

Sawbridgeworth Town Council

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



MAYOR
Cllr Ruth Buckmaster

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

TOWN CLERK
Christopher Hunt

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

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 31st July 2023** commencing at 7:30pm to transact the business as set out in the agenda below.

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

Town Clerk
24th July 2023

AGENDA

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

23/43 APOLOGIES FOR ABSENCE

[👏]

To receive any apologies for absence

23/44 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

23/45 PUBLIC FORUM

[🗨️]

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

[Attached appendix A]

23/46 MINUTES

[🗨️] [👏]

To approve as a correct record the minutes of the Meeting of the Town Council held on 26th June 2023 (M02)

[Attached appendix B]

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

Actions from previous meeting

Owner	Action	Completed
Clerk	To arrange a meeting with the Pharmacy managers to understand current issues they face locally	Cllr Rattey has spoken with Doug at Bell Pharmacy regarding these concerns
Cllr E Buckmaster	To create a list of earmarked 106 money and expenditure to date	As per the next action
Clerk	To circulate the freedom of information request relating to 106 funding for local projects.	29/6 email sent to all and updated on website
Clerk	To write to highways to chase the no entry new road layout at Sheering Mill Lane j/w Vantorts Road	Completed, September 2023 date proposed
Clerk	To write to the Forebury estate managers regarding enforcement of the 20mph speed limit.	Completed, Forebury estates asked if the Town Council will be supporting the 20mph restriction and rat run prevention on the estate.
District Councillors	To explore the reason for the recycling bin removal	
Clerk	To write to the PCC to enquire why we didn't get a replacement PCSO after the retirement of PCSO Western and what are the police doing to combat the rise in vehicle crime in Sawbridgeworth	Completed, meeting held with district commander CI Dave Cooke, Insp Mark Collins and PS Tre Funes-Walker, report to presented by the Chair at point 23/56
Cllr Furnace	To circulate the link and circulate the questions for the County travel strategy consultation and collate the answers for submission	Circulated and waiting on responses from some members
Clerk	Regarding the above action, the Clerk is to make enquiries to see if collated responses can be submitted rather than individual ones.	Discussed at a meeting with Cllr Furnace and survey for members agreed and can be submitted on behalf of the Town Council.

23/47

PLANNING COMMITTEE



To receive and note the minutes of the Planning Committee held on 26th June 2023 (P03)
[Attached appendix C]



To receive and note the draft minutes of the Planning Committee held on 17th July 2023 (P04)
[Attached appendix C]

23/48

TOWN ACTION PLAN AND AMENITIES COMMITTEE



To receive and note the draft minutes of the Town Action Plan and Amenities Committee held on 17th July 2023 (T01)
[Attached appendix D]



Resolution:- To discuss and **resolve** the use of a company to promote and consult with the Sawbridgeworth community, free of charge, the process will be managed by Cllr N Parsad-Wyatt who is an employee.
Cllr A Parsad-Wyatt

23/49

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive mayor's appointments and communications

23/50

REPRESENTATIVES REPORTS

To receive representatives reports from:



- County Councillor
- District Councillors
- Hertfordshire Police
- Other Representatives
 - Cllr R Buckmaster
 - Cllr Furnace

[Attached appendix E]

23/51

TOWN CLERK REPORT



To receive and note clerk's report for the month of July 2023.
[Attached appendix F]

23/52



TOWN EVENTS MANAGER REPORT

To receive a verbal update on the Towns Event Managers report for the month of July 2023.
[Attached appendix G]

23/53

GRANT APPLICATIONS

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



1. Hertfordshire Boat Rescue
Drowning Prevention **£300**



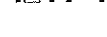
2. Sawbridgeworth Local History Society
Website update **£500**



3. Sawbridgeworth Community Allotments
Seeds and plants **£250**



4. Red Kite Rape and Sexual Abuse Support Services
12 free therapy session for Sawbridgeworth residents **£500**



5. Sawbridgeworth Town Twinning Association
Bry-Sur-Marne Twinning Visit Set 2023 **£500**







6. Citizens Advice East Herts
Support volunteer advisers phone costs **£500**

23/54

COMMUNITY GOVERNANCE REVIEW



Resolution:- To discuss and **resolve** the actions Sawbridgeworth Town Council would consider in view of the East Herts Council Community Governance Review. *Cllr E Buckmaster*
[Attached appendix I]

- 23/55** **LOCAL CYCLING AND WALKING INFRASTRUCTURE PLANS (LCWIPs)**
  **Resolution:-** To discuss and **resolve the** STC to support the recommendations from sustainable Sawbridgeworth in a formal letter to the LCWIP team.
Cllrs Furnace, E Buckmaster
[Attached appendix J]
- 23/56** **POLICE AND COUNCILLOR ENGAGEMENT**
 To receive the report from the Clerk on the recent meeting between the Mayor and the District Commander, David Cooke
 Local engagement work *Cllr Pagdades*
[Attached appendix K]
- 23/57** **UPDATE ON UKRAINE LOCAL SUPPORTING EVENTS**
 To receive any updates of local Sawbridgeworth events
[Attached appendix L]
- 23/58** **DEPOSIT & CONSULTATION DOCUMENTS**
 To note receipt of any Documents for Noting and Consultation
- 23/59** **FINANCIAL REPORT**
 To note the current Financial Report
[Attached appendix M]
- 23/60** **ACCOUNTS FOR PAYMENT**
 To note and approve accounts for payment.
- 23/61** **ITEMS FOR FUTURE AGENDAS**
 To note any items for future agendas.

Appendix A

Public Forum

Question 1.

Will this Council once again explore any options to extend the pavement outside 25 Vantorts Road towards Fair Green? It is heavily used by parents and children on the way to school, as I observe daily, who are at some risk. It also poses risks for motorists. Is there, for example, any compulsory purchase mechanism where there is a clear health and safety risk?

Question 2

Secondly, what powers does this or the District Council have to prevent development sites becoming abandoned eyesores?

Best wishes
David

David Royle
17 Brook Road
Sawbridgeworth, Herts. CM21 9HA

Appendix B

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL

Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:30pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 26th June 2023**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Fred Parr

Cllr Salvatore Pagdades
Cllr Greg Rattey
Cllr John Rider
Cllr Reece Smith
Cllr Steve Smith

In attendance:

4 x members of the public

Lisa Dale –

Chris Carter – Press

Welcome by the Town Mayor followed by thought for the day from Cllr Dawn Newell

23/27 APOLOGIES FOR ABSENCE

Cllr Nathan Parsad - Wyatt

Cllr Angus Parsad - Wyatt

Approved [Prop Cllr Pagdades; sec'd Cllr Rattey]

23/28 DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of pecuniary interests.

23/29 PUBLIC FORUM

Questions

Mr Royle - Will this Council do all it can to support our two community pharmacies? I have raised this issue with our MP more than once but have not even had an acknowledgement. We have seen how well our pharmacies responded during the Covid pandemic. I recommended a conversation with them to better understand the challenges they face.

Cllr R Buckmaster – stated the NHS are running a campaign to support pharmacies and she has asked the town clerk to arrange a meeting with the managers of the pharmacies to get an understanding of the issues they are facing.

Cllr Rattey and Cllr E Buckmaster were happy for the council to support the two local pharmacies.

Cllr J Rider pointed out that a balance was needed, the town has two pharmacies that are fighting for a bigger market.

Ms Irwin – the developments in West Road are displaying on noticeboards that four million pounds has been invested in the local community, where do we see the money to see where this money was spent.?

Cllr E Buckmaster explained that section 106 money was being used for an extension on Mandeville School, the new roundabout junction at West Road, with other elements that are in need of improvements

around the town. Money has been earmarked for Bullfields and the High Wych pre school expansion and the Hailey Centre. There is a whole list which can be circulated via the Town Council website.

Ms Irwin questioned that the roundabout improvements should be highways funded and the school extension should come from education.

Cllr E Buckmaster stated that the developer's description of community investment would be different to that of the council, funding will be for local matters as well as a local green space. Other funding will be needed, such as community infrastructure improvements which may be causing confusion. These contributions should have been delivered from the three planned developments, but one has stalled.

Cllr Furnace, stated that a recent freedom of information request had revealed some of the information Ms Irwin requested and this may be shared. Also the funding from the developments may not be index linked with inflation.

Cllr E Buckmaster explained the funding was index linked but there may be a shortfall from the original plans for the investment.

Cllr Furnace also identified that the delay in the third development will negatively impact on the walking and cycling infrastructure which the money was earmarked for.

Cllr Newell also identified that building material costs had risen significantly and this will impact on future development start dates.

Mrs Mead wanted to highlight the excellent event River Day had been and she appreciated the comfort facilities and asked if refreshments could be considered for future events. Also was there any news on the Jubilee Gardens design,

Cllr R Buckmaster stated it had been noted regarding the refreshment request. She added an initial meeting with a designer for the Jubilee Gardens project was planned for next week and following on from this a date will be set for the working group to meet and consult with the designer.

23/30 MINUTES

Resolved: To approve as a correct record the minutes of the Annual Meeting of the town council held on 15th May 2023 (M01) There was a typing error highlighted by Cllr E Buckmaster which was corrected by the Clerk.

[prop Cllr R Smith; sec'd Cllr Furnace]

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

Cllr Rider raised the speed of vehicles in Vantorts Road and the impact the 20mph restriction was having.

Cllr E Buckmaster stated speed and volume recorders have been deployed to record the impact of the reduction in speed limit but he had not seen the results of the surveys yet, he will share the information when he receives it.

Cllr Rider also asked if there was an update on sheering Mill Lane no entry.

Cllr E Buckmaster stated he was still waiting and the recent update he had received was the project will go ahead in September.

Cllr Parr asked if the council would support the enforcement on the Forebury estate of the 20mph speed restriction.

Cllr R Buckmaster stated that this was a private road and we could as a council write to the estate manager.

23/31 PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 22nd May 2023 (P01)

Cllr Parr stated his apologies were not recorded but he had notified officers of his holiday.

Received and noted: the draft minutes of the planning committee held on 12th June 2023 (P02)

Cllr Rider stated he wasn't aware of the meeting but he was on holiday when this had taken place.

Cllr R Buckmaster did remind councillors that all meeting dates and times were in the pack they were all given from the first full town council meeting.

23/32 FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Received and noted: the draft minutes of the Finance, Policy and Economic Development Committee held on 12th June 2023 (F01)

23/33 TOWN CLERK REPORT

Received and noted: the clerk's report for the month of June 2023.

23/34 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2022-23

1. ***Noted:*** the report of the Internal Auditor for the financial year 2022-23
2. ***Resolved:*** to approve and sign the Annual Governance Statement, 2022/2023.
[prop Cllr A Furnace; secd Cllr J Rider]
3. ***Resolved:*** to approve and sign the Annual Return for 2022/23.
[prop Cllr Pagdades; secd Cllr F Parr]

Cllr Rider congratulated the staff on the report and stated he thought the printing of the bank report was not required as it involved lots of work and paper to produce. The Clerk stated this would be sent out electronically moving forwards and a quarterly report produced on expenditure against the budget forecast.

23/35 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

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

- She had attended Bry for the 50th celebration of Jumalage

- Attended the River Day event.
- Was part of the Yellow Book launch that 5 local primary schools had produced.
- Attended armed forces week flag raising at County Hall.
- Met with a Lower Sheering Councillor to progress cross border working.
- Attended the police walk and talk event.

23/36

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor E Buckmaster additionally added;
 - Referred to his report and the updates on the local projects he is working on.
 - He was attending the environmental cabinet panel which will be updating the environmental impact assessment of council decisions. This had been prompted by Mr Royles question regarding the Cornwall Wheel which is used in Cornwall regarding the environmental impact the council there has through its decision making.
 - On the 6th July will be attending the 2nd environmental youth COP at North Hertfordshire College, 18 secondary schools accepted invitations and Leventhorpe School will be sending representatives.

Question.

Cllr Furnace, the Cornwall Wheel could possibly be used by Sawbridgeworth Town Council once the results were seen of the adaption being used by Hertfordshire County Council.

Also raised if consideration could be made for double yellow lines at pinch points in Bell Street following an accident where a vehicle struck a pedestrian on the pavement.

Cllr E Buckmaster stated that parking restriction exist but enforcement officers do give a short period of grace for people to park and use the local shops. Asked if the whole council wanted him to explore parking scheme in Bell Street.

Cllr Rider encouraged the council to explore legislation regarding pavement parking.

Cllr Rattey wanted to raise some caution around parking changes, these may have a detrimental effect on local businesses and in 40 years trading he hasn't seen an accident in Bell Street.

Cllr Pagdades agreed with Cllr Rattey as local business is the heart of the community and drivers should be allowed to stop for five minutes to go into the shops.

Cllr E Buckmaster has been working with the police and drivers have been issued warning notices. Pavement parking is only enforceable in London but an obstruction can be prosecuted.

Cllr Parr asked if the cameras placed in Bell Street were for parking or for police.

Cllr R Buckmaster stated these cameras had been up for many years and had been upgraded recently, they are for police use regarding the investigation of crime and disorder.

