

Sawbridgeworth Town Council

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



MAYOR
Cllr Greg Rattey

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

INTERIM TOWN CLERK
Joanne Sargent (CilCA)

A G E N D A

and supporting papers for the meetings on

26 July 2021

Meeting of the Town Council

At

7.30pm

in the
Council Chamber, Sayesbury Manor

Where a matter arises at a meeting which relates to an interest which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

Where a matter arises at a meeting which relates to a pecuniary interest, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

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

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

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INTERIM TOWN CLERK
JL Sargent CILCA

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

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 26 July 2021** commencing at 19:30 to transact the business set out in the agenda below.

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

Interim Town Clerk
19 July 2021

AGENDA

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

21/41 APOLOGIES FOR ABSENCE

To receive any apologies for absence

21/42 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

21/43 PUBLIC FORUM

To receive and respond to questions from members of the public, submitted to the Clerk by **5pm on Friday 23 July**, on matters within the remit of the Town Council.

21/44 MINUTES

[S] [V]

To approve as a correct record the minutes of the Annual Meeting of the town council held on 28 June 2021 (M02) *[Attached]*

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

21/45 PLANNING COMMITTEE

[S]

To receive and note the minutes of the Planning Committee held on 28 June 2021 (P02) *[Attached]*

To receive and note the draft minutes of the Planning Committee held on 12 July 2021 (P03) *[Attached]*

- 21/46 AMENITIES COMMITTEE**
To receive and note the draft minutes of the Amenities Committee held on 28 June 2021 (A01) *[Attached]*
- 21/47 ED & STAP COMMITTEE**
To receive and note the draft minutes of the ED & STAP Committee held on 12 July 2021 (E01) *[Attached]*
- 21/48 WRENBRIDGE B8 LOGISTICS CENTRE**
To receive any updates regarding the letter sent to East Herts District Council.
- 21/49 HAILEY CENTRE REPRESENTATIVE**
To resolve to accept the recommendation of the Trustees of the Hailey Centre charity to appoint Cllr Ratley as a representative of the town council on the Board of Trustees
- 21/50 SAWBRIDGEWORTH TRUST REPRESENTATIVE**
To resolve to accept the recommendation of the Trustees of the Sawbridgeworth Trust charity to appoint Cllr Ratley as a representative of the town council on the Board of Trustees
- 21/51 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive mayor's appointments and communications
- 21/52 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr Royle
 - Cllr R Buckmaster
 - Cllr A Furnace
- 21/53 INTERIM TOWN CLERK REPORT**
To receive and note clerk's report for the month of July 2021.
- 21/54 GRANT APPLICATIONS**
To consider the following grant applications:
1. Sawbridgeworth Fire Station
Maintenance of community Defibrillator.
Sum requested £69.60
 2. Sawbridgeworth Allotment Association
Contribution to Conservation Project on Southbrook allotment site.
Sum requested £200
- 21/55 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 21/56 FINANCIAL REPORT**
To note the current Financial Report
- 21/57 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.

To note any items for future agendas.

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

Members of the public wishing to attend must reserve a place by contacting the Interim Town Clerk by midday on Friday 23 July 2021.

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL

Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at 19.30 in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 28 June 2021**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr John Burmicz
Cllr Craig Chester

Cllr Annelise Furnace
Cllr Greg Rattey
Cllr David Royle
Cllr Nathan Parsad

In attendance:

J Sargent – Interim Town Clerk
Lisa Dale – Admin Officer

Chris Carter Bishop's Stortford Independent
2 members of Hertfordshire Constabulary

Welcome by the Town Mayor followed by thought for the day from Cllr Nathan Parsad

21/26 APOLOGIES FOR ABSENCE

Cllr P Gray – Illness
Cllr D Patel – Work commitment
Cllr P Coysten - Absent

21/27 DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of Pecuniary Interests.

21/28 PUBLIC FORUM

There were two questions from a member of the public, submitted to the Interim Town Clerk prior to the meeting, on matters within the remit of the Town Council:

Question 1 – On South East News there has been mention of a tramway starting at Hemel Hempstead, then on to Harlow and then to Stansted Airport, so was wondering where it will go from Harlow- please could councillors advise what they know about this?

Cllr E Buckmaster responded– This is part of the Mass Rapid Transit Initiative and in connection with the Hertfordshire Growth Board, at present it has not specified what kind of vehicle this will be, it is focused along the A414 corridor, this is at the exploratory stage of the project. Full information about this can be found on the Hertfordshire County Council website - <https://www.hertfordshire.gov.uk/about-the-council/news/news-archive/hertfordshire-essex-rapid-transit>

Question 2 – What plans are being made for the Queens Platinum Jubilee celebrations in the town for June 2022? Also, could there be a seat dedicated to the queen in the town as there was not one produced for her 90th birthday.

Interim Town Clerk had responded that an email explaining the current staffing situation at the town council had been sent and did not allow for event planning to be undertaken at this time, but that the town council were aware that preparations should be made and coordinated under one committee. Presently there are different elements of the jubilee that are falling under different committees, i.e. the Queens Green Canopy

has been discussed in Amenities Committee Meetings.

Cllr R Buckmaster suggested that a working party / Task & Finish Group be formed under the direction of the Town Projects Manager. Interim Town Clerk to send out an invitation to heads of community groups and arrange a September meeting, Interim Town Clerk advised that there had been no provision made financially this year for events and projects in relation to the Platinum Jubilee celebrations.

Cllr E Buckmaster suggested that Cllr N Parsad coordinate with the Memorial Hall as he is a delegated town council representative on SMHT.

Cllr A Furnace suggested that as a town council we should keep things more concise than large scale events like participating in the Queens Green Canopy.

Cllr D Royle advised that the Sawbridgeworth History Society were already in discussion with other groups around the town i.e. The Memorial Hall, there was still unfinished business in relation to VE Day that had been postponed twice because of the pandemic.

Cllr A Alder stressed the importance of this historic event and would like to see a well planned and coordinated event from the town council on this significant celebration. A church service, a celebration event for volunteers in the town, it must recognise the efforts of the town in commemoration of the 70 years of our Majesty's reign.

Resolved: Interim Town Clerk to send out an invitation to community group leaders, schools etc. to attend a meeting in September to formulate a coordinated approach to celebrate the Queens Platinum Jubilee celebrations from Thursday 2nd June to Sunday 5th June 2022

[prop Cllr A Alder; secd Cllr R Buckmaster]

21/29 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 24 May 2021 (M01) *[prop Cllr A Alder; secd Cllr R Buckmaster]*

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

21/30 PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 24 May 2021 (P20)

Received and noted: the draft minutes of the planning committee held on 14 June 2021 (P01)

21/31 FINANCE AND POLICY COMMITTEE

Received and noted: the draft minutes of the Finance and Policy Committee held on 14 June 2021 (F01)

21/32 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21

1. **Noted:** the report of the Internal Auditor as reviewed by the F&P committee at its meeting on 14 June.

2. **Resolved:** to approve and sign the Annual Governance Statement, as recommended by the F&P committee at its meeting on 14 June.

[prop Cllr A Alder; secd Cllr R Buckmaster]

3. **Resolved:** to approve and sign the Annual Return for 2020/21 as recommended by the F&P committee at its meeting on 14 June. [prop Cllr A Alder; secd Cllr N Parsad]

21/33

WRENBRIDGE B8 LOGISTICS CENTRE

- To Resolve to contact Wrenbridge / Polity and require a meeting to discuss the impact of the proposed warehouse and distribution centre off St James Way upon traffic likely to transit the A1184 through Sawbridgeworth and the AQMA.
- To Resolve to contact the LPA (East Herts District Council) and require a response to why Sawbridgeworth Town Council, as an immediate neighbour, was not consulted of the proposed plans for a warehouse and distribution centre off St James Way, Bishops Stortford. District Plan 2018; Reference Policy BISH5.
- To Resolve to contact the LPA (East Herts District Council) and require a response to whether the LPA will honour and abide by the Bishops Stortford Neighbourhood Plan All Saints, Central, South and part of Thorley Para 3.10.
- To Resolve contact the LPA (East Herts District Council) and require a response to whether it will release the Metropolitan Green belt area off St James Way for Class B8 development.

Resolved: that all four resolutions were discussed and agreed to be consolidated into a response document to be sent to the planning department of East Herts District Council.

[prop Cllr A Furnace; secd Cllr John Burnicz]

21/34

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications

Cllr G Rattey advised that it had been his intention to meet with the landlords of all the business premises, to date a meeting with three landlords has been achieve and eight more diary dates are booked. It has been very informative to get a different perspective on the town.

A date has been set for the 2nd August to have a social event with all of the traders in the town, there has been a very positive response to the invitation that has been sent.

Participated in a BBC Three Counties interview about the Men's Health Forum promoting the good work they do and why it was chosen as one of the charities of the year.

21/35

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- o County Councillor E Buckmaster additionally added;
 - Highways update, Sheering Mill Lane (potential one-way system) public engagement should have taken place by the end of July.
 - Revised TRO for Fairway, some objections from residents has meant that it had to be revised.
 - Burnside double yellow lines – now complete with the exception of a small section where cars were parked and inhibited completion.
 - School Lane waiting restrictions – finalised drawings in progress for single and double yellow lines that will lead into a public consultation

- Cambridge Road, speed and volume survey to slow traffic down. Weight limits will also be considered but are difficult to monitor and enforce.
- Bullfields – revised waiting restrictions under review following consultation where some residents were against the scheme.
- West Road Update – continued engagement with the developers, there are currently some boundary disputes between residents and the Barrett's site, discussions ongoing between the developer and residents concerned. There has been some flooding issues, there are two blocked drains outside the Barrett's site that appear to be full of building rubble from the site, County Councillor will report and pursue. Highways to discuss with all developers the damage that has been caused to the road by construction traffic.
- Questions to the County Councillor:
 - Cllr D Royle for an update on the library relocation and requested that a letter requesting an update be sent to Cllr Terry Douris. Interim Town Clerk agreed to write and request further information.
 - Cllr D Royle asked if the Town Council should respond formally to the Mandeville expansion. Cllr Buckmaster commented that the expansion of the school was integral with the growth of the town and said that a response should be sent from the Town Council and should be member led to express the
- District Councillor Cllr R Buckmaster added the following updates to her report:
 - Shell Garage Petrol Station – Condition 4.1 has now been released from EHDC. Cllr D Royle thanked Cllr R Buckmaster for pursuing this and Chris Carter from the Bishop's Stortford Independent for covering the story in the press over recent months.
- District Councillor Cllr A Alder – no further information to report.
- District Councillor Cllr J Burmicz – no further information to report.
- Hertfordshire Police Report (Verbal report from PC S Marshall):
 - 9th June 2021 new policing priorities were set for the town and the focus is Great St Marys, drug dealing and anti-social behaviour, working closely with Father Simon and Pearl Devonshire (Crime Prevention Officer)
 - Community Voice event in Vantorts Park on 19th August
 - 11th June a team led drug warrant took place on a premises in the town and three people were arrested and currently remain under investigation following a substantial find of drugs at the premises. This was an intelligence led operation and a result of the campaign in the community – 'You Said, We Did'
 - Community Voice event on Saturday 3rd July in Pishiobury Park will take place.
 - A new Inspector who will replace Inspector Chris Hunt. Inspector Mark Collins is already in post to allow for a period of overlap before Inspector Hunt's retirement.
 - Nationally Operation Feline (theft of catalytic convertors) is active with several thefts locally of catalytic convertors.

