this conflict, with heavy fighting in the East and especially around Bakhmut; the Daily Tortoise Sensemaker has labelled Bakhmut Stalingrad 2.0. 'One town, nine months, 40,000 dead and still no end in sight. The front lines in the Battle for Bakhmut have barely moved since last summer. This is the war in microcosm. So much blood, materiel and propaganda have been invested in the battle that its symbolic significance is now strategic too.'

The line of active hostilities in Ukraine is over 1,200 km long, Ukrinform reports, citing President Zelensky. According to the President of Ukraine, the Kremlin dreams of humiliating America and Europe, and the whole free world, as well as of splitting NATO and provoking a conflict that will force the American nation to choose whether to fight or not.

The UN High Commissioner for Human Rights has recorded 8,490 civilian deaths and 14,244 casualties between February 2022 and 9 April 2023. But this is likely to be an underestimate, given the difficulty of accessing battle zones and most deaths are from Ukraine-controlled territory.

According to the Institute for the Study of war in Washington, Russia is engaged in a campaign of deliberate "Russification" within Ukraine aimed at the destruction of Ukrainian identity through a multitude of military, social, economic, legal, bureaucratic, and administrative lines of effort. The ideologies that underpin the basis of this "Russification" is directed both at Ukraine and Ukrainian identity as well as at domestic minorities within Russia itself. This is likely to escalate as the war continues and will outlive Russia's invasion of Ukraine, for years to come. Ironically, Russia continues to place the onus of the war effort on the very communities that it marginalizes.

**Visas:** DLUHC data of 4 April 2023:

- **Visa applications/issued/arrivals (England): 128474/106812/88055.**
- **Visa applications/issued/arrivals (Herts): 2864/2467/2065.**
- **Visa applications/issued/arrivals (East Herts): 460/394/340.**

There is a continuing need to support both our guests in Sawbridgeworth and the Ukrainians fighting for their survival in Ukraine. There is Nick Hill's new Ukraine Humanitarian Hub appeal on Facebook: [https://www.justgiving.com/crowdfunding/ukrainehumanitarianhub?utm\\_term=4dqkZGYve&fbclid=IwAR07zpuE9fp7r75t55DfvD4lcYqT08bOzH6J4nY-BvyN4U2-NOed2vAICAs](https://www.justgiving.com/crowdfunding/ukrainehumanitarianhub?utm_term=4dqkZGYve&fbclid=IwAR07zpuE9fp7r75t55DfvD4lcYqT08bOzH6J4nY-BvyN4U2-NOed2vAICAs)

The Association of Ukrainians in Great Britain has its Help Ukraine Emergency Appeal (AUGB, based in Waltham Cross).

[https://www.gofundme.com/f/helpukraine?utm\\_medium=email&utm\\_source=product&utm\\_campaign=p\\_email\\_m\\_pd-5332-donation-receipt-adyen&utm\\_content=internal](https://www.gofundme.com/f/helpukraine?utm_medium=email&utm_source=product&utm_campaign=p_email_m_pd-5332-donation-receipt-adyen&utm_content=internal)

Money collected is sent to three charities working in Ukraine to support their priorities and immediate needs:

- AICM Ukraine Foundation (Association International de Cooperation Medicale)
- The Ukrainian Red Cross Society
- Caritas Ukraine

### In Sawbridgeworth

Generally speaking, our guests have settled into a routine; some have found flats and work or plan to work from the new school year in September; the children all have school places with one or two exceptions (by choice). Some are returning to Ukraine. Many have jobs or plan to work. Typical jobs involve cleaning or work as catering assistants in schools. We could do more to make them aware of local job opportunities. Some families use the SECC pop-up shop.

There are ongoing issues with accessing benefits, finding the rent and council tax etc. plus renewing Ukrainian passports. Herts County Council has launched the first phase of its **Homes for Ukraine rent deposit scheme**, aimed at 'guests who are in employment and can afford monthly rent/living costs, but don't have enough savings to cover a deposit and a month's rent in advance.' Future phases will consider other groups of Ukrainian guests, including those on Universal Credit.

**Awareness raising:** talks to Probus and BS Rotary Club are to come. I am hoping the U3A group will organise a talk for members.

**English lessons** continue to take place at Sawbridgeworth Evangelical Congregational Church every week since May 2022, run by a group of volunteer teachers. We will continue providing lessons as long as they would like them. The aim is to teach them enough English to enable them to function in British society and get a job if they so wish but the lessons also provide an opportunity to build or maintain their own support networks with other Ukrainian families. Since all the children now have school places, most of the teenagers no longer come to our lessons but we continue to run two classes for primary children, as well as the adults.

**DAVID ROYLE 130423**

---

# Sawbridgeworth Town Council

## Memorandum from Town Projects Manager

---

To: All Members  
From: Joanne Sargant  
Subject: Dates for Events 2023  
Date: April 18th 2023

---

### Forward Planning Dates for Dairy 2023

- **Elections:** Thursday 4<sup>th</sup> May
- **Awards Evening** Thursday 11<sup>th</sup> May 2023. 6.45pm arrival for 7.15 presentations by The Mayor to charities of the year and Freeman of the Town
- **Civic Service:** Sunday 9<sup>th</sup> July – 3pm at Great St Marys Church
- Coronation King Charles III – Saturday 6<sup>th</sup> May
- Bank holiday for Coronation – Monday 8<sup>th</sup>
- **Please Note:** Bank holidays in May are 1<sup>st</sup> / 8<sup>th</sup> and 29<sup>th</sup>
- **River Day:** Saturday 3<sup>rd</sup> June at Sheering Mill Lock & River 12-4pm
- **Fun on the Field:** Saturday 2<sup>nd</sup> September – 12-5pm
- **Travel Challenge Week:** Monday 25<sup>th</sup> to Friday 29<sup>th</sup> September - Schools with Sunny Sawbosaurus visiting throughout the week.
- **Travel Challenge Town Walk:** Saturday 30<sup>th</sup> - Public and School Children – whole town and **Community Connections** – Chamber and car park, community networking event.
- **Remembrance Day** – Sunday 12<sup>th</sup> November / 3pm at Great St Marys Church and War Memorial
- **Lights of Love Service** – Date tbc in November – Sayesbury Manor and Chamber.
- **Christmas Lights Switch On** – Saturday 25<sup>th</sup> November (3pm / Lights Switched On 6pm)
- **Christmas Competition** – all schools
- **Christmas Competition Presentation** – Date TBC December / Chamber with Mayor