Cllr Newell also agreed with Cllr Furnace that the situation is dangerous and this needed to be looked in too.

Cllr R Buckmaster stated that there had been a design made to improve safety in Bell Street but the cost to implement the design was very expensive.

Cllr Furnace stated that two or three areas marked off as no loading

areas would help resolve the current issues where large goods vehicles block the road.

Cllr E Buckmaster suggested a design should be revisited and should be included in the town action plan as it will need thinking through.

Question.

Cllr Furnace asked why the recycling bins had been removed.

Cllr E Buckmaster felt this was a cost saving exercise but the district councillors will come back to the next meeting with an answer as to why this decision had been made.

District Councillors reports

Cllr E Buckmaster has attended an executive meeting as an observer and asked questions and the overview and scrutiny meeting where shared service was being examined.

Cllr A Parsad-Wyatt, report noted.

Cllr R Buckmaster has attended training in her district role and has been teaching the new councillors, she encouraged Town Councillors to continue to access training whilst in post.

Cllr Pagdades met with local officers with the town clerk, where crime trends, crime reports and police events were discussed.

The police report will focus on police events and activity in the town, crime statistics will be reported on quarterly.

Sawbridgeworth is leading on water safety moving into the summer months.

The town council and the police are now sharing the upstairs office to allow for communication flow between the police and staff, assisting in event awareness and publicising.

He attended the recent walk and talk event with Cllrs Ruth and Eric Buckmaster, the main issues raised were anti-social behaviour and e-scooters. Signage to raise awareness in the illegal use of e-scooters have been placed in Bell Street car park and one requested for Bullfields.

Thursday 13th July at 6pm in Bell Street car park is the third police 'walk and talk' event and I encourage all councillors to attend and promote the event.

Police (Cllr Pagdades) then read from the recent police report mentioning the walk and talk events and the work they are completing with Cllr E Buckmaster on parking around the town. A recent issue of ASB has been seen and home visits to those involved has been made to curb this behaviour.

Question

Cllr R Smith thanked the police at the river day event and asked why the report had changed.

Cllr Pagdades stated the police statistics will be quarterly so that promoting the positive work is not lost amongst the statistics that may increase the fear of crime.

Cllr Furness asked if the police were not attending the council meetings any longer.

Cllr Pagdades stated they will attend when available.

** 8:30pm – Cllr Parr offers his apologies and leaves the meeting due to an early work start the following day. **

- Cllr R Buckmaster, updated on RHSO juice sales were going well and last Saturday they made over £300. SYPRC, the AGM will be on the 13th July at 7:30pm and funding is still being researched for grants.
- Cllr A Furnace, referred to her report and wanted to highlight the excellent work Leventhorpe school were completing around clean air awareness.

Cllr E Buckmaster wanted to raise a point that a previous discussion it was agreed for the Clerk to write to the PCC on behalf of the Council. Tis was agreed to take this forward as an action for the Clerk.

23/37 TOWN PROJECTS MANAGER REPORT

Received and noted: the Town Project Managers report for June 2023

23/38 UPDATE ON UKRAINE LOCAL SUPPORTING EVENTS

Mr Royle update members on several events taking place in July and August which he hopes will lead to a fund-raising event in August. He had met with Stuart Orton, the lead on community engagement for Citizens Advice and contacts exchange to assist both local Ukraine families and Stuart Orton. Also had established a contact for homes for Ukraine and had applied for a grant to assist with local families. F&B are holding an arts exhibition to fund raise, Mandeville and Reedings are also getting involved in money raising events. High Wych School have raised £920 from selling lollies and Hard Soft has supplied four laptops for local families to use.

Cllr Furnace stated the cooking club saw Ukraine representatives cooking with the Sawbridgeworth members which was an excellent event.

23/39 HERTFORDSHIRE COUNTY COUNCIL ACTIVE TRAVEL STRATEGY

To discuss members views on the current consultation and to offer a Sawbridgeworth Town Council response.

Cllr Furnace wanted to raise awareness of the strategy and the current consultation and for the council to make a response. Cllr Furnace will send out the link and key questions and collate the answers for the clerk to circulate the town council response.

Cllr E Buckmaster the strategy is connected to the local transport plan and is to create safe areas for walking, wheeling and cycling. Government funding historically has been focussed on the larger urban areas within Hertfordshire. Narrow roads and pavements are a challenge and through the consultation, walking improvements should not be overlooked.

23/40 FINANCIAL REPORT

A new report that has been prepared by the Clerk to highlight any variances in expenditure and the budget forecast. This will be produced for the finance committee quarterly in future.

Noted: The current Financial Report

23/41 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment.

23/42 ITEMS FOR FUTURE AGENDAS

Cllr Rider raised awareness of the introduction of Martins Law and may be worth keeping an eye on as it could effect owners and managers of venues for public use.

The Bill will impose a duty on the owners and operators of certain locations to increase their preparedness for and protection from a terrorist attack by requiring them to take proportionate steps, depending on the size and nature of the activities that take place there. The Bill has not been passed as yet and will be monitored moving forwards.

Meeting ended at 8:46pm

ACTIONS

Owner	Action	Completed
Clerk	To arrange a meeting with the Pharmacy managers to understand current issues they face locally	
Cllr E Buckmaster	To create a list of earmarked 106 money and expenditure to date	
Clerk	To circulate the freedom of information request relating to 106 funding for local projects.	29/6 email sent
Clerk	To write to highways to chase the no entry new road layout at Sheering Mill Lane j/w Vantorts Road	
Clerk	To write to the Forebury estate managers regarding enforcement of the 20mph speed limit.	
District Councillors	To explore the reason for the recycling bin removal	
Clerk	To write to the PCC to enquire why we didn't get a replacement PCSO after the retirement of PCSO Western and what are the police doing to combat the rise in vehicle crime in Sawbridgeworth	
Cllr Furnace	To circulate the link and circulate the questions for the County travel strategy consultation and collate the answers for submission	
Clerk	Regarding the above action, the Clerk is to make enquiries to see if collated responses can be submitted rather than individual ones.	

Appendix C

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 26 June 2023** at 8.52pm.

Those present

Cllr Ruth Buckmaster
Cllr John Rider

Cllr Greg Rattey
Cllr Steve Smith

In attendance:
L Dale – Planning Officer

2 members of public

- P 23/21 APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence. Apologies received from Cllrs N Parsad-Wyatt and A Parsad-Wyatt and approved.
- P 23/22 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 23/23 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 23/24 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting held on:
• 12 June 2023 (P02) [*prop Cllr Rattey; secd Cllr S Smith*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 23/25 NEIGHBOURING DEVELOPMENTS**
To report & receive updates on proposed neighbouring developments. There were none.
- P 23/26 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/23/1139/HH 13 School Lane, CM21 9FA
Part single and part two-storey rear extension with new window to first floor side elevation
STC Comment: No objection [*prop Cllr Rattey; secd Cllr R Buckmaster*]

P 23/27 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 23 June 2023.

3/23/1199/HH 35 Barnard Road, CM21 9DY

First floor rear extension

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

P 23/28 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/22/2158/VAR (SAWB3) Land at Chalks Farm, South of West Road

Development of 200 homes with associated access, landscaping, parking, private amenity space, public open space and allotments. Variation of condition 2 (approved plans) of planning permission: 3/18/1523/FUL – Incorporating of a 3 metre deep landscape buffer into the garden of plots 16-24

STC Comment: (**Amendment to published Agenda** - Response submitted to EHDC on 18 November 2022) - Strongly object and support concerns/comments of residents

EHDC Decision: Granted

3/23/0587/FUL 24 Pishiobury Drive, CM21 0AE

Demolition of existing dwelling and erection of two 4 bedroom detached dwellings

STC Comment: No objection

EHDC Decision: Granted

3/23/0856/PNHH 12 Roseacres, CM21 0BU

Single storey rear extension with flat roof: Depth 4.60 metres, maximum height 3.60 metres, eaves height 3.00 metres

STC Comment: No objection

EHDC Decision: Prior approval is not required

P 23/29 PLANNING APPEALS

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

Meeting Closed at 8.59pm

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 17 July 2023** at 7.30pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr John Rider

Cllr Angus Parsad-Wyatt
Cllr Greg Rattey
Cllr Steve Smith

In attendance:

L Dale - Planning Officer
C Hunt – Town Clerk
J Sargent – Town Project Manager

4 members of public &
Cllrs Furnace, Newell, Pagdades, Parr

P 23/30 APOLOGIES FOR ABSENCE

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

P 23/31 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Residents of School Lane raised concerns regarding Planning Application 3/23/1139/HH – 13 School Lane – considered at planning meeting (P03) held on 26 June 2023. At the time of this meeting, no objections had been uploaded on to the EHDC portal and STC submitted a No objection comment. In light of residents objections and after further consideration the committee agreed to submit the following to EHDC: "Following further representation - Sawbridgeworth Town Council wish to submit further representations. Namely to object on the grounds of bulk/massing, inadequate information and disclosure particularly in relation to a daylight/sunlight assessment, design justification, floor plans, potential overlooking, privacy concerns and residential amenity. We urge the applicant to engage in a neighbourly way with nearby residents to discuss the issues and see if responses and compromise can be achieved on an amended application".

P 23/32 DECLARATIONS OF PECUNIARY INTEREST

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

P 23/33 MINUTES

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

- 26 June 2023 (P03) [*prop Cllr R Buckmaster; secd Cllr J Rider*]

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

P 23/34 NEIGHBOURING DEVELOPMENTS

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

P 23/35 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/23/0864/HH 23 Cambridge Road, CM21 9JP

Dropped kerb to provide vehicle access

STC Comment: Support Highway's objection - echo concerns re safety [prop Cllr Rattey; secd Cllr S Smith]

3/23/1136/HH 31 Vantorts Road, CM21 9NB

Removal of front bay window, rear conservatory and outbuilding; erection of two storey and part single storey rear extension, single-storey front extension; loft conversion with rear dormer and hip gable roof extensions; insertion of roof light windows to front; additional windows to side elevations; and alterations to fenestration and external materials

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

3/23/1152/FUL 35-37 Bell Street, CM21 9AR

Change of use from Class E to Class C3 to form 3 residential units. First floor rear extension incorporating roof terrace and roof lantern. Addition of air conditioning units. Alterations to ground and first floor rear fenestration. Partial retention of existing frontage ground floor commercial space and access gates

STC Comment: No objection to air-con units/heating units/gates. Objection to roof terraces due to the harmful impact on residential amenity [prop Cllr R Buckmaster; secd Cllr A Parsad-Wyatt]

3/23/1173/HH 6 Chalks Avenue, CM21 0BX

Demolition of garage and erection of single storey front extension incorporating 3 rooflights. Alterations to fenestration. Levelling of land to provide driveway, front steps and the installation of air source heat pump

STC Comment: No objection [prop Cllr A Parsad-Wyatt; secd Cllr J Rider]

3/23/1178/HH The Leventhorpe School, Cambridge Road, CM21 9BY

Refurbishment of an Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage containers and floodlights

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

P 23/36 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 14 July 2023.

3/23/1229/HH 138 West Road, CM21 0BW

Removal of single storey side projection and garden wall. Construction of single storey side extension and new garden wall with gate

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

P 23/37 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/22/2676/HH 70 Station Road, CM21 9JY

Extension of dropped kerb

STC Comment: No objection

EHDC Decision: Refused. "The proposed extension of the dropped kerb would be detrimental to public and highway safety and would add to the danger and inconvenience inherent in accesses to the highway. The proposal therefore fails to comply with Policy TRA2 of East Herts District Plan 2018."

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

Creation of driveway to rear with insertion of gates

STC Comment: No objection

EHDC Decision: Granted

3/23/0832/LBC The Old Vicarage, Sheering Mill Lane, CM21 9AD

External alterations for demolition of modern timber conservatory and erection of a single storey replacement triple glazed structure in a thin metal frame to a proposed breakfast room. Internal alterations to relocate the kitchen and associated works, create new opening between proposed kitchen and breakfast room, provision of a WC and pantry in place of bathroom installing wall and creating new door opening. Provision of an ensuite shower room to a first floor bedroom. Infill internal openings on ground floor and first floor. Replacement of timber balusters to main stair with black metal spindles. Underfloor heating to kitchen, breakfast room, ground floor WC and hall. Internal alterations at first and second floor level to create a master suite. Conversion of external store to an office.

STC Comment: LBC – No comment

EHDC Decision: Granted

3/23/0834/TEL Hoestock Road, CM21 0DZ

Proposed 5G telecoms installation: H3G 15 metre street pole and additional equipment cabinets

STC Comment: Objection. Support the benefits of improved connectivity but believe this site is inappropriate given its proximity to such a residential area

EHDC Decision: Prior Approval is required and refused. "The proposed telecommunications mast and ancillary equipment cabinets by reason of their siting, layout, design and scale in relation to the local built environment would appear unduly prominent and conspicuous within the street scene and would result in a clutter of telecommunications equipment to the detriment of the visual amenities and character of the surrounding area. The Local Planning Authority is not satisfied that alternative sitings for the facility have been adequately explored, and that there is no opportunity within the locality to utilise existing structures or sites for the housing of equipment. The proposal would thereby be contrary to Policies ED3 and DES4 of the East Herts District Plan 2018 and Section 10 of the National Planning Policy Framework 2021."