Information is being shared to encourage people to get their catalytic converters stamped with an identification mark to deter theft. Across East Herts in general there has been an increase in theft of motor vehicles, especially 'keyless' vehicles.

- Theft from Sheds in residential properties is also on the rise.

o Other Representatives –

- **Cllr D Royle**, requested an update on the status of the Pishiobury Park Local Nature Reserve. Cllr E Buckmaster advised that in his portfolio district Council role he is keen to complete the signing off of the Local Nature Reserve imminently following it going through the legal and finance departments.
- **Cllr A Furnace** advised that a meeting had taken place between Canals and River Trust, Cllr Royle and Furnace and Interim Town Clerk via zoom. A very productive and positive meeting and will follow up with a site meeting to look at our high risk areas that are in need of urgent repair. They would also like to form better relationships with the town council and residents.
- **Cllr R Buckmaster** Happy Project (SYPRC) have secured this placement for the summer for four weeks throughout the summer (August) With thanks to Cllr E Buckmaster who has funded this from his locality budget. Cllr C Chester updated that it was with regret that they have not been able to open the Youth Cinema at SYPRC because of COVID restrictions, however the project is still on course to start in the future. Cllr R Buckmaster reported that Cllr Furnace had been successful in acquiring 15 trees from the Woodland Trust that will be planted on site in November. One of the trees will be dedicated to Ron Alder who has been a member of SYPRC since 1964 is retiring from the committee.

21/36 OFFICERS REPORTS

Received and noted: Officers' reports for the month of May 2021

21/37 DEPOSIT & CONSULTATION DOCUMENTS

There were no Documents for Noting and Consultation

21/38 FINANCIAL REPORT

Noted: The current Financial Report

21/39 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

21/40 ITEMS FOR FUTURE AGENDAS

There were no items for future agendas

Meeting ended at 20.28

Thought for the day – Cllr N Parsad

Thank you, Mr Mayor, for inviting me to give our thought for the day.

As we all work together to get things done for our town, I'm reminded of the value of teamwork.

Nothing gets done without the Sawbridgeworth community, our excellent team of officers and us as Councillors working together as a team.

To that end I would like to read an abridged version of short poem by Edgar Albert Guest:

TEAM WORK

It's all very well to have courage and skill
And it's fine to be counted a star,
But the single deed with its touch of thrill
Doesn't tell the man you are;
For there's no lone hand in the game we
play,
We must work to a bigger scheme,
And the thing that counts in the world to-day
Is, How do you pull with the team?

They may sound your praise and call you
great,
They may single you out for fame,
But you must work with your running mate
Or you'll never win the game;
Oh, never the work of life is done
By the man with a selfish dream,
For the battle is lost or the battle is won
By the spirit of the team.

You may think it fine to be praised for skill,
But a greater thing to do
Is to set your mind and set your will
On the goal that's just in view;
It's helping your fellowman to score
When his chances hopeless seem;
Its forgetting self till the game is o're
And fighting for the team

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 28 June 2021** at 8.35pm.

Those present

Cllr Angela Alder
Cllr Nathan Parsad

Cllr Craig Chester
Cllr David Royle

(Ex-officio Cllr Rattey)

In attendance:

J Sargent – Interim Town Clerk

L Dale – Planning Officer

- P 21/11 APOLOGIES FOR ABSENCE**
To receive any apologies for absence. Apologies received from Cllrs Gray & Patel.
- P 21/12 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 21/13 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 21/14 MINUTES**
Resolved: To approve as a correct record minutes of the Meeting held on:
• 14 June 2021 (P01) *[prop Cllr Royle; secd Cllr Chester]*
- To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda.
- P 21/15 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/21/1012/PNHH Greenways, The Drive, CM21 9EP
Single storey rear extension Depth: 4.6 metres, maximum height: 3.6 metres, Eaves height: 3 metres
STC Comment: No objection *[prop Cllr Parsad; secd Cllr Rattey]*

3/21/1291/HH 77 The Crest, CM21 0ES

Two storey side and rear extension, replacement of garage, erection of canopy to front, replacement of cladding with painted render, existing driveway to be enlarged and enlargement of dropped kerb

STC Comment: Objection. Overdevelopment of site [prop Cllr Chester; secd Cllr Royle]

3/21/1358/HH Roselands, Bell Street, CM21 9AN

Replacement windows

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

3/21/1546/HH Orion, London Road, Spellbrook

Erection of a single storey rear extension, insertion of door to side and rear, insertion of windows to flank elevations and widening of window to rear, insertion of 3 rooflights and replacement of entrance gates

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

P 21/16 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 25 June 2021. There were none.

P 21/17 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/0630/HH High Trees, 8 Beech Drive, CM21 0AA

Part two storey and part first floor rear extension

STC Comment: No objection

EHDC Decision: Granted

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

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

STC Comment: No objection

EHDC Decision: Granted

3/21/0704/HH 20 Rowney Wood, CM21 0HR

Single storey rear extension incorporating roof lantern

STC Comment: No objection

EHDC Decision: Granted

3/21/0772/HH 11 Farnham Close, CM21 0HB

Proposed conversion of double garage to single garage and office, with associated elevational alterations

STC Comment: No objection

EHDC Decision: Granted

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

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

STC Comment: No objection

EHDC Decision: Refused. "The proposed dormer window, by reason of its size, siting, form and design, would dominate the existing roof form and be out of keeping with and detrimental to the character and appearance of the dwelling, contrary to policies DES4 and HOU11 of the East Herts District Plan 2018"

3/21/1009/HH 3 Rowney Gardens, CM21 0AT

Part single-storey and part two-storey side/rear extension

STC Comment: No objection

EHDC Decision: Granted

3/21/1048/HH 1 The Orchards, CM21 9BB

Single storey front extension, insertion of 2, rooflights to rear and alterations to fenestration

STC Comment: No objection

EHDC Decision: Granted

P 21/18 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals.

Planning Appeal: 6 Hampton Gardens, Sawbridgeworth, Herts, CM21 0AN

LPA Appeal Reference: 21/00031/REFUSE

Meeting Closed at 8.43pm

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 12 July 2021** at 7.30pm.

Those present

Cllr Angela Alder
Cllr David Royle

Cllr Nathan Parsad

(Ex-officio Cllr Rattey)

In attendance:

L Dale – Planning Officer

Three members of public

P 21/19 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllrs Chester & Patel. Cllr Gray was absent.

P 21/20 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Member of public was invited to express his concerns regarding Planning Application 3/21/1688/HH (Agenda item **P21/24 – 28 Hampton Gardens**). The committee agreed to view this application first. Concerns regarding height, positioning, bulk & noise impact of proposed workshop/shed & summer house were noted.

P 21/21 DECLARATIONS OF PECUNIARY INTEREST

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

P 21/22 MINUTES

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

- 28 June 2021 (P02) [prop Cllr Parsad; sec'd Cllr Royle]

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

P 21/23 WRENBRIDGE – ST JAMES WAY, BISHOP'S STORTFORD

To receive updates. Cllr Alder thanked Cllr Parsad for his excellent response outlining our principal objections to the proposed business park. This response was uploaded to the EHDC portal, emailed to the Planning Department and sent registered post on 9 July 2021.

PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/21/1559/HH 13 Elmwood, CM21 9NL

[First floor rear extension](#)

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

3/21/1567/HH 33 The Forebury, CM21 9BD

[Installation of electric gates](#)

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

3/21/1591/HH 18 Rowney Gardens, CM21 0AT

[Infill to existing porch and construction of new porch](#)

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

3/21/1604/HH 3 Roman Rise, CM21 0EG

[Single storey rear extension](#)

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

3/21/1620/HH 2 Springhall Road, CM21 9ET

[Erection of cladding to first floor front elevation](#)

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

3/21/1625/FUL 29 Station Road, CM21 9JY

[Change of use of barn outbuilding into annexe with alterations to fenestration and insertion of 3 rooflights](#)

STC Comment: No objection. Neighbours concerns of overlooking supported [prop Cllr Parsad; secd Cllr Royle]

3/21/1642/HH 28 Reedings Way, CM21 9DX

[Single storey front/side and rear extension](#)

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

3/21/1688/HH 28 Hampton Gardens, CM21 0AN

[Erection of a workshop/shed and summerhouse/storage to rear garden](#)

STC Comment: Objection. Inappropriate development. Height, positioning, bulk and noise would have a detrimental impact on neighbouring property [prop Cllr Parsad; secd Cllr Royle]

P 21/25 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 9 July 2021.

3/21/1467/HH 3 Redricks Lane, CM21 0RL

Demolition of extension and erection of single storey rear extension with replacement roof with roof lights to rear and side. Alterations to fenestration with additional window to side
STC Comment: No objection [*prop Cllr Alder; secd Cllr Royle*]

3/21/1727/VAR Orion, London Road, Spellbrook

Erection of 1 detached dwelling with integrated annexe and new vehicular access onto London Road. Variation of condition 2 (Approved plans) of planning approval 3/20/2213/FUL. Changes to window detail
STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

P 21/26 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/20/2071/HH &

3/20/2072/LBC 2 Fair Green, CM21 9AG

Partial conversion of garage to office. Extension to the rear entrance and replacement of the roof of the existing link structure. A new vehicle and pedestrian access gates and new greenhouse

STC Comment: No objection

EHDC Decision: Granted

3/21/0898/HH 1 Oram Court, CM23 4RB

Single storey rear extension, one roof light to rear elevation and front entrance canopy roof

STC Comment: No objection

EHDC Decision: Granted

3/21/1006/HH 131 West Road, CM21 0BW

Demolition of conservatory; construction of two storey rear extension with side dormer windows and single storey front porch extension

STC Comment: No comment

EHDC Decision: Refused. "The proposed two storey rear extension, by reason of its inappropriate size and scale, would appear as an unduly bulky addition to the dwelling. The excessive proportions of the enlargement mean that this extension would overwhelm the existing property, and would fail to be subservient to the host dwelling. There would be an adverse impact upon the character and appearance of the host dwelling; contrary to Policies HOU11 and DES4 of the East Herts District Plan (2018). & "The proposed two storey rear extension, by reason of its inappropriate size, scale and siting, would result in overbearing impacts, excessive overshadowing and undue loss of light affecting a neighbouring dwelling. There would be adverse impacts upon the amenity of the occupiers of the neighbouring dwelling, contrary to Policy DES4 of the East Herts District Plan (2018)".

3/21/1104/HH **6 Rowney Wood, CM21 0HR**
Construction of a summerhouse
STC Comment: No objection
EHDC Decision: Granted

3/21/1232/HH **Inglis, Spellbrook Lane West, CM23 4AY**
Demolition of double garage; side extension and front porch extension with first floor crown roof extension; loft conversion and gable roof extension to side elevations with dormer windows to front and rear elevations; and alterations to fenestration
STC Comment: No objection
EHDC Decision: Refused. "The proposed development, by reason of its size, scale and design, would add considerable bulk and mass to the site that would fail to appear subservient in scale and would fail to achieve a high standard of design to respond to the context of the site, or to reflect local distinctiveness. The development would therefore be harmful to the character and appearance of the site and surrounding area. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework".

P 21/27 PLANNING APPEALS

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

Meeting Closed at 8.02pm

SAWBRIDGEWORTH TOWN COUNCIL

AMENITIES COMMITTEE

Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 18.45 hrs on **Monday 28 June 2021**.

Those present

Cllr John Burmicz

Cllr Angela Alder

Cllr Craig Chester

In attendance:

J Sargent – Interim Town Clerk

Cllr Annelise Furnace

Cllr Nathan Parsad

Cllr Greg Ratley

A21/01 ELECTION OF COMMITTEE CHAIR

Resolved: That Cllr Burmicz be Chair of the committee for the civic year 2021/22 [*prop Cllr Alder; secd Cllr Chester*]

A21/02 ELECTION OF COMMITTEE VICE CHAIR

Resolved: To elect Cllr Furnace as Vice Chair of the committee for the civic year 2021/22 [*prop Cllr Burmicz; secd Cllr Chester*]

A21/03 APOLOGIES FOR ABSENCE

Cllr Coysten was absent'

A21/04 PUBLIC FORUM

There were no questions from members of the public on matters within the remit of the Amenities Committee.

A21/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

A21/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 15 February 2021 (A03) [*prop Cllr Alder; secd Cllr Furnace*]

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

A21/07 ALLOTMENTS

Received and noted – Allotments Officer Report

- Cllr Alder gave thanks to staff that resolved the fly tipping issue and managed the project at Bullfields allotment site with the introduction of a hard standing inside the gate and reclaiming land that had not been worked for a number of years.

A21/08 CEMETERY

Received and noted – Cemetery Officer Report

A21/09 FOOTPATHS & OPEN SPACES

- Interim Clerk advised that a new heavy duty strimmer with a specialised mulching head has been purchased to deal

specifically with footpaths that we are responsible for i.e. Elmwood to river footpath that we have adopted.

- Cllr Furnace advised that a meeting had taken place via zoom between the canals and rivers trust and Cllr Furnace, Cllr Royle and Interim Town Clerk, it was a very useful meeting with much information sharing. An on-site meeting will now take place with the trust to discuss problem areas and to establish a working relationship between the trust and the town council.

A21/10 OPERATIONS

To receive, note and discuss matters relating to Operations

- Sawbobus remains operational for 3 days a week, on Monday, Wednesday and Friday. A job vacancy to replace Cyril Lumley who retired in January has gone out. Once a new driver is recruited discussions will take place to re-instate the service to 5.5 days a week.

A21/11 ECO-AUDIT WORKING PARTY

Received and noted – Eco Audit Report

- Cllr Furnace advised that:
 - Next working party meeting will be on the 6th July.
 - Clean Air Day was a success and there are now signs up in shops and in the car park highlighting the importance of the subject.

A21/12 WEST ROAD TELEPHONE BOX

A written report was circulated to members at the beginning of the meeting that gave some historical information about the telephone box, the current condition and some ideas for consideration for its future use.

It was proposed that the telephone box be transformed into a planter.
[prop Cllr Alder; secd Cllr Furnace]

A21/13 DEFIBRILATOR PROVISION

Interim Town Clerk advised that a list of defibrillator locations around the town the availability of these had been compiled and was now on notice boards and on the town council website.

A21/14 ITEMS FOR FUTURE AGENDAS

There were no items for future agendas

Meeting ended at 19:25

SAWBRIDGEWORTH TOWN COUNCIL

ECONOMIC DEVELOPMENT & SAWBRIDGEWORTH TOWN ACTION PLAN COMMITTEE

Minutes

of the meeting of the Economic Development and STAP Committee held at, Sayesbury Manor, Bell Street, Sawbridgeworth at 20.00 on Monday 12th July 2021.

Those present

Cllr A Alder	Cllr N Parsad
Cllr R Buckmaster	Cllr David Royle
Cllr A Furnace	Cllr G Ratley – <i>ex officio</i>
In attendance:	
J Sargent – Interim Town Clerk	

E 21/01 ELECTION OF COMMITTEE CHAIRMAN

Cllr N Parsad was elected Chairman of the committee for the civic year 2021/22 [*prop Cllr A Alder; secd Cllr R Buckmaster*]

E 21/02 ELECTION OF COMMITTEE VICE CHAIRMAN

Cllr R Buckmaster was elected Vice Chairman of the committee for the civic year 2021/22. [*prop Cllr A Alder; secd Cllr D Royle*]

E 21/03 APOLOGIES FOR ABSENCE

Cllr D Patel – Family commitment

E 21/04 PUBLIC FORUM

There were no questions from members of the public on matters within the remit of the Economic Development and STAP Committee.

E 21/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

E 21/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 15 March 2021 (E04)
[*prop Cllr A Alder; secd Cllr A Furnace*]

E 21/07 TOWN GREEN WORKING PARTY

Received and noted: The Town Green Working party notes of 6th April 2021.

Updates:

- Cllr R Buckmaster asked for the artwork from Fawbert & Barnard School, the Brownies and Mandeville could be displayed in the chamber once COVID restrictions had been lifted.
- Cllr A Alder had enjoyed reviewing the ideas and said that it was very important project for the town council.
- Cllr A Furnace said that some strong themes were coming through from the children and these were a good basis to brief landscape architects at the appropriate time.
- It was agreed that the next working party meeting

would be 'in person' at a date in September and once again opened up to all interested parties. Interim Town Clerk to set date with Cllr R Buckmaster who is the chair of the working party.

E21/08 TOWN BRANDING / BIG WAVE INITIATIVE

Interim Town Clerk reported that the Big Wave Initiative had seemed to disappear, there had been a tour bus visiting towns, but we had not been made aware of the exact date it would be visiting our town so it had been difficult to get any momentum going around the initiative. Interim Town Clerk to obtain more information and update at next meeting.

Cllr A Alder asked Cllr G Ratley if he was aware of what traders needed in the town, was there a wish list? Cllr G Ratley said that he would be able to obtain lots of feedback at his event on 2 August where he had invited all traders in the town to meet for an informal gathering to share ideas and meet each other now the COVID restrictions had been eased.

Cllr R Buckmaster requested that work on creating a weekly market in the town be a high priority over the coming months.

Resolved: A weekly market in the town would be created by December 2021 by Town Projects Manager.

[prop Cllr R Buckmaster; secd Cllr A Alder]

E21/09 TOWN ACTION PLAN

Cllr D Royle reported that there were no current updates, and now questioned whether the current town action plan was still fit for purpose and what the town needed.

Cllr A Alder emphasised that engagement from all concerned was essential in the success of future plans, it requires input from residents but needs to be adopted by the town council to move projects forward.

Cllr D Royle said that past successes were achieved by holding councillor surgeries and engaging directly with residents.

Cllr N Parsad asked members to email him with ideas about methods of engagement with residents.

E21/10 BELL STREET LIGHTING

Interim Town Clerk had received an update from Cllr E Buckmaster who advised that there were outstanding wayleaves to process but he would seek an update from Ringway and advise.

Cllr G Ratley stressed the importance of resolving the lack of lighting in the town centre and consideration must be given to residential areas in Bell Street where elderly people are housed in The Gables.

E21/11 ARUP TOWN DEVELOPMENT PROPOSAL

Cllr E Buckmaster advised that with the use of his locality budget he had requested that further work be carried out to progress the original report, unfortunately the work completed was not satisfactory, there has been no progress on section 106 funding from SAWB 4 and therefore this project was now pending whilst waiting for clarity on funding.

E 21/12 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- Councillor Engagement – how can Sawbridgeworth Town Council best engage with residents?

Meeting Closed at 20.48

Ms. Jo. Sargant
Interim Town Clerk
Sawbridgeworth Town Council
Sayewsbury Manor
Bell Street
Sawbridgeworth
CM21 9AN

16th July 2021

Dear Jo,

Town Council representation on The Hailey Centre

At the Annual Meeting of the Hailey Centre held on Wednesday 14th July Trustees expressed their concern about the continued non-attendance of the Council's current nomination. The last recorded attendance of that member was 19th October 2019.