3/23/0841/HH Inglis, Spellbrook Lane West, CM23 4AY

Demolition of conservatory, rear bay window, bedroom 4 and adjoining bathroom; erection of single storey side extension; front infill extension; alterations to garage roof, fenestration and openings; and installation of sun tunnels to roof

STC Comment: No objection

EHDC Decision: Granted

3/23/0873/HH 35 Parkway, CM21 9NR

Erection of single storey first floor rear extension. Construction of front porch. Conversion of garage to habitable space and alterations to fenestration

STC Comment: No objection

EHDC Decision: Granted

3/23/0858/HH 17 Maylins Drive, CM21 9HG

First floor rear extension

STC Comment: No objection

EHDC Decision: Refused. "The proposed first floor rear extension would result in undue impact to the residential amenities of No.6 Wimborne Close by virtue of loss of light, outlook and being overbearing to the detriment of the enjoyment of their residential amenities. As such fails to accord and would be contrary to Policy DES4 of the East Herts District Plan 2018."

P 23/38 PLANNING APPEALS

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

Meeting Closed at 7.50pm

Appendix D

SAWBRIDGEWORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Minutes

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

Those present

Cllr Annelise Furnace	Cllr Fred Parr
Cllr Dawn Newell	Cllr Angus Parsad-Wyatt
Cllr Salvatore Pagdades	Cllr John Rider
<i>Cllr R Buckmaster (Ex Officio)</i>	

In attendance:

Christopher Hunt - Town Clerk
Joanne Sargent – Town Project Manager
1 x member of the public

T23/01 ELECTION OF COMMITTEE CHAIR

Resolved: Cllr Annelise Furnace was elected Chair of the Committee for the year 2023/24. There were no other proposals
Approved [Prop Cllr Angus Parsad-Wyatt; Secd Cllr Fred Parr]

T23/02 ELECTION OF COMMITTEE VICE CHAIR

Resolved: Cllr Angus Parsad-Wyatt was elected Vice Chair of the Committee for the year 2023/24. There were no other proposals
Approved [Prop Cllr Salvatore Pagdades; Secd Cllr Ruth Buckmaster]

T23/03 APOLOGIES FOR ABSENCE

None received

T23/04 PUBLIC FORUM

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

T23/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Member. Cllr A Parsad-Wyatt stated that the Action plan update did involve his husband, a Sawbridgeworth Town Council Councillor but the interest will be explained in depth during his update.

T23/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 17th April 2023 (T04)
[prop Cllr Rider; sec'd Cllr Angus Parsad-Wyatt]

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

T23/07 ALLOTMENTS

Received and noted – Allotments Officer Report
The report was talked through by the Clerk.

Cllr A Parsad-Wyatt asked if processes are in place to remove tenants not tending plots and what is the current waiting list for plots. The Clerk did not have the waiting list numbers to hand but will circulate to members this week

Cllr R Buckmaster asked if the Bellmead allotments were being used, J Sargent stated they were but these did look untidy but any unused plots were being assessed.

Cllr J Rider thanked Laura for her work and the robust action being taken on plots not being worked on. Would like clarity on insurance as he felt the association and town council had an overlap.

It was highlighted by Cllr Furnace about the great relationship between the association and officers.

T23/08 CEMETERY

***Received and noted* – Cemetery Officer Report**

Joanne Sargent lead members through her report on the recent Freedom of Information request on the Cemetery on available burial space and as a town council planning for the future will be needed. It was requested by the chair for Joanne to explore pricing to produce a five year plan to extend the cemetery for the future.

Cllr R Buckmaster congratulated Joanne on the report and will be taking a message back to district on future provision for cemeteries as she has not seen this added to planning applications and 106 funding.

T23/09 FOOTPATHS & OPEN SPACES

Cllr Rider is now the new champion for this agenda item and has made contact with the Counties footpaths officer. He has been made aware that repairs are soon to start on footpath 22.

He had been aware of the concerns in relation to paths 9 and 10 had been cleared to encourage use near to Leventhorpe School and footpath use was high in the town.

Two trees on the footpath from Southbrook allotments to the river need to be assessed and may need cutting back. The Clerk will task the rangers with this.

The work by Thames water has been successful and continues to reduce flooding.

Cllr A Parsad-Wyatt raised the use of laughing gas cannisters in and around the car park in the tennis club. The Clerk asked for this to be reported to the local PCSO who may offer a free crime prevention survey for the sports association and also the regularity of dumping of the cannisters so she may adjust her patrol plan to tackle this issue.

Cllr Furnace highlighted that Bob Reed has offered to complete a biodiversity survey of all the open spaces. This can be supported by the eco audit working group and the committee had no objections to this being completed.

T23/10 OPERATIONS

To receive, note and discuss matters relating to Operations

- The Sawbobus is running well through the absence of one of the drivers through long term sickness and annual leave thanks to the careful management by Laura.
- The toilets are now cleaned by the town rangers, an improvement from the contractor previously completing who could not get the toilets cleaned regularly due to staffing issues.
- Reception is being improved, the desk is in and shelving will be replaced and the room decorated.
- The new column for the town CCTV has been ordered and will allow for the CCTV to be expanded in the future.

Cllr A Parsad-Wyatt wanted it noted, his thanks to the rangers for their work around the town. Cllr Furnace wanted it noted, the cover the drivers are completing to ensure the bus remains in service throughout the summer.

T23/11 ECO-AUDIT WORKING PARTY

Received and noted – Eco Audit Report

Cllr Furnace advised that:

East Herts have started the 'Breathe Clean' campaign and county have started 'Lets Clear the Air' campaign.

We need to engage with these campaigns as there is money set aside for live air quality monitoring to ensure Sawbridgeworth has this completed.

Cllr Rider raised concerns about county officers moving to Stevenage and Sawbridgeworth missing out on support to the larger towns.

Cllr Furnace stated we have direct contact to County and District staff and we should maintain these relationships.

T23/12

SAWB2 SAWBRIDGE PARK/BARRATTS TRAVEL PLAN

The Clerk informed the committee that footpaths 9 and 10 were to encourage people to walk through the new estate and the pathway that runs between Leventhorpe and Mandeville schools North to South was not a recognised path and adoption would need to meet strict criteria. An alternative would be for the farmer to be approached who owns the field to cut a pathway through for use by pedestrians.

Cllr Furnace highlighted the Local Cycling and Walking Infrastructure Plan (LCWIP) meetings had taken place the previous week, she asked the committee if we should link in to this via Sustainable Sawbridgeworth and the work Cllr E Buckmaster had completed in 2018. This could open central government funding pots if Sawbridgeworth have a plan in place.

T23/13 TOWN ACTION PLAN

Cllr A Parsad-Wyatt covered the re alignment of the action plan to the councillor term.

A new plan should be started and consultation process will be needed. He has made a timeline which coincides with two events in

September and October which will reach out to a wide audience. The consultation should be through different methods to ensure it is all inclusive. The points raised should be compiled in to a framework to feed these areas to the correct authority for action to be completed.

Cllr Pagdades asked on the process that will be used in the analysis of the information, Cllr A Parsad-Wyatt stated it will be qualitative and quantitative. The information will be drawn across the town and will include community groups as well as schools.

Cllr A Parsad-Wyatt moved on to the second part of the action plan development being a professional consultation with Cllr Nathan Parsad-Wyatt who has professional experience in this field. He has offered to produce the logos and design material and survey for the action plan free of charge and his company he is employed by are happy for this to be developed without cost to the council.

The Clerk confirmed he had sought advice from HAPTC regarding the free support being offered by Cllr Nathan Parsad-Wyatt and using Cllr skillsets should be encouraged.

Cllr Pagdades also felt free of charge support and using councillor skills was a good idea. He also asked on cost of printing which could be covered by the town council as this will not be too expensive and may be a hundreds rather than thousands of pounds. Joanne Sargent said that the banners could also be re used at different events and would be cost effective throughout the term of the action plan.

Cllr Furnace clarified that there will be no cost and for transparency there was no favour, commitment to take up a contract later and how would data be handled.

Cllr A Parsad-Wyatt stated that if an agency was required for future paid work it would go out to tender, the data would be minimal to the questions being asked. The data can be stored by Sawbridgeworth Town Council and not the private company who are producing branding and the survey and it can be the council that only have access to any data.

Cllr Nathan Parsad-Wyatt also reassured councillors that no company branding will be used and no future case study will be used relating to the work he will be completing.

Cllr R Buckmaster asked the Clerk if he would advise on if the committee resolved to move forwards with the proposed use of Cllr Nathan Parsad-Wyatt skills to complete the survey. The Clerk recommended that this would be recommended so every councillor has an opportunity to have a view on this proposal.

Resolved: to use the free offer of support to promote and engage with a survey for the new Town Action Plan 2023-27. For this resolution to be raised to the full town council meeting on the 31st July 2023.

[prop Cllr Rider; sec'd Cllr R Buckmaster]

T23/14 COUNCILLOR ENGAGEMENT

- The Clerk stated that he will be compiling a report on police and councillor engagement for the Mayor to deliver at the full town council meeting.
- Joanne Sargent stated that Lower Sheering PC has been liaised with and they are keen to attend Sawbridgeworth Town Council events as many of their constituents live in their district but under the address of Sawbridgeworth. This would support their residents and offer some engagement for them. The events are a perfect opportunity for councillor engagement, it was discussed that t-shirts should be priced so it can be decided if these should be purchased for councillors to wear at events.

T23/15 ITEMS FOR FUTURE AGENDAS

Cllr Wyatt – Station Adoption Scheme

Meeting ended at 21:22

ACTIONS

JS = Joanne Sargent

LC = Laura Carter

- **Clerk** – circulate waiting list for allotments.
- **JS** – to find out price to extend cemetery to future proof.
- **Clerk, LC** – to assess insurance public liability cover and that required by allotment association.
- **Clerk, LC** – to task rangers to assess trees on the footpath from Southbrook allotments to the river which may need pruning/cutting back.
- **Clerk** – to allocate a consideration to resolve on the Full Town Council meeting regarding this agenda item T23/13, action plan consultation.
- **JS** – to obtain prices for Cllr t-shirts and circulate for a decision on purchasing.
- **Clerk** – to place 'Station Adoption Scheme' on the next TAPAC agenda

Appendix E

E Buckmaster report for July 2023



Update on some of the schemes using my Highways locality budget.

Eastwick Village	Eastwick	Traffic Speed and Volume Surveys	WSP Data Team	Surveys Completed – Data to be analysed
Pye Corner	Gilston	Footway Siding Out / Pedestrian Guardrail Replacement	Ringway	Ordered

New primary school 'tops out' and moves a step closer to welcoming pupils



A key milestone has been achieved as the new Avanti Brook Primary School, located just north of Bishop's Stortford.

Avanti Brook Primary School is the second new primary school being built to accommodate the growing population of Bishop's Stortford.

The construction of the new £14.5m primary school is being funded by Hertfordshire County Council and built by Hertfordshire-based ASHE Construction. The school will be operated by the Avanti Schools Trust which also operates the Avanti Grange Secondary School and Avanti Meadows - another primary school which opened in September 2021 within the Stortford Fields development.

The new primary school, due to open in September 2023, will eventually provide school places for 420 children living locally. The school's first year of operation will see pupils in Nursery and Reception classes join the school; the school size will increase year on year as the school's first pupils' progress.

Stevenage's state of the art school for SEND pupils 'tops out' as it nears completion



On Monday 26 June, pupils from the Valley School joined county councillors, school staff, contractors and project officers to get a unique view of Stevenage from the top of their new school.

The celebratory 'topping out' event, marks the completion of the roof, which is a significant milestone in the development this multi-million-pound school for children with special education needs and disabilities (SEND).

On the day, pupils from the school mingled with county councillors who'd had a role in planning and allocating the funding required to invest in Stevenage's new SEND school, as well as project officers and architects. The children were excited about being allowed on the roof of their new school and shared their excitement about their new school which is due to open during the Autumn Term.

Hertfordshire to lead new SEND pilot for East of England

The Department for Education has selected Hertfordshire County Council to lead the East of England Regional Partnership for its £70 million change programme to improve outcomes and experiences of children and young people with SEND (special educational needs and disabilities) or in Alternative Provision (AP).

The East of England RP is one of nine regional partnerships in the country. As part of the change programme, the partnership will work with the Department for Education to implement, test and refine longer-term plans – including new digital requirements for local authority EHCP processes and new national inclusion standards.