Following discussion it was unanimously agreed to ask Council to approve the formal appointment of Cllr. Greg Rattey as the nominated replacement.

The thinking behind this proposal relates to the Constitution of the Hailey Centre Board of Trustees which is formed from 3 Town Councillors and 5 Community representatives. It so happens that at the present time Cllr. Greg Rattey and Cllr. Eric Buckmaster are both Community representatives and to appoint another Councillor would further add to the Council representation on the Board.

By making this change it will enable the Board to appoint a person from the wider community in line with the Constitution. This will also create the opportunity to strengthen the skill base of the Board in looking to the future and succession planning.

Regarding Cllr. Buckmaster's appointment, he was originally nominated by the County Council as the local County Councillor and at that time the County had 1 seat on the Hailey Centre Board. However, when they ceased making appointments, as a Board, it was unanimously agreed to ask County Cllr. Buckmaster to remain a member as a Community representative and he kindly agreed.

The Hailey Centre Board is anxious to have a full complement of active members to drive forward our plans to enlarge the Centre for the benefit of the older people of Sawbridgeworth. We have given much thought to this proposal which the Board asks Council to approve with immediate effect.

Yours sincerely,
Angela
Chairman
The Hailey Centre Board of Trustees

c.c. All Trustees

Ms. Jo. Sargent,
Interim Town Clerk,
Sawbridgeworth Town Council,
Sayesbury Manor,
Bell Street,
Sawbridgeworth,
CM21 9AN

16th July 2021

Dear Jo,

The Sawbridgeworth Trust

At a meeting of the Sawbridgeworth Trust held on 16th July concern was expressed by Trustees concerning the continued non-attendance of the Council's nominee to the Trust. The last recorded attendance was 12th September 2019.

It is important that the Trust has active members out in the community who can connect those who are in need to the Charity.

"The express objects of the charity are to assist individual persons and organisations that are deemed by the Trustees to be in need, either by showing hardship or distress and all being residents in the parishes of Sawbridgeworth and High Wych".

In the discussion among Trustees it was agreed to recommend to Council that Cllr. Greg Rattey be nominated as the replacement Councillor in recognition of his local connections and knowledge of the needs, particularly in relation to older people and their dependents.

We would ask that this replacement of a Councillor be enacted with immediate effect.

Yours sincerely,
Angela
Chair of Trustees

c.c. Charity Clerk – Mrs. D. Kitson
Trustees

District and County Annual report for July 2021

Council ambition for 1.2 million new trees in Hertfordshire by 2030

The idea being presented to members at last week's new environment cabinet panel meeting, HCC councillors have welcomed the organisation's ambitions to grow over 1 million new trees and 100km of hedgerows across Hertfordshire.

Sustainable Hertfordshire

Preparations are well underway for a Hertfordshire COP 26, with a series of virtual events being planned.

The Conference of Parties (COP) is the UN's Climate Change Convention and this year the event will take place in Glasgow in November 2021. Climate change is a global problem which needs to be tackled by us all, even at a local level. Since the County Council declared a Climate Emergency in 2019, significant progress has been made to approve the Sustainable Hertfordshire Strategy and Action Plan with all directorates now implementing the actions attributed to them. Hosting a Hertfordshire COP will give the opportunity to inform residents, schools, businesses and others across the county, showcase the achievements made to date and amplify the message to take action locally.

In addition to the work being undertaken 'in-house' we are also actively engaged and involved in the delivery of the work of the Hertfordshire Climate Change and Sustainability Partnership; HCC officers have supported the delivery of the Water Action Plan, the Biodiversity Action Plan and the Carbon Action Plan – each of which have been approved and are now being implemented. The fourth action plan will cover the theme of Transport.

The Demand Response Travel (DRT) Early last year we put in a number of bids to the DfT for funding from the Rural Mobility Fund (Demand Response Travel). After 75 applications across the country it was announced that the rural North East of Herts DRT bid has been successful.

The Demand Response Travel (DRT) scheme will be called '**Herts Lynx**' serving North and East Herts, focusing primarily on Buntingford and surrounding areas. Travel would be allowed anywhere within this zone, however, passengers would also be able to travel to limited key hubs (such as hospitals and high streets) within the six main towns surrounding the area: Royston, Letchworth, Hitchin, Stevenage, Bishop's Stortford and Baldock. Please see map below which shows the operational zone and the six key hubs.

The aim is to have the DRT – Herts Lynx service running from September.

Hertfordshire Heroes are advocating for veterans to share their service history with their GPs who can grant priority access to support and care when necessary. This additional support for ex-servicemen and women includes direct referrals to both specialist physical and mental health services such as the NHS' Op Courage Service, as well as referrals for social prescribing for supportive military charities such as The Royal British Legion.

Helping Hertfordshire GP practices become more veteran friendly has been a key priority for the Armed Forces Covenant Board, as the partnership looks to deliver the Armed Forces Covenant locally and ensure that veterans have access to all the services available to them.

Hertfordshire (Essex) Rapid Transit HERT To support our ambition to help improve life for everyone in the county and deliver a step change in our public transport network, we are

proposing a new transport spine across Hertfordshire and into West Essex, enabling us to meet our sustainable growth needs now and in the future.

Hertfordshire – Essex Rapid Transit (HERT) scheme will set out our plans for a public engagement during the Autumn of 2021.

The Hertfordshire - Essex Rapid Transit will improve the passenger transport network through an accessible, reliable and affordable east-west system. The HERT will connect people to where they live, work and visit across both counties in a more environmentally friendly way and will support our local economies.

The HERT will be a Mass Rapid Transit system. This is a new, sustainable passenger transport network to carry people in greater numbers than a typical private car and provide greater convenience and reliability than a traditional bus service.

A project of this scale will take some years to develop and requires substantial investment from local and central government, together with private sector partners.

We are in the early stage of developing proposals on the HERT and have a number of steps to go through before it can be built. We will be consulting the public at each stage, with ongoing stakeholder engagement throughout the duration of the scheme. We will engage with local communities, civic groups, businesses and other organisations across the county to ensure the widest possible spread of voices is heard during this process.

www.hertfordshire.gov.uk/HERT

Recycling Centres

Three of Hertfordshire's largest recycling centres now open seven days a week

As reported by In Your Area, Hertfordshire's three largest household waste recycling centres - Ware, Stevenage and Waterdale (Garston) - are now open seven days a week as the county council responds to high use of the network.

Reuse Centres go from strength to strength. The newly refurbished Harpenden Reuse Centre, located next to the recycling centre, will be opening in the summer. This is the third centre where residents can buy good quality items, at a reasonable price, that would otherwise have been needlessly thrown away and destroyed. Increasing the diversion of different waste types which can have a second life is also a priority for the service and following liaison with trading standards and the council's insurance team a trial sale of electrical items is scheduled to take place in June.

our fourth reuse centre which is being provided as part of the new recycling centre at Tewin Road, Welwyn Garden City.

First Net Zero Carbon School

A trust has been appointed to run the much-needed First School in Buntingford following an approval process for the trailblazing sustainable project.

The Scholars Education Trust has been appointed to run the school, and approved by the Department for Education, following a recommendation by Hertfordshire County Council in conclusion to the extensive competition process.

The plans would see a two-form entry First School for four to nine-year-olds open in September 2022 – the first school in the county to be built and operate at net zero carbon.

In addition to this, the architects appointed to the project have registered with a specialist company who will monitor the carbon emissions throughout the design and build process and will donate trees to mitigate any excess carbon emissions.

Cllr Eric Buckmaster, Cabinet Member for the Environment said: "The school will make history for Hertfordshire – being the first net zero carbon school in the county, which will help us work towards achieving our climate change goals, while meeting the burgeoning need for a school in the area.

"We do need to ensure that Hertfordshire meets its commitment to address the increased requirement for school places with a long-term sustainable approach. This pilot will explore how we can achieve greater sustainability for our future generations."

As with any school construction project, Hertfordshire County Council is taking a robust approach to ensure all costs relating to this pilot are in-line with industry-recognised rates established by the Department for Education. Our 'value engineering' process is currently underway within the construction design process to ensure the project is fulfilled and fully delivered to best value.

The final design of the school buildings will be subject to a consultation where views of the local community will be sought through the town planning process.

More details on Hertfordshire County Council's sustainability strategy and action plan can be found here: <https://www.hertfordshire.gov.uk/microsites/sustainable-hertfordshire/sustainable-hertfordshire.aspx>

Hertfordshire County Council is investing £9.6m in supporting its residents, businesses and communities to recover from the impact of the coronavirus pandemic.

In recognition of the repercussions of the pandemic on the lives and livelihoods of residents, the funding will support those most in need and is part of the county council's wider COVID-19 Recovery Strategy.

The cross-service funding includes a £2m joint 'Building Life Chances' package from Adult Care, Children's and Public Health services to tackle some of the impacts on families, including crisis intervention funding, community projects and financial advice to support families in, or at risk of poverty.

The new funds also include a 50 percent increase in Member Locality Budgets, from £10k to £15k per member, a source of community funding which proved vital during the pandemic.

Over the last 18 months, the county council has been working tirelessly with its partners to help residents and businesses deal with the impact of the pandemic, spending around £144m on its response. This included funding adult care providers with staffing and protective PPE as well as delivering over 120,000 packages of essential food and medicines to vulnerable shielding people. As the focus starts to move beyond critical crisis response, plans are now underway to ensure services are effectively restored and communities helped to recover from the impacts of the pandemic.

The funding, which will boost Hertfordshire's economic recovery, is being outlined in a COVID-19 Recovery Strategy Panel report being presented to Full Council on 20 July.

The two-year funding package includes £3m for Children's Services to finance initiatives such as the 'Coming Back Stronger' programme of educational recovery, including mental health support for pupils and mentoring delivered by Herts for Learning.

A further £3m for Adult Care Services will fund programmes including supporting carers of vulnerable adults, residents with learning disabilities and autism and support for victims of domestic abuse and violence against women and girls.

The county council will also be investing more than half a million pounds in apprenticeships for care leavers and support for youth employment and £600k in enhanced support for families through its family centre network, plus other new parent support.

An additional £440,000 has been earmarked for the SaverCard Plus scheme - a three-year extension of the SaverCard scheme to include 20 to 25-year olds, providing half-price discounts on bus travel.