During the summer months, the county council will work alongside the Department of Education to develop a working partnership in the East of England. In the role of lead local authority, Hertfordshire County Council will be responsible for:

- Providing leadership across the RP
- Driving change and sharing practice and learning
- Delivering and monitoring progress

SEND is a key priority for Hertfordshire. It is owned strategically and politically across the system by senior leaders who are collectively ambitious for our children and young people with special needs and disabilities and their families. Indicative of this ambition is the council's commitment to invest an additional £5 million into the SEND services on an ongoing basis. The impact of this will be an improvement to the quality and effectiveness of support for children and young people with EHCPs and their families.

The investment will allow the county council to:

- Build capacity in the statutory SEND Service to reduce caseloads by around 30%.
- Recruit up to 80 new frontline staff
- Improve the quality of EHCPs and the support provided as a result
- Develop a strong and consistent approach to decision-making about EHCPs with our partners
- Develop trusted relationships with families and partners and improve communications

This work is happening alongside our other ambitious transformation programmes across SEND services, and together, these will allow us to develop a new delivery model that

enables us to better support all children and young people in the right way, at right time and in the right place, through a truly inclusive system.

Active Travel Strategy

We want everyone to feel welcomed on our streets. Developing spaces that make walking, wheeling and cycling safer for everyone has many benefits for residents, communities and businesses.

The aim of Hertfordshire's draft Active Travel Strategy 2023-2031 is to create places where walking, wheeling and cycling are safer and so convenient that they become the natural choice for short trips.

Consultation start date: **25 May 2023**

Consultation closing date: **21 August (11.45pm)**

[Respond to the consultation about Active Travel](#)

Our survey is asking for views on what matters to you and how we can support you to leave your car behind and travel more actively more often. We share the benefits, challenges and opportunities of our approach in the draft Active Travel Strategy 2023-2031.

We encourage Hertfordshire's residents, representatives of organisations and anyone who works, travels through, visits or is connected with the County to take a few minutes to complete the survey on our proposals.

HAPpy camps are back this summer. Hertfordshire County Council is launching its free summer activity camps for children and young people in Hertfordshire

Fully funded holiday activity camps return for the summer holidays, providing eligible children and young people with the chance to meet friends, learn new skills and enjoy nutritious food.

The HAPpy programme, funded by Hertfordshire County Council and the Department of Education (DfE) via the government's Holiday Activity and Food programme, and coordinated by Herts Sports Partnership and the Hertfordshire Community Foundation, is running approximately 180 activity camps from 24 July – 31 August 2023 (not bank holiday).

With over 40,000 free activity camp places available, eligible families are being encouraged to get their booking code from their school and reserve a place at a camp near them as soon as possible. **Booking opens at midday on Monday 26 June.**

As part of its commitment to help residents manage the cost of living, Hertfordshire County Council provided funding for more than 69,000 places last year for children to attend free activity camps.

Eligible families should have already received their booking code from their school. They can book their free place at a camp near them by visiting

<https://sportinherts.org.uk/booking>. Parents/carers who have not received the code should contact their school office or email haf@herts.ac.uk

Hertfordshire County Council also provides food vouchers during holiday periods to eligible families which are distributed through schools.

The council has dedicated advice and support for those who need it. Get in touch with [HertsHelp](#) on 0300 123 4044 to find out what support is there for you. For more information, visit: hertfordshire.gov.uk/hereforyou

Government announces Environmental Improvement Plan with £14 million Local Nature Recovery Strategy

As reported by, [They Work for You](#), [Lord Benyon](#), The Minister of State, Department for Environment, Food and Rural Affairs announced on Friday that the Government is committing to delivering large scale, widespread nature recovery across England.

48 local authorities will lead on the preparation of localised, tailored strategies to support and recover nature. Hertfordshire County Council will receive £240,793. **Local Nature Recovery Strategies** will be key to our drive to restore nature. They will lead on the preparation of localised, tailored strategies to support and recover nature, using the best of local expertise in the community. These Responsible Authorities, supported by **£14 million government funding**, will now begin to engage across their areas to prepare the strategies, working closely with landowners, farmers and land managers. [Regulations](#) and [statutory guidance](#) setting out the process responsible authorities must follow and what they should include in the strategies were published in March 2023

Our Tree Your Future campaign

The response to this year's 'Your Tree Our Future' tree giveaway has been very positive, with almost 60,000 trees given away. The campaign has been seen over 400,000 times across our channels, as well as across all ten district and borough partner's channels.

Sustainable Hertfordshire Youth COP, 6th July 2023, North Herts College, Hitchin Campus.

On 6th July I helped Host a conference of 14 of Hertfordshire Secondary Schools at North Herts College. The conference was held in two parts split into morning and afternoon sessions. One part was to take part in a Climate Debate (En Roads model) which enabled students to take on different roles in the global economy and to see the impact of their decisions on global warming. It helped them understand the competing interests including how national and international economies are impacted. There were also workshops on Climate Adaptation, Carbon Neutrality, Cleaner air, and Enhancing Nature.

Just two days before the news said that we had experience the warmest average global temperature on record. There was also a surprise when a scientist joined us by video link from the arctic and told us the temperature there was a warm 17 degrees.

In my opening and closing remarks I emphasised that while we rely on decisions made by national governments and big business we all have a role to play in local behaviour change. Particularly around keeping our environment litter free, increasing recycling especially reducing wasted food, more active travel, and helping air quality through not idling in cars when stopped.

Hertfordshire and west Essex Integrated Care System Work is underway in Hertfordshire and west Essex to develop a proposal for a clearly defined role for local government within the Hertfordshire and west Essex Integrated Care System (HWEICS). There is an opportunity for our system to make more visible the existing contribution that local government has as health promoting organisations and create a shared vision for the future role of local government for strategic decision-making and operational delivery within the Hertfordshire and west Essex ICS.

The work intends to draw out specific proposals for the role of district and borough councils, working with health partners, within the ICS. Over the next six months a newly established Task and Finish group of Local Government, NHS and Integrated Care Board (ICB) representatives will work to coproduce a proposal for presentation to system partners in November 2023. The work programme, initiated by the Hertfordshire & west Essex Integrated Care Partnership, is being led by Sarah Perman, Director of Health and Care Integration at Hertfordshire County Council and Richard Cassidy, Chief Executive, East Herts Council.

This new Task and Finish group will:

- connect with national policy work
- review good practice within our system and elsewhere
- plan a facilitated workshop in September for a wider stakeholder group
- develop a written proposal for the ICB

Hertfordshire County Council proposal to move staff from County Hall in Hertford in bid to save £3m, Hertfordshire County Council has drawn up plans to relocate staff from its landmark County Hall headquarters. The changes in Hertford could cut the authority's costs by £3m a year. Staff could start moving to the council's Stevenage office campus from September, with only a small part of County Hall remaining in use as a "democratic and civic hub". The proposals say employees now travel to Hertford less often as part of a post-Covid pandemic move to hybrid working.

Ready, Set, Read! The Summer Reading Challenge comes back to Hertfordshire

Hertfordshire libraries has teamed up with the Reading Agency and Children's Charity, Youth Sports Trust and are preparing to launch this year's Summer Reading Challenge, a completely free, summer activity for children aged four to 11, which runs from Saturday 8 July to Saturday 24 September when there will be a Prize Draw Event at Welwyn Garden City Library with Loretta Schauer (illustrator and creator of this year's characters and mascots).

The Summer Reading Challenge is Hertfordshire Libraries' single biggest promotional campaign of the year aimed at keeping children's minds and bodies active over the summer break, and this year's theme is 'Ready, Set, Ready' empowering young people to forge new connections with others and unleash the power of play, sport and physical activity through reading.

Involving all 46 libraries, children of all ages are encouraged to sign up for FREE, borrow and read six library books over the summer holidays.

The Summer Reading Challenge shines a light on the power of public libraries as a hub for local communities and this year brings together the benefits of sport, play and creativity. The Youth Sport Trust has developed fun family activity cards, which alongside the official 2023 Summer Reading Challenge book collection, will aim to keep imaginations moving over the school holiday.

This year children can join the challenge at their local library to take part in person. The library will give the children a special collector folder, stickers, and other special incentives, and help them find books. Alternatively, children can take part in the Challenge online by signing up [here](#).

Children are invited to set their own reading goals, review their books and add them to their profiles. They can also earn digital rewards such as online badges and certificates.

SEGRO buys £120 million worth of land Warehouse space developer SEGRO has completed a £120 million acquisition of 419 hectares of land in Colne Valley, Hertfordshire. The £120 million that was spent on the three sections of land that make up the entire site (of which 50% is deferred for 12 months), were bought from Hertfordshire County Council, Tarmac, and Gorhambury Estates Company. SEGRO received planning permission from the Secretary of State for the development, which is recognised by the Government as 'nationally significant' infrastructure which will deliver 'major' benefits on a national, regional, and local scale.

Eco representative report for Full Council meeting – 31 July 2023 (as of 23 July 2023)

Happy 1st Birthday Repair Café – Saturday 22 July

- Another successful session plus birthday celebrations, with cake cutting led by Deputy Mayor Cllr Reece Smith and Repair Café founder Corinne Lewis
- Nearly all repair slots were taken up; repairs ranged from a laptop, watch, vacuum cleaner, desk to (my) Christmas lights
- Cake kindly donated by Dorringtons.



Friends of Pishiobury Park

- July's working party focused on pulling up Ragworts, which are toxic to cattle. Working parties continue to be held every third Thursday of the month between 10am and 12pm
- The Love Parks family fun event at Pishiobury Park will take place on Thursday 27 July (12pm to 3pm).



LCWIP meetings for councillors and community groups 6 & 7 July 2023

EHDC sessions to present and gather ideas for the Local Cycling & Walking Infrastructure Plan. Sustainable Sawbridgeworth members have made several suggestions and the 2018 Sawbridgeworth Local Cycling and Walking Plan should also be used.

Eco-Audit Working Group meeting – 28 June 2023

Items covered included: Clean Air coordination between three council tiers, planning for this year's Sawbo Travel Challenge and Town walk, and HCC's potential use of an environmental impact 'wheel' to measure policy impacts.

HCC/Sustainable Sawbridgeworth meeting – 18 July 2023

Air pollution maps are nearing completion, and discussion around the Sawbo Travel Challenge engagement opportunities for HCC/EHDC and Leventhorpe School.

COMING UP

Tidy Up Sawbridgeworth – Saturday 19 August – thanks to Wright & Co for funding for more litter pickers

HCC/Sustainable Sawbridgeworth meeting – 6 September 2023

Sustainable Sawbridgeworth meeting – 7 September 2023

Sawbo Travel Challenge 25-29 September with Town Walk on Saturday 30 September

Repair Cafe – Saturday 30 September

Cllr Annelise Furnace

Appendix F

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Meeting
From: Christopher Hunt
Subject: Clerks Report July 2023
Date: 31st July 2023

Allotments

Regular letters are being sent out to plot holders who are not maintaining them with a month warning and follow up action to claim the plots back if not completed. Water usage is being monitored during the summer period and inspections will continue to ensure usage is kept to a minimum.

Sawbobus

The bus has continued to run through an extended period of sickness for one driver who has since returned from 24th July 2023. Periods of leave are all covered and the normal timetable will be achieved across August.

Hailey Centre

The Clerk has been liaising with trustees and the manager on recent decisions to upgrade the interior of the building. Further discussions will continue as other proposals require finalisation prior to implementation.

Jubilee Gardens

Preliminary design work has started with initial drawings currently being produced for further consultation to take place with the working group chaired by Cllr R Buckmaster.

Health and Safety Review

A recent Health and Safety review on the 19th July 2023 highlighted good practice across the board. Staff training was up to date, health and Safety protocols are in place to a good standard with a few recommendations to share risk assessments across all staff which has been completed. Training for Lisa will be completed next month to record and risk assess chemicals used and stored in the workplace. COSHH is the law that requires employers to control substances that are hazardous to health. The training will eliminate the requirement for an external professional completing annual checks.

Appendix G

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargant
Subject: Dates for Events 2023 / 2024
Date: 24 July 2023

Forward Planning Dates for Dairy 2023 / 2024

- **Fun on the Field:** Saturday 2nd September – Please let Jo know if you are able to help with any part of the event including set up / 12-5pm and break down.
- **Travel Challenge Week:** Monday 25th to Friday 29th September - Schools with Sunny Sawbosaurius visiting throughout the week.
- **Travel Challenge Town Walk:** Saturday 30th - Public and School Children – whole town
- **Community Connections** – Chamber and car park, community networking event.
- **Remembrance Day** – Sunday 12th November / 3pm at Great St Marys Church and War Memorial
- **Lights of Love Service** – Saturday 9th November – Sayesbury Manor and Chamber.
- **Christmas Lights Switch On** – Saturday 25th November (3pm / Lights Switched On 6pm)
- **Christmas Competition** – all schools
- **Christmas Competition Presentation** – Date TBC December / Chamber with Mayor
- **Civic Dinner** – Memorial Hall, Saturday 27th April 2024, 6.45pm start time
- **Annual Awards Evening** – Thursday 19th May, Town Council Chamber
- **River Day** – Saturday 1st June / Sheering Mill Lock

Appendix H



SAWBRIDGEWORTH TOWN COUNCIL

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

Application for Grant – 2023/24

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 30 June 2023 for consideration on 31 July 2023

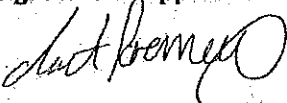
Name of Organisation:	HERTFORDSHIRE BOAT RESCUE
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Name and position of person making this application	CHAIRMAN - STUART FOREMAN
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Address for correspondence:	13, Pamela Gardens, BISHOPS COTFORD, HERTS CM23 9UD
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Phone number:	0781845039.
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Name of Project:	Community protection
Description of Project, how and when grant will be spent.	"DROWNING PREVENTION" The project is ongoing, we will carry out ongoing patrols in Sawbridgeworth to protect the community from harm - protect and educate youngsters from drowning. We have and will continue through 2023 to carry out patrols along stretches of rivers in Sawbridgeworth as well as support emergency services with keeping people safe. *towards running costs funding will be spent*

Total cost of project (excluding VAT)	£13,000 (ten thousand)
Amount of Grant requested:	£ 300
Other sources of funding applied for:	- WARE TOWN Council £500 NOT GUARANTEED - HERTFORD TOWN Council £300 towards Equipment - HERTS county Council £500 towards Running
If so, with what result:	if these are attained this will help us keep the organisation afloat.
Self help; details of other activities to meet this need.	Fund raising - not guaranteed. We will look at District Councils for help later in year - EAST HERTS DC, however these will be for Insurance or Building Rental which is our biggest outlay.
Signature of Applicant 	Date: 14/FEB 2023

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

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

Application for Grant – 2023/24

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 30 June 2023 for consideration on 31 July 2023

Name of Organisation:	SAWBRIDGEWORTH LOCAL HISTORY SOCIETY
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Name and position of person making this application	CHRIS FINCH TREASURER
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Address for correspondence:	90 S FARNHAM CLOSE SAWBRIDGEWORTH HERTS CM21 0HB
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Phone number:	07739 353752
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Name of Project:	WEBSITE UPGRADE
Description of Project, how and when grant will be spent.	SEE EXPLANATORY NOTES ATTACHED

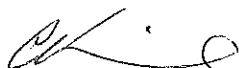
Total cost of project (excluding VAT)	£ 650
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Amount of Grant requested:	£ 500
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Other sources of funding applied for:	NONE
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If so, with what result:	NOT APPLICABLE
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Self help; details of other activities to meet this need.	SEE THREE YEAR FORECASTS AND NOTES ATTACHED
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Signature of Applicant PP Sandbridgeworth Local History Society 	Date: 23-6-23
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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

28 JUN 2023

RECEIVED

SAWBRIDGEWORTH TOWN COUNCIL

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

Application for Grant – 2023/24

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 30 June 2023 for consideration on 31 July 2023

Name of Organisation:	Sawbridgeworth Community Allotment
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Name and position of person making this application	Agnieszka (Agnes) Cebulak Organiser
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Address for correspondence:	1 The Robins CM17 0G2 OLD HARLOW
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Phone number:	078 17785846
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Name of Project:	Day by day work at SCA
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Description of Project, how and when grant will be spent.	We started Community Allotment late summer last year. To set it up and start cost was very high (to buy seeds, manure, composts, nets, tools etc.) Last year we put £200 from own funds into it. This year we have been donated compost by Memorial Hall, but we need funds to buy nets
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Grant App Form 2023/24
to protect plants, seeds for next season, new hose, water can etc. We deliver twice a week fresh veggie to Pop up Shop and Healey Centre. (Please take a look at our Facebook page)

Total cost of project (excluding VAT)	450 £ 250
Amount of Grant requested:	£ 250
Other sources of funding applied for:	private funds, donations from Sewbriegerorth people. Soon we are going to sell some homemade jams etc.
If so, with what result:	We collected together £200 which we already spent for seeds for this season, manure, tools and wheelbarrow.
Self help; details of other activities to meet this need.	We reached recently some businesses for help; posting on social media looking for funds.
Signature of Applicant A Cebulch	Date: 28.06.23

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

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

Application for Grant – 2023/24

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 30 June 2023 for consideration on 31 July 2023

Name of Organisation:	Red Kite Rape & Sexual Abuse Support Service
Name and position of person making this application	Sukhian Nundram Chair of Red Kite Board
Address for correspondence:	79 Havers Lane, Bishop's Stortford Herts., CM23 3PE
Phone number:	07810550443

Name of Project:	Red Kite Recovery Therapy
Description of Project, how and when grant will be spent.	The grant will be spent to provide 12 sessions of free therapy to aid the recovery of Sawbridgeworth Residents from the Trauma of Rape or Sexual violence acquired at any time in their lives. We treat all genders, colours, creeds, nationalities, abilities and enable them to be free to live their best lives.

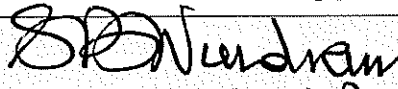
Total cost of project (excluding VAT)	£ 2880
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Amount of Grant requested:	£ 500.00
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Other sources of funding applied for:	Essex Community Foundation Alley Lane Foundation CoOp (Blue + Red) Tesco Bags for life Hatchworth Heritage £500 granted Stevenage Community Trust
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If so, with what result:	Awaiting outcomes except Hatchworth - £500 granted for groups.
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Self help; details of other activities to meet this need.	Friends of Red Kite attend community days across the catchment, raising awareness and fundraising - lower level. They hold events - quizzes, wine tasting, dances / discos / do charity walks, donate birthday money, fundraising trustee + Chair apply for larger grants and support the Friends efforts.
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Signature of Applicant	 S. B. NUNDRAM	Date:	23/5/23
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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.

24 MAY 2023

RECEIVED

To

Initls:



SAWBRIDGEWORTH TOWN COUNCIL

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

Application for Grant – 2023/24

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 30 June 2023 for consideration on 31 July 2023

Name of Organisation:	Sawbridgeworth Town Twinning Association
Name and position of person making this application	Tim Johnson Treasurer
Address for correspondence:	Gable End 5 Sayes Gardens CM21 9BL
Phone number:	07729 384 390
Name of Project:	Bry-sur-Marne Twinning Visit – Sep 2023

Description of Project, how and when grant will be spent.	(Please see the attached – Moosburg visit Oct 2023 has minimal cost implications this year)
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Total cost of project (excluding VAT)	£2,500
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Amount of Grant requested:	£ 500
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Other sources of funding applied for:	Central Coop Community Dividend Fund TBA
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If so, with what result:	(Not sure if we meet the criteria – still being researched)
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Self help; details of other activities to meet this need.	(Please see the attached)
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Signature of Applicant

Date:

A handwritten signature in black ink, appearing to be 'Z. J.', written over a dotted background.

22/5/23

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

Application for Grant – 2023/24

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 30 June 2023 for consideration on 31 July 2023

Name of Organisation:	Citizens Advice East Herts
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Name and position of person making this application	Esther McWatters Head of Communications and Fundraising
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Address for correspondence:	The Manor House, 21 High Street, Buntingford SG9 9AB
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Phone number:	07738 966264
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Name of Project: PHONE COSTS FOR OUR VOLUNTEER ADVISERS

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

We are hugely fortunate that we have 47 volunteer advisers who are willing to undertake rigorous training and give their time for free to help the local community.

We provide each adviser with a "soft phone number", headset and keyboard so that they can contact clients throughout their working day and also make calls on clients' behalf to other agencies. Additionally, they make regular calls to our paid supervisors from whom they seek guidance and quality control, especially when dealing with complex client issues. These telephone costs alone amount to £375 a month or £4,500 a year.

We are asking for funding to support us in providing this telephone support. It adds much value to the very challenging work that our volunteer advisers do. It would go specifically towards the essential telephone costs incurred by our volunteers advisers in the course of providing the professional help that is needed by our clients.

As you know our advice service is free to all who use it but inevitably we have to fundraise to cover a number of our core costs.

The funds will be spent across the financial year 2023/4.

Grant App Form 2023/24

Total cost of project (excluding VAT)	£4,500
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Amount of Grant requested:	£500
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Other sources of funding applied for:	Locality budgets from District Councillors, Parish Councils
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If so, with what result:	We are waiting to hear back from them as they make their decisions at various points throughout the financial year
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Self help; details of other activities to meet this need.	community fundraising activity including a pub quiz in Sept 23.
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Signature of Applicant Date: E McWatters
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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.

Grant App Form 2023/24

Appendix I

EAST HERTFORDSHIRE DISTRICT COUNCIL
COMMUNITY GOVERNANCE REVIEW OF RUSH GREEN

TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 East Hertfordshire District Council ('the Council') has resolved to undertake a Community Governance Review ('the review') of the area covered by the Rush Green roundabout at the junction of the A10 and A414 roads and currently divided between Hertford, Ware, Great Amwell and Hertford Heath parishes.
- 1.2 The review will consider whether to recommend any alteration to the existing parish boundaries and any consequent changes to the electoral arrangements for any parish.
- 1.3 In undertaking this review the Council has considered the Guidance on Community Governance Reviews issued in March 2010 by the Secretary of State for Communities and Local Government and will be guided by Part 4 of the Local Government and Public Involvement in Health Act 2007 ('the 2007 Act'), the relevant parts of the Local Government Act 1972 and associated regulations.
- 1.4 These terms of reference set out the aims of the review, the matters on which it will focus and policies that the Council considers relevant to the review. The terms of reference will be published on the Council's website and will be made available at the District Council offices and at other venues within the area under review.

Reasons for the review

- 1.5 The Council is undertaking the review at this time in response to a suggestion from the Local Government Boundary Commission for England (LGBCE).
- 1.6 In the final recommendations of its Electoral Review of East Hertfordshire (2022), the LGBCE stated that it had received a number of requests that the Rush Green roundabout should be incorporated into a single district council ward so that issues pertaining to the roundabout could be directed to a single ward councillor, rather than being split between four wards as currently. However, the legislation governing Electoral Reviews (the Local Democracy, Economic Development and Construction Act 2009) requires the LGBCE, where it proposes a principal council ward boundary that cuts across a parish ward or unwarded parish, to create an equivalent parish ward boundary. Therefore, placing the entirety of the roundabout in one of the four existing wards would have required the creation of a parish ward with no electors, which would not promote effective and convenient local government. The Commission suggested that a community governance review with a subsequent request for related alterations to update the district ward and

county division boundaries accordingly may be the most appropriate process for addressing this issue.

Community Governance Reviews

- 1.7 A Community Governance Review is a review of the whole or part of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes;
- The naming of parishes and the style of new parishes;
- The electoral arrangements for parishes (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and/or
- Grouping parishes under a common parish council or de-grouping parishes.

The aims of the review

- 1.8 In accordance with the 2007 Act the Council will have regard to the need to secure community governance within the area under review which:-

- Is reflective of the identities and interests of the community in that area;
- Provides for effective and convenient local government; and
- Takes into account any other arrangements for the purposes of community representation or community engagement in the area.

- 1.9 When considering the above criteria, Government guidance states that the Council should take into account:-

- The impact of community governance arrangements on community cohesion; and
- The size, population and boundaries of a local community or parish.

- 1.10 The guidance emphasises that 'the recommendations made in a community governance review ought to bring about improved community engagement, better local democracy and result in more effective and convenient delivery of local services'.

2. CONSULTATION

- 2.1 In coming to its recommendations in the review, the Council will take account of the views of local people and stakeholders. Legislation requires the Council to consult the local government electors for the area under review and any other person or body who appears to have an interest in the review, and to take the representations that are received into account by judging them against the criteria in the 2007 Act.

- 2.2 The Council wishes to promote community engagement and transparency in decision-making. In relation to the review the Council will:

- Publish these terms of reference and accept submissions by post or via e-mail or the Council's website;

- Publicise the review by providing information to the relevant town and parish councils and by other printed and electronic means;
- Consult residents, local organisations and elected representatives in the areas under review.
- Make key documents available at the District Council offices and at other venues in the parishes affected;
- Consider all submissions received; and
- Publicise the outcome of the review.

2.3 The Council will notify Hertfordshire County Council that a review is to be undertaken; the County Council is a formal consultee of this process.

2.4 The Council will consider each case on its merits and on the basis of the information and evidence provided during the course of the review. The Council is mindful that proposals which are intended to reflect community identity and local linkages should be justified in terms of sound and demonstrable evidence of those identities and linkages.