Also included is....

Hertfordshire Food Waste Initiative - £65,000 – using the highly successful 'Play Your Part campaign' as a template, fund the promotion of key facts relating to food waste - with an emphasis on preventive measures to avoid food waste and their associated negative financial and environmental costs. Around 52,000 tonnes of Hertfordshire's residual waste is food waste, costing Hertfordshire's tax payers around £7.1 million to dispose of each year. This campaign will form part of a longer-term multi-channel campaign promoting food waste prevention measures.

Adopt an Area litter campaign launches in East Herts

Litter-conscious residents in East Herts will now get extra support to help keep their streets and parks free of litter by signing up to our Adopt An Area scheme. East Herts District Council (EHDC) alongside North Herts District Council have launched the campaign to support both existing volunteers who have already been litter picking in the district, as well as to appeal for new volunteers to adopt an area and make a real community effort to reduce litter. Volunteers will be asked to let the council know the area they wish to adopt and will be provided with safety information and dedicated bags. Anyone who adopts an area will be able to have their litter picked waste collected alongside their normal scheduled waste and recycling collections.

The launch coincides with the Great British Spring Clean, organised by Keep Britain Tidy - an annual litter picking campaign which calls on people to be litter heroes and be the change they wish to see, because what is good for our environment is good for our mental and physical health too.

This new 'Adopt an Area' scheme will complement existing street cleaning across the towns and villages in East Herts. The scheme is open to individuals, schools, and community groups. Any litter picked will be collected by EHDC's waste contractor. Initial volunteers will receive litter-picking equipment and bags, hi-viz vest, gloves, and advice on health and safety. Numbers of kits are limited to first come first served but residents can still take part with their own equipment. Community groups can be provided with sets of 10 packs at cost, for more information email wasteandrecycling@north-herts.gov.uk

Hertfordshire hits record high number of officers

Hertfordshire Constabulary now has more officers than at any time in its history.

The latest intake of 18 new recruits means there are now 2,212 officers in the county, the previous high was 2,202 in 2007.

To mark the milestone Police and Crime Commissioner David Lloyd and Chief Constable Charlie Hall welcomed the latest student officers at Police Headquarters in Stanborough, Welwyn Garden City.

The final target at the end of the uplift is planned to be even higher with 2,314 officers in post by April 2023.

The Constabulary are now offering these new entry routes to become a police officer:

- Police Constable Degree Apprenticeship (PCDA) – join as a police officer and achieve a BSc (Hons) degree in Professional Policing Practice. This is a three-year, work-based, practical and vocational degree;
- Degree Holder Entry Programme (DHEP) – aimed at those who have a degree in any subject. In your first two years, you will achieve a Graduate Diploma in Professional Policing Practice whilst you train as a police officer.

County and District Councillor Eric Buckmaster July 2021

District Council Report – June/July2021

29th June – Vehicle Parking provision

This was a training session regarding the management of parking and dealing with illegally parked cars. While it was recognised that every effort is being made to encourage residents to use alternative forms of transport i.e. public transport, cycles or walking it was acknowledged that people will still use their cars and therefore adequate parking will need to be provided into the future. It was also pointed out that people with blue badges need to have adequate parking space in the high streets of East Herts.

8th July – Information session on East Herts Capital projects

We were given an update on the progress of re-vamp of Hertford Theatre and the progress of the Old River Lane development in Bishop's Stortford. District Officers and the group established to take the project forward are continuing a dialogue with organisations interested in using the Art Centre. Every effort is being made to include their suggestions and observations where possible having regard to the finite funding available.

Additional Information

Members may be interested to know that District has a one-off grant of £5,000 on offer to businesses to open empty shops, offices and industrial units. See District website for application details.

Following the Community Engagement session with Town and Parish Councils and Clerks a request was made for District to run a session on Planning. This has been agreed and will take place sometime in September/October members will be notified of the date as soon as the office receive the information.

A further meeting of this group to have a more general Q and A session will be scheduled for December.

As always seems to happen the next Council meeting and Audit and Governance Committee take place next week.

Angela Alder
District Councillor – Sawbridgeworth Ward

6th July - HAPTC AGM

I attended the HAPTC AGM as the Town Council appointed representative.

We had an M.P. addressing the members. I took the opportunity to express the concerns of Councils regarding the new Planning White Paper.

I was elected to the Executive Committee and Finance Committees for the ensuing year.

Angela Alder
Town Council representative

EHDC Report for Town Council meeting 26.7.21

It has been a very quiet month with only a few meetings, here is my summary of these meetings.

29.6.21 Members Briefing on SPD Parking Provision for new Developments.

This is to support the District Plan and replaces the existing policies of 2008 and 2015. Sustainable transport is now the key objective. Paragraph 105 'reflect local circumstances'. Paragraph 106 'maximum parking allowance should only be used when evidence shows it is necessary. The LTP4 (2012/8) framework for Hertfordshire prioritises sustainable modes. In the user hierarchy motor vehicles are last. Supporting strategies for this focus on sustainable transport schemes. Lower provision of parking can encourage sustainable transport mode shift if it is available locally. This is based on policies TRA1, TRA3, and DES4. Neighbourhood Plans and the sustainability SPD in new developments will encourage cycling and walking.

East Herts has a high level of car ownership 1.58 cars per household. But there are limited alternatives in rural areas. It is better in towns with rail and busses.

In Gilston the policy will become part of the HGGT vision 60% of journeys to be made up of sustainable mode. There will be significant infrastructure to reduce the need to travel on site, looking at the design solution through Master Planning. They are debating whether to include Gilston in the SDP or not.

The parking provision standards for non and residential types of spaces are,

Zone 2 25-100%

Zone 3 5-100%

Zone 4 75-100%

Do the zones need changing? These are based on access to services and railway.

There is rapid growth of EV's helped by the government ending sales of petrol and diesel vehicles by 2030. The infrastructure for this needs to be included in new developments.

We then looked at design and layout, shape, quality space, safe cycle space integrated in towns, parking barns, appropriate dimensions and garage size and function.

8.7.21 Members briefing on Capital Projects

We were given updates on Grange Paddocks which is hoping to be completed by September. Hartham Leisure Centre the construction is under way. Hertford theatre will be going out to tender. Old River Lane Art Centre is out to consultation now and in a few weeks' time the whole site will go out to consultation.

14.7.21 DMC

3/20/1953/FUL Scott house Hagsdell road Hertford.

Change of use from office to residential to create 15 apartments, including part demolition and side and rear extension, provision of parking.

A new way of working was being trailed at this meeting. It was put forward by the head of planning that the conditions relating to an application were not written in the agenda pack but added later by the planning officers. It is to save officers time. This was discussed during the meeting as it was felt that as members we are being expected to vote on the applications without having the full details. As we know from experience in Sawbridgeworth that officers can change those conditions without redress to ward members to the detriment of residents. I expressed my disappointment and concern. The application was approved 8 votes for, 4 abstentions.

I also attended the Community voice Police event in Pishobury Park. We met and talked to residents with many topics being covered including the flasher!

I'm happy to answer questions on the night.

Cllr Ruth Buckmaster EHDC

Report for Dr J. Burmicz.

EHDC Conservative and Unionist.

1. Attended a Membership Briefing concerning Capital Projects at EHDC by Zoom on 8th July, 2021. This covered Grange Paddocks and Hertford Theatre development among others.
2. Have written a letter of support on EHDC site of the renewal and regeneration of the patio area at the rear of the Bell Public House along with Alderman Beeching and our Mayor, Mr Greg Rattey. I did this as I feel that we have to make a positive contribution to the vibrancy of the Town and although objections have been raised, I felt that these were not reflecting the genuinely reasonable attitude and concern for the local environment displayed by the Publican and his wife, especially in the light of the fund raising that they have provided for the Hailley Centre and other organisations in the past.
3. Next full EHDC meeting will be on Wednesday 28th July and I shall report back on any topics of immediate interest at the next STC meeting.
4. CAB Support: I have also been in contact with Laura Hyde, who is the Chief Executive of the East Herts CAB for a while now and have sanctioned a note for their use in applying for and hopefully obtaining further funding from EHDC for their important activity in our area.

She has come across as an extremely pleasant person and the exchange has been a pleasurable and worthwhile one as I know that my uncle also did a lot of work for CAB in East Finchley and he gained a lot of personal satisfaction in helping people out in sometimes difficult situations. I was therefore more than happy to support her in her application. There will be a zoom meeting with her in September and again, I am sure that one or more of us will report back on any issues.

J. B-W

Joanne Sargant

From: HIGHAM, Amanda 6666 <Amanda.Higham@herts.police.uk>
Sent: 15 July 2021 10:18
To: Joanne Sargant
Cc: MARSHALL, Shelly 2277
Subject: Town Council report

Morning Jo

For the next Town Council meeting please.

Crime remains low. Crimes that have been reported of note are as follows:

Theft of motor vehicle – date reported 18/6
Theft from shop – date reported 1/7
Vehicle interference – date reported 2/7
Theft – date reported 4/7
Theft of motor vehicle – date reported 5/7
Burglary business – date reported 7/7

Unfortunately, there have been 2 theft of motor vehicles and 1 vehicle interference (offenders did not steal vehicle) reported. These are all keyless entry vehicles. We are urging people who have a keyless entry vehicle to invest in a faraday pouch or box to store the key fob in when the vehicle is not in use. Make of vehicles currently being targeted are Mercedes and BMW.

Our priority remains Gt St Marys and we are regularly patrolling the area. We have our next community voice event in the adjoining park on August 19th 11-2pm and all councillors are invited to join us.

Spellbrook will be our next Mini Police scheme and this will be arranged for the new school year.

Lastly, thank you to Jo for arranging our CCTV session. Your camera footage continues to help us in dealing with crime and ASB.

Kind regards
Amanda



Amanda Higham

PCSO 6666

Sawbridgeworth Safer Neighbourhood Team

W3W /// email.snows.movies

Hertfordshire Constabulary

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YOUNG PEOPLE AND SCHOOLS/FOOTPATHS AND OPEN SPACES CHAMPION'S REPORT TOWN COUNCIL 26 JULY 2021

1 YOUNG PEOPLE AND SCHOOLS: I have spoken to the Guides, Scouts and ATC leaders about what more we might do to support them (ongoing issues relating to capacity, leaders), and to Claire Evans, founder of the Centre of Wellbeing about the *School Yellow Book*, developed in part with Leventhorpe. I'll be following up ideas arising from our discussion and connecting her to other people I am in touch with.