3. THE TIMETABLE FOR THE REVIEW

3.1 Publication of these terms of reference formally begins the review.

Timetable for Community Governance Review of Rush Green	
Stage of process	Proposed dates
Publication of terms of reference	4 September 2023
Initial submissions	
Initial submissions invited/ publicity campaign	4 September to 27 October 2023
Deadline for initial submissions	27 October 2023
Consideration of submissions/ preparation of draft recommendations	November 2023 (report to Council meeting 13 December 2023)
Consultation on draft recommendations	
Publication of draft recommendations	22 January 2024
Consultation on draft recommendations/publicity campaign	22 January to 15 March 2024
Deadline for consultation responses	15 March 2024
Consideration of responses/ preparation of final recommendations	April/May 2024 (report to Council meeting June/July 2024 (date TBC))
Decisions & implementation	
Publication of final recommendations	July 2024

Council meeting to make any Reorganisation Order	September/October 2024 (date TBC)
Effective date for any revised electoral arrangements	6 May 2027 (next ordinary town/parish council elections)

4. ISSUES FOR CONSIDERATION IN THE REVIEW

- 4.1 The review will consider the aims set out at paragraphs 1-8 to 1.10 above and whether in relation to the Rush Green area these give rise to the need for any changes to town/parish boundaries and/or electoral arrangements.
- 4.2 A plan showing the existing town/parish and ward boundaries in the area under consideration is attached at Appendix 'A' to these terms of reference.

5. POLICIES THAT WILL GUIDE THE REVIEW

Parishes

- 5.1 The Council considers that towns/parishes should reflect distinctive and recognisable communities of interest, with their own sense of identity and that electors should be able to identify clearly with the town/parish in which they are resident. The feeling of local community and the wishes of local inhabitants are therefore important considerations in the review.
- 5.2 The Council will give careful consideration both to traditional community identities and historic town/parish arrangements; and to any changes that have happened over time, for example population movements or new development, that may have led to a different community identity in an area.
- 5.3 The Council wishes to ensure that towns/parishes should be viable as an administrative unit and should possess a precept that enables them effectively to promote the well-being of their residents and contribute to the provision of services in their areas.

Boundaries

- 5.4 The Council considers that the boundaries between towns/parishes will normally reflect the distinct community identities of the respective areas. Boundaries will often follow areas of low population between settlements or pronounced physical barriers (either natural or built) such as watercourses, marshland or moorland; parks, canals, railways or major roads.
- 5.5 The Council considers that 'natural' settlements or settlements as they are defined in the District Plan should not in normal circumstances be partitioned by town/parish boundaries.
- 5.6 Should a reorganisation of town/parish boundaries occur as a result of the review, the Council will aim to select boundaries that are and are likely to remain easily identifiable.

6. ELECTORAL ARRANGEMENTS

Electoral cycle

- 6.1 Any changes to town/parish electoral arrangements will come into effect at the next scheduled ordinary town/parish elections. Town/parish elections will take place in East Hertfordshire in May 2027 and every four years thereafter.

The number of parish councillors

- 6.2 Legislation provides that the number of councillors for each town/parish council shall not be fewer than five. There is no maximum number. Government guidance is that 'each area should be considered on its own merits, having regard to its population, geography and the pattern of communities.

Town/parish warding

- 6.3 The Council may also consider whether a town/parish should be, or should continue to be, divided into wards for the purposes of elections to the town/parish council and the number and boundaries of town/parish wards, taking account of population distribution and community identity and interests.
- 6.4 Where a town/parish is warded and continues to be so, the Council will give consideration to the number of councillors to be elected from each ward and the number of electors they represent. The Council notes that the Local Government Boundary Commission for England (LGBCE) believes it is not in the interests of effective and convenient local government, either for voters or councillors, to have significant differences in levels of representation.

7. REORGANISATION OF COMMUNITY GOVERNANCE ORDERS AND COMMENCEMENT

- 7.1 The review will be completed when the Council agrees its final recommendations. At the conclusion of the review the Council may make a Reorganisation of Community Governance Order. Copies of this order, the map(s) that show the effects of the order in detail, and the document(s) which set out the reasons for the Council's decisions (including where it has decided to make no change following a review) will be deposited at the Council's offices and copies provided to the clerk of each town or parish council affected. The information will also be published on the Council's website.
- 7.2 In accordance with Government guidance the Council will issue maps to illustrate each recommendation at a scale not smaller than 1:10,000. These maps will be deposited with the Secretary of State and prints will also be supplied in accordance with regulations to Ordnance Survey, the Registrar General, the Land Registry, the Valuation Office Agency, the Boundary Commission for England, the Local Government Boundary Commission for England and Hertfordshire County Council.
- 7.3 The provisions of any Order will take effect for financial and administrative purposes on 1 April of the year specified in the Order. Any revised electoral arrangements for a new or existing parish council will come into effect at the next ordinary parish council elections.

8. CONSEQUENTIAL MATTERS

- 8.1 A Reorganisation Order may cover any consequential matters that appear to the Council to be necessary or proper to give effect to the order. These may include the transfer and management or custody of property, the setting of precepts for new parishes, provision with respect to the transfer of any functions, property, rights and liabilities and/or provision for the transfer of staff, compensation for loss of office, pensions and other staffing matters.
- 8.2 In these matters, the Council will be guided by the relevant regulations issued under the 2007 Act. In particular, the Council notes that the regulations regarding the transfer of property, rights and liabilities require that any apportionments shall use the population of the area as estimated by the proper officer of the Council as an appropriate portion.
- 8.3 In the event that the review results in proposals to alter the electoral arrangements for a parish whose existing electoral arrangements were put in place within the previous five years by an order made either by the Secretary of State, the Electoral Commission or the LGBCE, the consent of the LGBCE will be required.

Principal area boundaries

- 8.4 Any changes made to parish boundaries as a result of this review will not automatically change the corresponding district ward or county division boundaries. In the event of a Reorganisation Order making such a change the Council may recommend to the LGBCE that the district and county boundaries are realigned along the revised parish boundary and it would be for the LGBCE to decide if related alterations should be made.
- 8.5 The LGBCE would require evidence that the Council has consulted on the recommendations as part of the review. The Council will therefore seek to include any such draft recommendations for consultation at the earliest possible opportunity should they appear desirable.
- 8.6 Where such consequential matters affect Hertfordshire County Council, the Council will also seek the views of that council with regard to alterations to electoral division boundaries in accordance with Government guidance.

Date of publication of these terms of reference: (to insert)

How to contact us

Enquiries regarding the review process and/or comments on the matters set out in these terms of reference should be directed to:

**The Electoral Services Manager,
East Hertfordshire District Council,
Wallfields,
Pegs Lane,
Hertford,
SG13 8EQ**

East Herts Council Report

Council

Date of meeting: 26 July 2023

Report by: Councillor Ben Crystall – Leader of the Council

Report title: Proposed Community Governance Reviews

Ward(s) affected: Bishop's Stortford South, Great Amwell & Stansteads, Hertford Heath & Brickendon, Hertford Kingsmead, Hertford Rural, Sawbridgeworth, Ware Priory, Ware Rural, Ware St. Mary's and Ware Trinity.

Summary – Council on 16 November 2022 agreed in principle to undertake community governance reviews of (i) Ware town and certain neighbouring parishes and (ii) the Rush Green area, with a view to considering any changes to town/parish or town/parish ward boundaries that may be desirable in those areas.

The Council's decision arose from consideration of the Local Government Boundary Commission for England's Electoral Review of East Herts and, in the case of (i) above, a request from Ware Town Council.

Council agreed that the community governance reviews should take place after the May 2023 local elections and that the Head of Legal and Democratic Services should bring forward as soon as practicable after those elections draft terms of reference for the reviews for consideration by the Council.

This report presents those draft terms of reference and proposes that the two community governance reviews identified be taken forward. It also identifies a number of further areas where a review

of community governance arrangements may be beneficial (in relation to electoral arrangements of certain town/parish councils) and proposes that consultation be undertaken with those town/parish councils in this regard.

RECOMMENDATIONS FOR COUNCIL

- a) That a community governance review be undertaken of Ware Town and parts of Wareside and Thundridge Parishes and that the draft terms of reference and indicative timetable for the review be agreed as attached at Appendix B.**
- b) That a community governance review be undertaken of the area covered by the Rush Green roundabout and that the draft terms of reference and indicative timetable for the review be agreed as attached at Appendix C.**
- c) That the Head of Legal and Democratic Services be authorised to progress the community governance reviews at a) and b) above including making any minor amendments necessary to the terms of reference and timetable for the reviews prior to formal publication.**
- d) That Tewin Parish Council, Thorley Parish Council and Sawbridgeworth Town Council be consulted as to whether they would support a community governance review being undertaken of their respective areas to address the issues regarding warding of their town/parish councils as set out at paragraphs 2.24 to 2.31 below.**

1.0 Proposal(s)

1.1 As above.

2.0 Background

2.1 The Local Government and Public Involvement in Health Act 2007 ('the 2007 Act') empowers a principal council such as East Herts District Council to review and make changes to community governance within its area. The term 'community governance' in this context relates to town and parish councils.

2.2 Changes to community governance arrangements must be made in accordance with the recommendations of a Community Governance Review (CGR) undertaken by the Council. A CGR is a review of the whole or part of the district with a view to making recommendations on one or more of the following:

- Creating, merging or abolishing parishes;
- Boundary alterations between existing parishes;
- The naming of parishes and the style of new parishes;
- The establishment of parish councils;
- The electoral arrangements for parish councils (the ordinary year of election; council size; the number of councillors to be elected to the council, and parish warding), and/or
- Grouping parishes under a common parish council or de-grouping parishes.

2.3 In undertaking a CGR, a principal council must undertake certain actions set out in the 2007 Act and must follow guidance issued by the Secretary of State and the Local Government Boundary Commission for England (LGBCE).

- 2.4 The Council may undertake a CGR at any time either in response to a specific issue such as a change in population resulting from new housing development or as part of a periodic programme of reviews (the guidance states that principal councils should consider undertaking a CGR every 10-15 years). Subject to certain qualifications a principal council must carry out a CGR if it receives a valid community governance petition or formal 'application' under the terms of the 2007 Act.

Electoral Review of East Herts 2022

- 2.5 On 16 November 2022 the Council received a report on the outcome and implementation of the LGBCE's Electoral Review of East Herts. This review resulted in changes to ward boundaries and names across East Herts at district council level, which came into effect at the local elections on 4 May 2023.
- 2.6 Although the LGBCE may make consequential changes to the warding arrangements of town and parish councils as part of an Electoral Review – and did so in this case in relation to the electoral arrangements for the town or parish councils of Bishop's Stortford, Hertford, Ware and Wareside - it is not empowered to change the external boundaries of parishes themselves. Rather it is East Herts Council using its powers as above under the 2007 Act that has responsibility for reviewing and making any changes to parish boundaries.
- 2.7 As part of a community governance review a principal council may request the LGBCE to make 'related alterations' to bring

district ward and/or county division boundaries into line with any amended parish boundaries.

2.8 The most recent community governance reviews in East Herts were undertaken in 2018 when changes were made to the boundaries between Bishops Stortford and Thorley and between Buntingford and Cottered parishes, and to the electoral arrangements of Bishop's Stortford Town Council, Thorley Parish Council and Eastwick & Gilston Parish Council.

2.9 There were two areas in the LGBCE's 2022 report where the Commission suggested that it may be appropriate for the Council to undertake a community governance review following the implementation of its recommendations, as set out below. In relation to one of these a separate request for a review was also received from the relevant town council.

2.10 Council on 16 November 2022 agreed in principle to undertake the community governance reviews suggested and that the Head of Legal and Democratic Services should bring forward after the May 2023 local elections draft terms of reference for consideration by the Council.

Proposed community governance review – Ware and parts of Wareside and Thundridge

2.11 The current boundary of Ware Town Council follows quite closely the built-up residential area of the town. As a result, the proposed North and East Ware housing development designated in the East Herts Local Plan (2018) as WARE2, lies in the main outside the town boundary and within the parishes of Wareside and a small part of Thundridge.

2.12 The LGBCE's recommendations addressed this matter by extending the northern boundary of Ware Trinity district ward to include most of the new development within the ward, with a new single-councillor Ware Rural ward composed of the parishes of Thundridge, Widford and part of Wareside.

2.13 Ware Town Council considers that a similar logic should apply to parish boundaries and agreed on 18 July 2022 to write to East Herts Council requesting a community governance review with a view to expanding the Ware town boundary to include the whole of the designated area for WARE2. A copy of Ware Town Council's request is attached at Appendix A to this report.

2.14 In relation to the LGBCE's recommendations, the proposed boundary near Moles Farm and the A10 does not follow the entirety of the residential development. The LGBCE explained that this is because it decided to follow the existing parish and county division boundary and has suggested that a community governance review would be the most effective way to make parish boundary changes in this area, with a subsequent request to the Commission for related alterations to update the district ward and county division boundaries accordingly.

2.15 The LGBCE also suggested a further area of Ware for a possible community governance review. This is to tidy up the boundary between Ware St Mary's and Ware Priory wards, which appears to unnecessarily split a number of roads.

Again, this is because the LGBCE decided to follow the county division boundary in the first instance. Ware Town Council has also identified this issue in its request for a review, together with a number of other detailed changes to the town wards and boundary that it would wish to see addressed.

Proposed community governance review - Rush Green

2.16 The LGBCE received a number of requests that the Rush Green roundabout should be incorporated into a single ward so that issues pertaining to the roundabout could be directed to a single ward councillor, rather than being split between four wards as currently. However, the legislation governing Electoral Reviews (the Local Democracy, Economic Development and Construction Act 2009) requires the LGBCE, where it proposes a principal council ward boundary that cuts across a parish ward or unwarded parish, to create an equivalent parish ward boundary. Therefore, placing the entirety of the roundabout in one of the four existing wards would have required the creation of a parish ward with no electors, which would not promote effective and convenient local government. Again, the Commission suggested that a community governance review with a subsequent request for related alterations may be the most appropriate process for addressing this issue.

Community governance reviews – process, timing and terms of reference

2.17 The Council may decide how to undertake a CGR, provided it complies with the legislation and statutory guidance. The review must include a period or periods of public

consultation and must satisfy certain requirements in relation to the publication of recommendations and consideration of representations received.

2.18 When undertaking a review the Council must have regard to the need to secure community governance that reflects the identities and interests of the community in the area, and that is effective and convenient. The Council must consult local electors in the area under review and other persons or agencies who appear to have an interest in the review. The Council must take into account any representations it receives as part of the review. In relation to proposed electoral arrangements, a CGR must take into account projected electorate figures over a five year period.

2.19 A community governance review will typically take up to 12 months to complete (and in the case of a review triggered by a statutory petition or request must be completed within this timescale). Following the statutory process, if the Council accepts the recommendations arising from a review it will make a Community Governance Reorganisation Order to implement the proposals.

2.20 Any revised electoral arrangements made as a result of a community governance review will then come into effect at the next ordinary local elections (i.e. in May 2027).

2.21 Draft terms of reference for the proposed community governance reviews of Ware, Wareside and Thundridge and Rush Green are attached at Appendices B and C respectively.

Other possible areas for review

2.22 In addition to the reviews proposed above by the LGBCE and Ware Town Council, officers have identified a number of town/parish councils where there may be potential to enhance community governance by revisiting the arrangements currently in place. These represent relatively minor changes to electoral arrangements and no changes are proposed to the external boundaries of any of the parishes.

2.23 Members are invited to consider whether consultation should be held with the town/parish councils below to ascertain whether they would welcome a community governance review of their area(s) to address the issue(s) identified:

Tewin Parish Council

2.24 Tewin Parish is currently divided into two wards – Tewin North and Tewin South - for electoral purposes. This reflects the previous situation under which the boundary between the former district council wards of Hertford Rural North and Hertford Rural South ran through the parish.

2.25 Following the changes recommended by the LGBCE and implemented in May 2023, the whole of Tewin Parish now falls within the new district ward of Hertford Rural. Subject to consideration of any other reasons why it may be desirable for any area or areas of the parish to be separately represented, the opportunity now exists to consider whether Tewin Parish should in future be unwarded, with a single election of councillors being held for the whole parish.

Thorley Parish Council

2.26 Thorley Parish is currently divided into two wards – Thorley Rural and Thorley Urban - for electoral purposes. This reflects the previous situation under which the boundary between the former district council wards of Bishop's Stortford South and Much Hadham ran through the parish.

2.27 Following the changes recommended by the LGBCE and implemented in May 2023, the whole of Thorley Parish now falls within the new district ward of Bishop's Stortford South. Subject to consideration of any other reasons why it may be desirable for any area or areas of the parish to be separately represented, the opportunity now exists to consider whether Thorley Parish should in future be unwarded, with a single election of councillors being held for the whole parish.

Sawbridgeworth Town Council

2.28 Sawbridgeworth town council is currently not divided into wards, with a single election of councillors being held for the whole area of the town council, which is coterminous with the district council ward of Sawbridgeworth.

2.29 In considering whether or not a parish/town should be divided into wards, the 2007 Act requires that consideration be given to whether:

- a) The number, or distribution of the local government electors for the parish/town would make a single election of councillors impracticable or inconvenient; and
- b) It is desirable that any area or areas of the parish should be separately represented.

2.30 There are currently 6,933 local government electors registered in Sawbridgeworth, electing 12 town councillors. At the ordinary elections to the town council in 2019 and 2023 there were 18 and 17 candidates respectively, leading to lengthy ballot papers and a protracted election count.

2.31 It is suggested that Sawbridgeworth Town Council be consulted on whether there would be any wish to examine, through a community governance review, the desirability of the town being divided into wards for the purpose of electing town councillors at future elections.

3.0 Reason(s)

3.1 The changes to warding arrangements recommended by the LGBCE took effect at the May 2023 local elections.

3.3 The proposed community governance reviews will ensure that parish/town boundaries and wards are reviewed in the light of the changes to district ward boundaries with a view to putting in place governance arrangements at parish/town level that are effective and convenient and reflect community interest and identities.

4.0 Options

4.1 The option exists for the Council to decide not to proceed with the community governance reviews outlined in the report.

4.2 However, this option is not recommended as a community governance review represents an opportunity to put in place parish/town governance arrangements that reflect community interests and identities and promote efficient and convenient

local government and to address any anomalous boundaries. In relation to the proposed Ware/Wareside/Thundridge and Rush Green reviews, the LGBCE has suggested that the Council should consider taking these forward.

5.0 Risks

5.1 Failure to undertake the community governance reviews proposed would carry a risk that community governance arrangements going forward do not fully reflect community interests and identities or promote efficient and convenient local government.

5.2 In addition, the 2007 Act provides for local electors to petition for a review, which the Council would have to complete within 12 months of receipt of a valid petition under the Act.

5.3 It will be necessary for adequate staff resources within the Electoral Services team or elsewhere in the authority to be allocated to ensure that the reviews can be completed within the timetable required.

6.0 Implications/Consultations

Community Safety

No

Data Protection

No

Equalities

Yes – The proposed community governance reviews will include consultation with local electors and other interested parties including organisations working with and on behalf of under-represented

groups. The guidance issued by the Secretary of State and LGBCE states that 'community cohesion is about local communities where people should feel they have a stake in the society, and in the local area where they live by having the opportunity to influence decisions affecting their lives. This may include what type of community governance arrangements they want in their local area. The 2007 Act requires principal councils to have regard to the need to secure that community governance reflects the identity and interests of local communities; the impact on community cohesion is linked strongly to it'.

Environmental Sustainability

No

Financial

Yes – Undertaking the proposed community governance reviews will give rise to costs, in particular relating to staff resources to manage and report on the reviews and the preparation and production of publicity/consultation materials. These costs will be met from within the existing budgets and staffing resources of the relevant council services.

Health and Safety

No

Human Resources

No

Human Rights

No

Legal

Yes – The relevant legal provisions, powers and duties of the Council in relation to the each matter covered by this report are set out in the main body of the report.

Specific Wards

Yes – The proposals for the community governance reviews of Ware/Wareside/Thundridge and Rush Green affect in particular the district wards of Great Amwell & Stansteads, Hertford Heath & Brickendon, Hertford Kingsmead, Ware Priory, Ware Rural, Ware St. Mary's and Ware Trinity. The proposals to consult certain town/parish councils regarding possible further reviews affect in particular the district wards of Bishop's Stortford South, Hertford Rural and Sawbridgeworth.

7.0 Background papers, appendices and other relevant material

7.1 Background papers:

- 'New electoral arrangements for East Herts District Council Final recommendations' - report of the Local Government Boundary Commission for England, August 2022
- 'Guidance on community governance reviews' – DCLG/LGBCE, March 2010

7.2 Appendices:

- Appendix A: Proposal for a Community Governance Review for Ware – discussion paper from Ware Town Council, 18 July 2022.
- Appendix B: Community Governance Review of Ware and parts of Wareside and Thundridge – draft terms of reference
- Appendix C: Community Governance review of Rush Green – draft terms of reference

Contact Member

Cllr Ben Crystall – Leader of the Council
ben.crystall@eastherts.gov.uk

Contact Officer

Appendix J

Cycling suggestions in Sawbridgeworth for LCWIP on behalf of Sustainable Sawbridgeworth

Proposals from Sawbridgeworth Town LCWIP (August 2018):

1. P5: Create cycle link between sections of The Forebury, designed to also accommodate wheelchairs and mobility scooters. This should be extended to create cycle route between town centre and the Station.
2. R3 Introduce two-way (contraflow) cycling on Bell St by adding "Except Cycles" exemption to No Entry signs, with clear road markings showing that cyclists might be travelling westbound. This could be combined with improved crossing points with build outs on the northern side of the road to slow traffic.
3. Cycleway along A1184 to Leventhorpe School (plan 21 page 36 of Sawbridgeworth LCWIP. I think this could be achieved easier if we just widened the existing pavement and made it into a shared cycle/footpath?
4. We need to look at linking up cycleways installed on the new developments on West Road. These should be joined up with routes to Mandeville and Leventhorpe Schools as per the developers original proposals.
5. The new proposed route (NCR 11) heading out on footpath parallel to West Road. Will join up Harlow/Stortford/Sawbridgeworth using existing quiet roads and bridleways. As sent in previous email.

Walking suggestions in Sawbridgeworth for LCWIP on behalf of Sustainable Sawbridgeworth

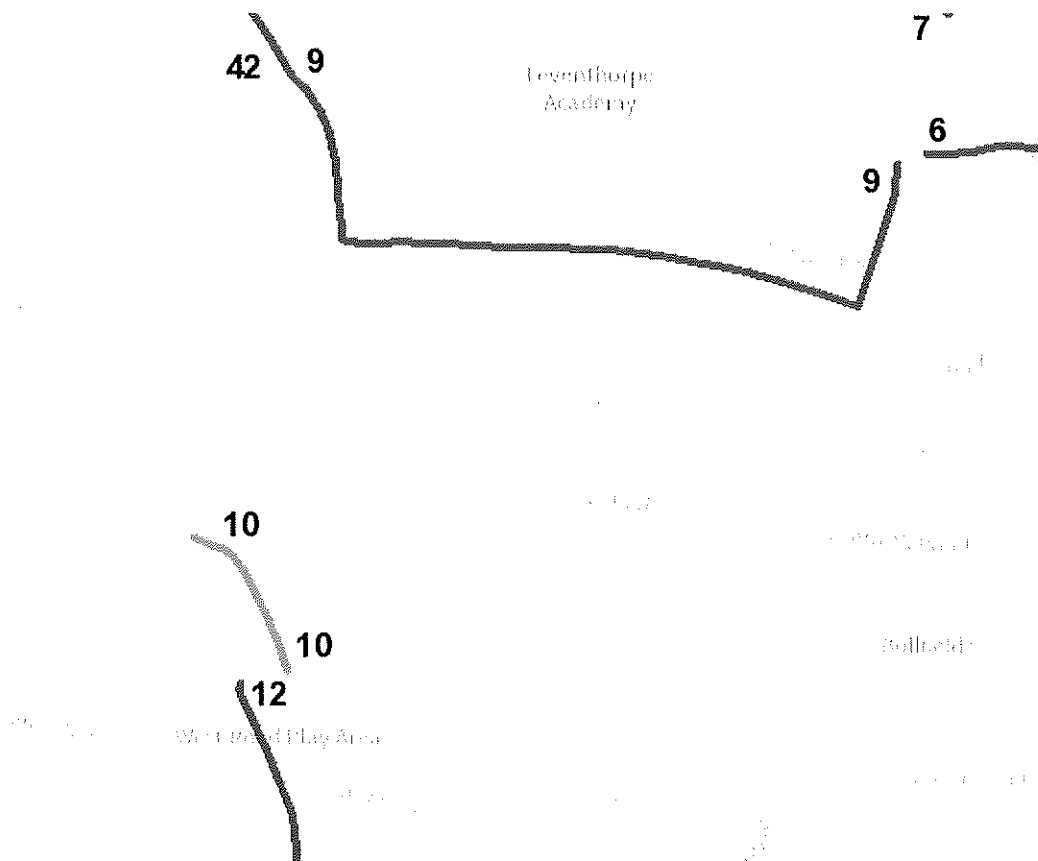
General

It is extremely important there are primary routes in the LCWIP which are off the main road and away from air pollution and the AQMA in particular – we understand this has also been requested by HCC's Air Quality officer.

In addition, we understand that the Sawbridgeworth Local Cycling and Walking Plan from 2018 will be used for developing the LCWIP and have referenced some specific walking related proposals below.

Footpaths

1. Make footpath 9 and footpath 10 usable in all weathers and all year round to allow access from West Road across to London/Cambridge Road/A1184 linking Mandeville and Leventhorpe schools – this will enable school pupils and others to walk more direct routes avoiding heavy pollution on the main road which is in Sawbridgeworth's AQMA. The paths need to be all weather because in wet weather they are currently too muddy and become unusable.



2. Ensure that it is possible for people to walk through the new Taylor Wimpey (SAWB2) estate to link to footpath 9.
3. For a more direct route, create a footpath along the edge of the Football Club as shown in green below. This may need either the Football Club to dedicate the route or the landowner to dedicate the field edge path. Alternatively, if it can be proved that the route has been regularly used by the public for a long period, then it should be possible to apply for a modification order to establish that a path has come into being through usage.