Following agreement at the Council meeting on 29 June, I drafted and shared with members on 7 July a note of support for the enlargement of Mandeville.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

Tow path: we have arranged a site visit for 28 July involving myself, Cllr Furnace, Amanda Higham, Bob Reed (re environmental audit) and the Interim Town Clerk.

Pishiobury Park: thanks to the efforts of Cllr Eric Buckmaster, confirmation of Pishiobury's Local Nature Reserve status should happen around the end of July. EHDC/Glendale has a plan to liberate overgrown paths, benches, and waste bins.

Footpath repairs/recovery: no progress to report on repairs to the shortlisted paths submitted to HCC, especially Footpath 26 Springhall Lane to Pishiobury. I reported residents' concerns over vegetation encroaching Footpaths 21 (Fair Green to Vantorts Park) and 32 (London Road to Fair Green). No action yet on the area around the post box at the exit to the Bell Street car park; the two benches there will hopefully soon be cleaned/repainted (the WI has taken over the flower bed but it has already been 'disturbed' and become a bin for cigarette stubs). I've suggested elsewhere that we might take over responsibility and budgeting for the bench at the top of Bell Street and bench between the flower beds mentioned above.

Litter/dog fouling. Tidy Up Sawbridgeworth/Sustainable Sawbridgeworth held a successful litter-pick on 17 July. TUS has a list of hotspots and were able to add to it and get feedback from residents already taking action in their own local areas. Cllrs Ruth and Eric Buckmaster reported significant accumulated and unpleasant litter/fly tipping in the laybys between Parsonage Lane and Spellbrook, which EHDC are supposed to clear every month (something I report regularly).

Additionally

Town twinning. The planned visits for September and October will be discussed further at the committee meeting on 9 August and a decision made on their viability.

David Royle 180721

SYPRC Report for Town Council 26.7.21

We are very pleased that the Centre is to be used for the HAPpy Programme for 4 weeks in the summer holiday.

Preschool and some of the other groups have now finished for the summer. Unfortunately we have not been able to fund the Thursday youth club run by Herts youth services this summer due to all the staff being seconded to the HAPpy programme.

WE are hoping to start the Film Club in the Autumn Term along with other initiatives if we can secure funding. We hope to give an update on this at the September meeting.

We are holding our AGM on 20th July 7.30. At this meeting Ron Alder our very long standing committee member will be retiring. He has been on the committee since the 60's so has seen many changes over the years. We thank him from the bottom of our hearts for all the hard work and dedication he has given to the centre for all these years and wish him all the best. Gemma Felstead our treasurer is also sadly leaving due to work and family commitments. We thank her for all she has done keeping the money straight and getting our Covid grants. We will be looking to replace these community members at the AGM.

Cllr Ruth Buckmaster Chair SYPRC

RHSO report

We continue to meet for our monthly maintenance sessions on the first Sunday of each month. Several new members have joined us recently and we look forward to more coming in the next few months. We are planning Apple Day which will be 2nd October. If restrictions are still lifted at that time we will be able to open it up to all the community.

Chair Ruth Buckmaster

Green champion report for Full Council meeting 26th July 2021

(As at 18th July 2021)

Tidy Up Sawbridgeworth – 17th July 2021

- Tidy Up Sawbridgeworth run by Corinne Lewis, held a successful Covid-secure session in Bell Street on Saturday to encourage litter picking.
- Small groups of local residents borrowed litter pickers, gloves and hi-vis jackets to clear particular areas of the town from litter.
- The stall also provided the opportunity to engage with residents of all ages about adopting small areas close to where they live in order to keep these spaces litter-free.
- Several councillors took part – Cllrs Ruth Buckmaster and Eric Buckmaster cleared laybys in Spellbrook, Cllrs David Royle and Annelise Furnace helped run the stall.
- The response from residents was excellent, with almost all saying they are willing to help.

Eco-Audit Working Group – 6th July via Zoom

- It was agreed that Bob Reed's Environmental Audit of Sawbridgeworth will be presented and publicised at an evening webinar on 14th September.
- He was congratulated and thanked for producing such an excellent piece of work.
- The group is also looking at potential options to mark the COP 26 UN Climate Change Conference in the autumn.

Next air quality meeting with EHDC

- The next meeting is arranged for 22nd July 2021 to discuss further actions related to air quality.

Annelise Furnace

Sawbridgeworth Town Council

Memorandum from the Interim Town Clerk

To: All Members
From: Joanne Sargant
Subject: Briefing for 26 July 2021
Date: 16 July 2021

Cemetery

Cemetery operating in line with the current guidelines, the ICCM give detailed updates to Cemetery Manager to help with compliance.

Electric Vehicle Points / ECO Issues

Awaiting an update from EHDC Property Services Department about installation date.

Events

Annual Civic Service – Sunday 12th September 2021 at 3pm at Great St Marys Church, invitations will be sent out over the coming weeks.

Christmas Lights - The date of Saturday 27th November has been earmarked for an extended event to allow for social distancing and in line with the coronavirus guidelines at the time.

Travel Challenge - Travel Challenge week and Town Selfie Walk is hoping to proceed. The travel group have made contact once again and a meeting should take place soon.

Sawbobus

The Sawbobus service still operates on a limited basis, normal Guide to Timings but only on Monday, Wednesday and Friday. The closing date for the bus driver vacancy has now expired, interviews will be held on Friday 23rd July 2021 with Cllr A Alder, Jo Sargant and Laura Carter.

Hire minibus is available to our usual community groups.



SAWBRIDGEWORTH TOWN COUNCIL

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

Application for Grant – July 2021

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

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than Wednesday 14th July 2021 for consideration on Monday 26th July 2021.

Name of Organisation:	SAWBRIDGEWORTH FIRE STATION
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Name and position of person making this application	WATCH COMMANDER SIMON LINCOLN
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Address for correspondence:	FIRE STATION STATION ROAD SAWBRIDGEWORTH HERTFORDSHIRE CM21 9AY
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Phone number:	01279 696900
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Name of Project:	MAINTENANCE OF COMMUNITY DEAF.
Description of Project, how and when grant will be spent.	WE RAISE FUNDS IN 2015 TO PURCHASE A COMMUNITY ACCESS DEAF TO INSTALL ON THE OUTSIDE OF THE FIRE STATION AVAILABLE 24/7. TO DATE WE ARE AWARE THAT IT HAS BEEN ACCESSED 4 TIMES. ITEMS IN THE DEAF HAVE A LIFE (PADS + BATTERY) WE HAVE FUNDED AND REPLACED THESE ITEM BEFORE BUT DUE TO COVID WE HAVE NOT HAD AN OPEN DAY OR OTHER EVENTS TO

Grant App Form July2021

RAISE FUNDS FOR NEW PADS THAT EXPIRE IN JULY 21.

Total cost of project (excluding VAT)	£ 69.60
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Amount of Grant requested:	£ 69.60
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Other sources of funding applied for:	NONE AT THIS TIME
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If so, with what result:	
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Self help; details of other activities to meet this need.	ONCE RESTRICTIONS ARE LIFTED WE WILL BE LOOKING AT HOLDING A STATION OPEN DAY AND OTHER COMMUNITY EVENTS TO RAISE FUNDS FOR A REPLACEMENT BATTERY (234.00)
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Signature of Applicant	Date: 20.04.21
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**Grant Applications will be considered twice a year at the Council Meeting
held on the last Monday in January and July each year.**



SAWBRIDGEWORTH TOWN COUNCIL

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Application for Grant – July 2021

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

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Name of Organisation:	Sawbridgeworth Allotment Association
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Name and position of person making this application	Hazel Mead - Treasurer
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Address for correspondence:	44 Ash Groves Sawbridgeworth Herts CM21 9LN
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Phone number:	01279 724503
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Name of Project:	Conservation project on plots 34A and 35A on Southbrook allotment site
Description of Project, how and when grant will be spent.	<p>These two plots are not able to be rented out due to the storm drain which overflows and they have become unsightly and the area is ideal for an environmental project and would greatly enhance the area. Members of the Southbrook allotments, where there are families, together with Bob Reed, local environmental expert will work on this project, starting with an eco-audit. Outline plans at present are to place log rolls and chippings around the storm drain to catch any overflow, make a refugia for frogs, toads etc. and a wildlife pile, also create a mini-pond. The two plots will be rotavated, fenced to keep muntjac out and planted with wildflower seed. An interpretive board will be provided for information. This exciting project will initially be over 2 years but may last longer. Materials will need to be purchased but reclaimed and second hand materials will be used where possible.</p>

Total cost of project (excluding VAT)	200. £
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Amount of Grant requested:	200 £
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Other sources of funding applied for:	None
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If so, with what result:	
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Self help; details of other activities to meet this need.	We will use donated second hand materials wherever possible which will keep costs down.
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Signature of Applicant <i>H. Mead</i>	Date: 07/07/2021
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**Grant Applications will be considered twice a year at the Council Meeting
held on the last Monday in January and July each year.**

Southbrook Allotments

Plan for next three years

To continue to support allotment holders where we have a very good mix of all ages and share ideas. We have two social gatherings each year where we discuss what is beneficial for all plot holders. We are all conscious of the need to produce food which is nutritious and also gives people exercise and a good feeling of achievement. As there are many families with young children we are encouraging the younger generation to learn all the benefits of an allotment. We plan to make our plots as varied as possible so that birds, bees, insects are all attracted and the project we are embarking on with Bob Reed, our local conservation expert, will be of great value educationally. We are part of the group who organise the annual Gardens and Allotments Show, we aim to encourage new participants and have compiled a "How to" list to help those just starting out.

Southbrook Allotment Association - Balance Sheet 31.12.2020

<u>Income</u>		<u>Expenditure</u>
Balance from 2019	499.32	Mower fuel 25.50
Subscriptions	239.50	Combat stress donation 21.00
		BBQ 55.50
Sales:		Eco toilet supplies 11.94
Onion fertiliser	20.00	Roofing materials 195.11
Canes	5.20	Association plot 26.50
Donations	17.50	Repayment to E.Baker 53.00
		388.55
BBQ	31.00	
Payment from E.Baker	53.00	
	865.52	
Less expenditure	388.55	
Balance	476.97	

*Cheques - signed as a
concord statement.*

15-3-21

D.S. signed.

Time: 14:13

Bank Reconciliation up to 30/06/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/01/2021	6837	367.24			367.24	<input type="checkbox"/>	The Anglia Sign Casting Compan
26/05/2021	2242	96.89		96.89		R <input checked="" type="checkbox"/>	Petty Cash
01/06/2021	DD	529.20		529.20		R <input checked="" type="checkbox"/>	Shadowfax Technology Limited
02/06/2021	Direct		2.13	2.13		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/06/2021	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
02/06/2021	500302		375.00	375.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/06/2021	500303		84.40	84.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/06/2021	DD	45.00		45.00		R <input checked="" type="checkbox"/>	Open Spaces Society
04/06/2021	DD2	105.66		105.66		R <input checked="" type="checkbox"/>	British Gas
07/06/2021	DD3	419.06		419.06		R <input checked="" type="checkbox"/>	The Fuelcard Company
09/06/2021	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
15/06/2021							
15/06/2021							
15/06/2021							
15/06/2021							
15/06/2021							
15/06/2021							
15/06/2021							
15/06/2021	DD4	79.20		79.20		R <input checked="" type="checkbox"/>	FrancoLyp-Postalia Limited
15/06/2021	DD5	95.34		95.34		R <input checked="" type="checkbox"/>	Workplace Drink Solutions Limi
15/06/2021	dd6	18.92		18.92		R <input checked="" type="checkbox"/>	Lloyds Bank plc
15/06/2021	DD1	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
15/06/2021	DD2	786.00		786.00		R <input checked="" type="checkbox"/>	East Herts District Council
15/06/2021	DD	50.40		50.40		R <input checked="" type="checkbox"/>	Quartix Limited
16/06/2021	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
16/06/2021	6956	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
16/06/2021	6927	2,503.74		2,503.74		R <input checked="" type="checkbox"/>	HMRC
16/06/2021	6928	2,525.59		2,525.59		R <input checked="" type="checkbox"/>	Herts County Council
16/06/2021	Direct		155.00	155.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/06/2021	Direct		166.67	166.67		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/06/2021	DD	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
24/06/2021	BCARD1	40.00		40.00		R <input checked="" type="checkbox"/>	Dorringtons
24/06/2021	BCARD2	52.99		52.99		R <input checked="" type="checkbox"/>	Shenzhenhit ruixuan keji
24/06/2021	BCARD3	6.49		6.49		R <input checked="" type="checkbox"/>	UNIK Promoters Limited
24/06/2021	BCARD4	7.96		7.96		R <input checked="" type="checkbox"/>	Click Save Smile Limited
24/06/2021	BCARD5	49.99		49.99		R <input checked="" type="checkbox"/>	Yiwushi Shaojue dianzishangwu
24/06/2021	BCARD6	21.98		21.98		R <input checked="" type="checkbox"/>	Hofolancidianzishang
24/06/2021	BCARD7	15.00		15.00		R <input checked="" type="checkbox"/>	Amazon.co.uk
24/06/2021	BCARD8	63.98		63.98		R <input checked="" type="checkbox"/>	TFH Gazebos
24/06/2021	BCARD9	72.40		72.40		R <input checked="" type="checkbox"/>	Oakridge Nursery
24/06/2021	BCARD10	11.99		11.99		R <input checked="" type="checkbox"/>	Waken de Venture
24/06/2021	BCARD11	20.66		20.66		R <input checked="" type="checkbox"/>	Shenzhenshrifingwangkejiyou
24/06/2021	BCARD12	24.99		24.99		R <input checked="" type="checkbox"/>	Currys PC World
24/06/2021	BCARD13	3.99		3.99		R <input checked="" type="checkbox"/>	Panmer Limited
24/06/2021	BCARD14	20.00		20.00		R <input checked="" type="checkbox"/>	Quicksafe
24/06/2021	BCARD15	330.81		330.81		R <input checked="" type="checkbox"/>	Langthornes Plantery
24/06/2021	BCARD16	200.00		200.00		R <input checked="" type="checkbox"/>	GR8 Tool & Equipment Hire
28/06/2021	DD	374.06		374.06		R <input checked="" type="checkbox"/>	The Fuelcard Company

Time: 14:13

Bank Reconciliation up to 30/06/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
28/06/2021	DD	120.00		120.00		R	A Erlington Neilson
29/06/2021	6957	90.00		90.00		R	CaterCare Catering Equipment L
29/06/2021	6958	19.95		19.95		R	Southern Electric
29/06/2021	6959	283.95		283.95		R	The Anglia Sign Casting Compan
29/06/2021	6960	360.00		360.00		R	Hert Assoc of Parish & Town Co
29/06/2021	6961	204.60		204.60		R	Bowran, Richard
29/06/2021	6962	3,528.36		3,528.36		R	W.P.S. Insurance Brkrs & Rsk S
29/06/2021	6963	144.00		144.00		R	Home & Office Fire Extinguisher
29/06/2021	6964	576.00		576.00		R	Froom & Co Limited
29/06/2021	6965	59.74		59.74		R	Ridgeons Ltd
29/06/2021	6966	817.11		817.11		R	Ernest Doe & Sons Ltd
29/06/2021	6967	1,200.00		1,200.00		R	HGC Accountancy Services Limit
29/06/2021	6968	1,182.24		1,182.24		R	Gary Woods Garden & Property M
29/06/2021	6969	574.34		574.34		R	David Allam
29/06/2021	6970	150.00		150.00		R	Dale, Lisa
29/06/2021	DD1	217.12		217.12		R	British Gas
29/06/2021	6971	704.29		704.29		R	Adrian Robinson
30/06/2021	DD2	217.79		217.79		R	Onecom Limited
30/06/2021	DD	54.85		54.85		R	Dulux Decorator Centre
30/06/2021	DD	35.00		35.00		R	Stort Storage
		<u>27,759.46</u>	<u>783.20</u>				

Detailed Income & Expenditure by Budget Heading 01/06/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100 Staff					
4016 New Bus Driver	0	8,499	8,499		8,499
4029 Salary Recharge	0	(32,282)	(32,282)		(32,282)
4035 NIC	5,027	20,304	15,277		15,277
4040 Pension	5,084	25,099	20,035		20,035
Staff :- Indirect Expenditure	27,317	179,683	152,356	0	152,366
Net Expenditure	(27,317)	(179,683)	(152,366)		
200 General Administration					
1076 Precept	180,814	361,628	180,814		
1090 Interest Received	12	750	738		
1999 Miscellaneous Income	46	0	(46)		
General Administration :- Income	180,872	362,378	181,506		
4070 Subscriptions	1,505	1,500	(5)		(5)
4075 IT Support	1,448	6,000	4,554		4,554
4080 Training (Members)	240	1,000	760		760
4081 Travel Expenses	0	240	240		240
4082 Training (Staff)	120	1,600	1,480		1,480
4083 Clerks Expenses	0	250	250		250
4090 IT Development	0	1,000	1,000		1,000
4095 Photocopy Charges	307	1,500	1,193		1,193
4100 Telephone/Broadband	364	2,500	2,136		2,136
4105 Postage	123	900	777		777
4110 Stationery	90	750	660		660
4115 Insurance	0	6,100	6,100		6,100
4120 Bank Charges	47	600	553		553
4125 Repairs & Renewals	0	500	500		500
4130 Staff Care	73	1,500	1,427		1,427
4135 Office Care	1,357	2,500	1,143		1,143
4140 Office Equipment	21	1,000	979		979
4180 Accountancy Services	0	1,500	1,500		1,500

Detailed Income & Expenditure by Budget Heading 01/06/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4185 Audit	(2,000)	2,200	4,200		4,200
4190 Professional Fees	3,488	1,700	(1,788)		(1,788)
4195 Tourism	38	500	462		462
4200 Web-site	0	2,000	2,000		2,000
4201 Web-site development	0	1,000	1,000		1,000
4990 Contingency	4,322	2,500	(1,822)		(1,822)
4999 Miscellaneous Costs	46	0	(46)		(46)
General Administration :- Indirect Expenditure	11,583	40,840	29,257	0	29,257
Net Income over Expenditure	169,289	321,538	152,249		
<u>210 Democratic Services</u>					
1335 Civic Dinner Income	0	6,000	6,000		
Democratic Services :- Income	0	6,000	6,000		
4310 Election Expenses	0	2,500	2,500		2,500
4315 Mayor's Allowance	0	1,500	1,500		1,500
4330 Civic Events	243	2,500	2,257		2,257
4335 Civic Dinner Expenditure	3,500	5,000	1,500		1,500
Democratic Services :- Indirect Expenditure	3,743	11,500	7,757	0	7,757
Net Income over Expenditure	(3,743)	(5,500)	(1,757)		
<u>220 Grants</u>					
4350 Grants - SYPRC	0	1,000	1,000		1,000
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000
4370 Grants - S137	0	75	75		75
4375 Grants - Citizens' Awards	0	500	500		500
4380 Grants - Other	0	2,500	2,500		2,500
Grants :- Indirect Expenditure	0	5,075	5,075	0	5,075
Net Expenditure	0	(5,075)	(5,075)		
<u>300 Civic Centre</u>					
1400 Rental Income	0	500	500		
Civic Centre :- Income	0	500	500		
4115 Insurance	5,169	0	(5,169)		(5,169)
4405 Rates	2,357	9,000	6,643		6,643
4410 Heat & Light	1,087	3,000	1,913		1,913
4415 Water	(153)	100	253		253
4420 Maintenance	844	2,000	1,156		1,156

Detailed Income & Expenditure by Budget Heading 01/06/2021

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4425 Fixtures & Fittings	0	1,000	1,000		1,000
4445 New Equipment	0	2,000	2,000		2,000
Civic Centre :- Indirect Expenditure	9,304	17,100	7,796	0	7,796
Net Income over Expenditure	(9,304)	(16,600)	(7,296)		
<u>310 Police Suite</u>					
1400 Rental Income	0	3,840	3,840		
Police Suite :- Income	0	3,840	3,840		
4420 Maintenance	0	250	250		250
Police Suite :- Indirect Expenditure	0	250	250	0	250
Net Income over Expenditure	0	3,590	3,590		
<u>320 Hailey Centre</u>					
4420 Maintenance	0	2,000	2,000		2,000
Hailey Centre :- Indirect Expenditure	0	2,000	2,000	0	2,000
Net Expenditure	0	(2,000)	(2,000)		
<u>330 Other Rented Accommodation</u>					
4400 Rent	815	3,020	2,205		2,205
Other Rented Accommodation :- Indirect Expenditure	815	3,020	2,205	0	2,205
Net Expenditure	(815)	(3,020)	(2,205)		
<u>400 Bullfield Allotments</u>					
1500 Allotment Rent Income	80	750	670		
1510 Allotment Water Income	10	200	190		
Bullfield Allotments :- Income	90	950	860		
4415 Water	108	500	392		392
4420 Maintenance	7	1,500	1,493		1,493
Bullfield Allotments :- Indirect Expenditure	115	2,000	1,885	0	1,885
Net Income over Expenditure	(25)	(1,050)	(1,025)		
<u>410 Bellmead Allotments</u>					
1500 Allotment Rent Income	0	120	120		
1510 Allotment Water Income	0	30	30		
Bellmead Allotments :- Income	0	150	150		

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4415 Water	25	50	25		25
4420 Maintenance	0	250	250		250
Bellmead Allotments :- Indirect Expenditure	25	300	275	0	275
Net Income over Expenditure	(25)	(150)	(125)		
420 Vantorts Allotments					
1500 Allotment Rent Income	13	125	113		
1510 Allotment Water Income	3	25	23		
Vantorts Allotments :- Income	15	150	135		
4415 Water	29	100	71		71
4420 Maintenance	0	750	750		750
Vantorts Allotments :- Indirect Expenditure	29	850	821	0	821
Net Income over Expenditure	(14)	(700)	(686)		
430 Southbrook Allotments					
1500 Allotment Rent Income	28	1,000	972		
1510 Allotment Water Income	5	175	170		
Southbrook Allotments :- Income	33	1,175	1,142		
4415 Water	64	250	186		186
4420 Maintenance	210	1,250	1,040		1,040
Southbrook Allotments :- Indirect Expenditure	274	1,500	1,226	0	1,226
Net Income over Expenditure	(241)	(325)	(84)		
440 Cemetery					
1550 Burial Fees	6,430	33,594	27,164		
1560 Memorial Fees	300	2,428	2,088		
1570 Grave Digging Income	500	2,000	1,500		
1580 Trees	1,125	6,594	5,509		
1581 Benches	120	4,666	4,546		
1582 Plaques	0	750	750		
Cemetery :- Income	8,535	50,132	41,597		
4029 Satory Recharge	3,370	12,398	9,028		9,028
4045 Subcontracted Labour	0	5,000	5,000		5,000
4415 Water	39	150	111		111
4420 Maintenance	1,459	5,000	3,541		3,541
4440 New Area	0	10,000	10,000		10,000

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4520 Skip Hire	900	3,000	2,040		2,040
4530 Trees	276	1,000	724		724
4531 Benches	623	2,500	1,877		1,877
4532 Plaques	387	500	113		113
4675 Publicity	0	500	500		500
Cemetery :- Indirect Expenditure	7,113	40,048	32,935	0	32,935
Net Income over Expenditure	1,422	10,084	8,662		
<u>450 Playground</u>					
4420 Maintenance	200	5,000	4,800		4,800
4580 Playschemes	0	2,000	2,000		2,000
Playground :- Indirect Expenditure	200	7,000	6,800	0	6,800
Net Expenditure	(200)	(7,000)	(6,800)		
<u>460 Rivers Heritage Site & Orchard</u>					
1700 RHSOG Income	50	0	(50)		
Rivers Heritage Site & Orchard :- Income	50	0	(50)		
4700 RHSOG	180	2,500	2,340		2,340
Rivers Heritage Site & Orchard :- Indirect Expenditure	160	2,500	2,340	0	2,340
Net Income over Expenditure	(110)	(2,500)	(2,390)		
<u>500 Groundsman</u>					
1603 Public Toilet Income	220	1,250	1,030		
1610 Contract - Other	0	500	500		
Groundsman :- Income	220	1,750	1,530		
4029 Salary Recharge	2,285	12,398	10,113		10,113
4045 Subcontracted Labour	0	10,000	10,000		10,000
4600 Planters	0	1,000	1,000		1,000
4601 Bell St Conveniences	0	10,000	10,000		10,000
4606 Parish Paths	0	3,000	3,000		3,000
4615 Ranger's Mower	413	1,500	1,087		1,087
4620 Ranger's Tools	1,139	1,000	(139)		(139)
4630 CCTV	2,241	2,500	259		259
4635 CCTV Extension	0	2,500	2,500		2,500
Groundsman :- Indirect Expenditure	6,078	43,898	37,820	0	37,820
Net Income over Expenditure	(5,858)	(42,148)	(36,290)		

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
600 Fun on the Field					
1670 Event Income	0	1,000	1,000		
Fun on the Field :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>		
4029 Salary Recharge	0	600	600		600
4045 Subcontracted Labour	0	300	300		300
4670 Event Costs	0	1,000	1,000		1,000
4675 Publicity	0	500	500		500
Fun on the Field :- Indirect Expenditure	<u>0</u>	<u>2,400</u>	<u>2,400</u>	<u>0</u>	<u>2,400</u>
Net Income over Expenditure	<u>0</u>	<u>(1,400)</u>	<u>(1,400)</u>		
610 Events General					
4670 Event Costs	157	1,000	843		843
4675 Publicity	0	500	500		500
Events General :- Indirect Expenditure	<u>157</u>	<u>1,500</u>	<u>1,343</u>	<u>0</u>	<u>1,343</u>
Net Expenditure	<u>(157)</u>	<u>(1,500)</u>	<u>(1,343)</u>		
620 Christmas Festival					
1670 Event Income	0	400	400		
Christmas Festival :- Income	<u>0</u>	<u>400</u>	<u>400</u>		
4029 Salary Recharge	0	1,000	1,000		1,000
4045 Subcontracted Labour	0	350	350		350
4670 Event Costs	40	1,000	960		960
4675 Publicity	0	500	500		500
4685 Christmas Lights	0	15,000	15,000		15,000
4690 Competitions	0	600	600		600
Christmas Festival :- Indirect Expenditure	<u>40</u>	<u>18,450</u>	<u>18,410</u>	<u>0</u>	<u>18,410</u>
Net Income over Expenditure	<u>(40)</u>	<u>(18,050)</u>	<u>(18,010)</u>		
630 Markets					
1670 Event Income	0	7,500	7,500		
Markets :- Income	<u>0</u>	<u>7,500</u>	<u>7,500</u>		
4029 Salary Recharge	0	2,250	2,250		2,250
4675 Publicity	0	3,000	3,000		3,000
Markets :- Indirect Expenditure	<u>0</u>	<u>5,250</u>	<u>5,250</u>	<u>0</u>	<u>5,250</u>
Net Income over Expenditure	<u>0</u>	<u>2,250</u>	<u>2,250</u>		

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
640 Projects					
4710 Hanging Baskets	0	2,000	2,000		2,000
4715 Planters Project	0	500	500		500
4720 Town Green	0	10,000	10,000		10,000
4725 Fair Green	0	1,200	1,200		1,200
Projects :- Indirect Expenditure	0	13,700	13,700	0	13,700
Net Expenditure	0	(13,700)	(13,700)		
660 Town Selfie Walk					
1670 Event Income	0	500	500		
Town Selfie Walk :- Income	0	500	500		
4029 Salary Recharge	0	500	500		500
4675 Publicity	0	500	500		500
4681 Promotional Equipment	0	1,000	1,000		1,000
Town Selfie Walk :- Indirect Expenditure	0	2,000	2,000	0	2,000
Net Income over Expenditure	0	(1,500)	(1,500)		
700 Sawbobox					
1150 Grants Received	0	14,525	14,525		
1151 STC Subsidy	0	15,000	15,000		
1800 Fares	30	250	220		
1820 Fuel Rebate	0	1,000	1,000		
1830 Sponsorship	167	2,000	1,833		
Sawbobox :- Income	197	32,775	32,578		
4029 Salary Recharge	1,008	4,124	3,116		3,116
4045 Subcontracted Labour	1,883	7,280	5,397		5,397
4800 Fuel	838	5,000	4,362		4,362
4805 Vehicle Maintenance	571	2,500	1,929		1,929
4810 Vehicle Tax & Insurance	2,240	2,000	(240)		(240)
4816 Community Bus Reserve	0	10,000	10,000		10,000
Sawbobox :- Indirect Expenditure	6,340	30,904	24,564	0	24,564
Net Income over Expenditure	(6,143)	1,871	8,014		
800 Heffer GL61					
1850 Vehicle Hire Income	0	1,000	1,000		
Heffer GL61 :- Income	0	1,000	1,000		

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4800 Fuel	35	600	565		565
4805 Vehicle Maintenance	2,070	1,000	(1,070)		(1,070)
4810 Vehicle Tax & Insurance	483	2,000	1,537		1,537
Heffer GL61 :- Indirect Expenditure	2,589	3,600	1,031	0	1,031
Net Income over Expenditure	(2,569)	(2,600)	(31)		
810 Rangers Truck FT63					
4800 Fuel	256	500	244		244
4805 Vehicle Maintenance	21	1,000	979		979
4810 Vehicle Tax & Insurance	376	450	74		74
Rangers Truck FT63 :- Indirect Expenditure	653	1,950	1,297	0	1,297
Net Expenditure	(653)	(1,950)	(1,297)		
910 Town Action Plan					
4910 Town Action Plan Costs	0	500	500		500
Town Action Plan :- Indirect Expenditure	0	500	500	0	500
Net Expenditure	0	(500)	(500)		
Grand Totals:- Income	190,012	470,200	280,188		
Expenditure	70,517	437,818	361,301	0	361,301
Net Income over Expenditure	113,494	32,382	(81,112)		
Movement to/(from) Gen Reserve	113,494				