4. Pavement required – there is no pavement between the top of Vantorts Hill and Fair Green outside 25 Vantorts Road. This land should be compulsory purchased and made into a pavement to ensure the safety of pedestrians who currently have not pavement on either side of the road. This is a busy walking route for families and children to school and dangerous for the steady number of pedestrians who have to walk in the road.

Sawbridgeworth Local Cycling and Walking Plan – from 2018

There are also several suggestions contained within this document that should be acted upon:

P1 Improved crossing of A1184 at The Leventhorpe School:

- Convert to Toucan with extended green periods for people crossing at school peaks, linked to A1184 London Road/Station Road junction signals (alternatively consider parallel crossing)
- Significantly widen footway on east side, with better drainage and parking removed
- Extend shared use between crossing and existing shared use footway to north

P6 Improvements to existing crossings (some in place of refuges):

- A Parallel crossing (“cycling zebra”) – Station Road west of junction with The Forebury (with improved footway on south side)
- Zebra crossing – A1184 by junction with Cutforth Road
- Pelican or zebra crossing – A1184 south side of junction with High Wych Road
- Pelican crossing – A1184 north side of junction with Redricks Lane (including remodelled junction)
- Zebra crossing on raised table – High Wych Road outside High Wych C of E Primary School
- Toucan crossing – A1184 at entrance to Pishiobury Park

P8 Sawbridgeworth Station:

- Redesign forecourt to create bus stop with shelter (alternatively consider use of car park for drop-off and pick-up), limited to disabled drop-off/pick-up space only
- Move main drop-off / pick-up to car park with signing and restrictions at station
- New zebra crossing between Sawbridgeworth Station and car park, possibly on raised table to help reduce speeds (will require discussions with Network Rail)

P12 New raised table at junction of High Wych Rd and entrance to Rivers Hospital, with continuous footway crossing of hospital access road

P13 New raised table at junction of High Wych Road and western arm of High Wych Lane, with zebra crossing of High Wych Road to east and dropped kerbs on eastern arm of High Wych Lane

G4 New coherent wayfinding (direction) signs for walking and cycling, based on a consistent and agreed set of destinations.

Appendix K

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Christopher Hunt
Subject: Clerks report, 13th July 2023 1:30pm
Date: 31st July 2023

Police and Town Council meeting

Cllr Ruth Buckmaster
Cllr Eric Buckmaster
Clerk Chris Hunt
CI David Cooke
Insp Mark Collins
Sergeant Tre Funes-Walker

A constructive meeting was held with Sawbridgeworth Town Council and representatives from East Herts police.

Concerns were raised by the Mayor Cllr Ruth Buckmaster on Police staffing numbers following the retirement of PCSO Paul Weston who had not been replaced.

CI Cooke highlighted that positive recruitment for police officers had taken place and this will see current vacancies in all police departments seeing an uplift as these officers' gain experience and specialist training.

Insp Collins highlighted that actual crime had not increased in the town but it may be the perception from reports on social media as well as cold fact reporting by the police that has impacted on this. It was agreed that Cllr Pagdades will work with local officers to produce reports ensuring more detail of positive police activity should be included on less visible activity such as water safety and mini police.

Cllr Eric Buckmaster highlighted the good partnership work recently completed with local officers to address to parking issues and the positive OWL messaging. It was agreed to try further engagement in a partnership approach with police staff and councillors utilising a mobile office-based vehicle. This could be used as a base to work from in selected areas in the town for members of the community to attend or officers and councillors complete house to house discussions.

Actions

- Sergeant Funes-Walker will liaise with councillors to build relationships and collate thoughts on local crime and ASB concerns.
- A joint police and councillor survey should be publicised to assess public feeling so the main concerns can be addressed.

- The Clerk will set up the shared working space to allow Police and Council staff to work in the offices together with docking stations for laptops and space for members of the public to attend and speak to officers in privacy if required.

Appendix L

SAWBRIDGEWORTH HOMES FOR UKRAINE SUPPORT GROUP

UPDATE FOR SAWBRIDGEWORTH TOWN COUNCIL MEETING ON 31 JULY 2023

WAR UPDATE

The 'highlights' from the Washington Institute for the Study of War's analysis as of 18 July

- The July 17 attack on the Kerch Strait Bridge will have an impact on Russian logistics as tourist traffic to/from occupied Crimea hinders Russian logistics in southern Ukraine.
- The Russian milblogger (military blogger) response to the Kerch Strait Bridge attack largely criticized Russian authorities for failing to secure the bridge.
- The Wagner Group continues to prepare a permanent presence in Belarus. They reportedly suffered an 80 per cent casualty rate and a 28 per cent killed-in-action rate in Ukraine.
- Russia continues to reorganize its military structure after the Wagner Group's armed rebellion. Russian opposition outlet Verstka reported that at least eight Russian military commanders, have been removed, without reappointing them to new positions, since the start of the war.
- Ukrainian forces continued making slow progress with counteroffensive operations on at least three sectors of the front, including counteroffensive operations in the Bakhmut area and advances near the Donetsk-Zaporizhia administrative border.
- Russian occupation authorities continue to artificially increase the number of Russian citizens in occupied Ukraine ahead of the September regional elections.

Plus: Russia has withdrawn its 'approval' of the grain export scheme from allegedly not connected to the Kerch bridge attack but to arrangements for its own exports. Zelensky, unsurprisingly, sees a way forward without Russia, with UN and Turkish 'protection'... Russia has since announced that from 20 July, 'all vessels on the Black Sea sailing to Ukrainian ports will be regarded as potential carriers of military cargo'. Ukraine has threatened to do the same. It is hard to understand why this is not being challenged or resolved by the international community, as it is a global issue.

As ever, lots of warm words of support for Ukraine and international condemnation:

Following the 2023 Vilnius summit: NATO condemns in the strongest possible terms Russia's brutal and unprovoked war of aggression against Ukraine - which is an independent, peaceful and democratic country, and a close NATO partner. NATO and Allies continue to provide Ukraine with unprecedented levels of support, helping to uphold its fundamental right to self-defence.

G7 commitment, July 12, 2023

We, the Leaders of the Group of Seven (G7), reaffirm our unwavering commitment to the strategic objective of a free, independent, democratic, and sovereign Ukraine, within its internationally recognized borders, capable of defending itself and deterring future aggression. ... We will stand with Ukraine as it defends itself against Russian aggression, for as long as it takes.

UK statement on the human rights situation in Ukraine and Crimea, 12 July 2023.
Last week marked 500 days since Russia's illegal invasion of Ukraine. 500 days not of friendship for the Charter, but its daily flouting. 500 days of atrocities. More than 500 children killed. Thousands of civilians killed. Millions displaced. Schools, hospitals and homes destroyed. Ukraine's fertile fields flooded and mined, not producing food for the world. Tens of thousands of civilians detained, countless among them tortured. Children stolen from their families, their Ukrainian identity denied...How can the international community support those thousands of civilians arbitrarily detained by Russia?

13 July: Deputy Ambassador Deirdre Brown calls on Russia to renew the Black Sea Grain Initiative and stop endangering global food security.

Before February 2022, Ukraine was one of the world's top agricultural exporters, feeding up to 400 million people globally. Russia's illegal and unprovoked full-scale invasion has not only dramatically threatened Ukraine's food security, but also put millions around the world at risk of hunger... However, hope was restored when the UN and Türkiye brokered a deal that enabled grain shipments to leave Ukraine, signing the Black Sea Grain Initiative in July 2022.

...33 million tonnes of grain and other foodstuffs have been exported under the Initiative since 1 August 2022. In particular, these exports have enabled countries that need it most to secure more affordable grain. Crucially, the World Food Programme has once again been able to procure wheat from Ukraine at the same volumes as in 2021, purchasing 725,000 tonnes through the Initiative to support humanitarian operations in Afghanistan, Ethiopia, Kenya, Somalia, Sudan and Yemen...

Mark Sedwill in the FT (member of the House of Lords and former UK national security adviser, points out that NATO, post Vilnius, needs to, inter alia:

- invest in its defence industries, so that production of equipment and ordnance can be increased when a crisis arises
- signal to Russia that any use of nuclear weapons anywhere, not just in Nato territory, could be met with force
- recognize the impacts of climate change, the tech revolution, ageing populations, migration, and competition for raw materials critical to the green transition and engage with those countries who are rediscovering the appeal of non-alignment and reinvest in relationships with, for example, Brazil, India, South Africa, and the Gulf. Although few support Putin's invasion, they also complain of western arrogance and double standards. More private western investment in the global south could be unleashed if underwritten by political investment in sustained and stable relationships.

Crucially, he says that the summit fell short on Ukraine:

... Putin will have seen a glimmer of opportunity in the Nato frictions ... and scratchiness about Ukrainian gratitude...Nato should not relax after the Vilnius summit. Instead, in his last year as secretary-general, Jens Stoltenberg should secure three commitments for Ukraine: more weapons now to support this year's counteroffensive; long-term support for developing the advanced capabilities to repel and thus deter future Russian aggression; and that guaranteed road map to Nato membership. As governments across the world wrestle with climate change, the tech revolution, ageing populations, migration and the retreat from globalisation, how the western alliance meets this challenge will determine how others align themselves in this era of strategic competition and thus who writes the history of the 21st century. It is a decisive period.

VISAS

Total Ukraine Scheme visa applications received: 302,100

Data is as of 11 July 2023 and comprised of:

- **Ukraine Family Scheme: 99,900**
- **Ukraine Sponsorship Scheme: 202,300**

Total Ukraine Scheme visas issued to people: 234,600

- **Ukraine Family Scheme visas: 69,300**
- **Ukraine Sponsorship Scheme visas: 165,300**

Total arrivals of Ukraine Scheme visa-holders in the UK: 180,600 as of 10 July 2023:

- **53000 arrivals via Ukraine Family Scheme**
- **127.600 arrivals via Ukraine Sponsorship Scheme**

Data for England (individual sponsorship): applications/visas/arrivals: 139,238/ 114,075/ 94,614

Herts/East Herts:

- **Visa applications/issued/arrivals (Herts): 3048/2585/2185 (2986/2552/2155).**
- **Visa applications/issued/arrivals (East Herts): 480/409/356 (475/404/355).**

The United Nations Refugee Agency reported in February that more than 18 million people left the country during the full-scale war. At the same time, more than 9.9 million had returned (as of 11 May 2023). UNHCR reports 6.3m displaced Ukrainians globally and 21m border crossings from Ukraine and 14.5m crossings back into Ukraine, the bulk to and from Poland, since February 2022.

DONATIONS

There is Nick Hill's new Ukraine Humanitarian Hub appeal on Facebook:

https://www.justgiving.com/crowdfunding/ukrainehumanitarianhub?utm_term=4dqkZGYve&fbclid=IwAR07zpuE9fp7r75t55DfvD4lcYqT0BbOzH6J4nY-BvyN4U2-NOed2vAICAs

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

https://www.gofundme.com/f/helpukraine?utm_medium=email&utm_source=product&utm_campaign=p_email_m_pd-5332-donation-receipt-adyen&utm_content=internal

There is also the President's own Fund (above), United24, which is split into defence, humanitarian demining, medical aid, rebuilding and education and science, with accompanying reports.

<https://u24.gov.ua/>

In Sawbridgeworth

We had an enjoyable get-together on 8 July, at the request of the Ukrainians there was an opportunity for them to talk to us/present themselves/ask questions in English. We have some very competent English speakers. We have arranged a fundraising concert on Sunday 20 August at SECC at 1800 by a classic accordion duo from Kyiv. The mayor has kindly agreed to support it and our MP has been invited. Entry is free but donations will be encouraged to the President's United24 <https://u24.gov.ua/>

SECC Minister Gary Hanson and Anna KASIMOVA revisited our schools and a total of £1872 was raised for Ukraine.

Following the end of the school year, many are returning to Ukraine, and we don't yet know how many with return. Difficult decisions for them. However, the predominant feeling is great affection for their hosts and the people of Sawbridgeworth and our friendliness and hospitality, which is good to know and reflects well on us as a town.

English lessons: will continue to take place during the summer in Church Park or at the Sawbridgeworth Evangelical Congregational Church.

DAVID ROYLE 210723

Appendix M

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4001 Carter L.						20.1%	
4003 Sargent J						17.3%	
4004 Parrish S						0.0%	
4005 Dale L						20.1%	
4008 Jones J						0.0%	
4011 V Derrick						19.5%	
4013 Crank D						0.0%	
4015 C Hunt						14.3%	
4016 A Robinson						0.0%	
4018 Langley G						0.0%	
029 Salary Recharge						0.0%	
4035 NIC	11,257	35,000	23,743		23,743	32.2%	
4040 Pension	6,220	35,744	29,524		29,524	17.4%	
Staff :- Indirect Expenditure	<u>43,557</u>	<u>221,845</u>	<u>178,288</u>	<u>0</u>	<u>178,288</u>	<u>19.6%</u>	<u>0</u>
Net Expenditure	<u>(43,557)</u>	<u>(221,845)</u>	<u>(178,288)</u>				
<u>200 General Administration</u>							
1076 Precept	214,662	429,324	214,662			50.0%	
1090 Interest Received	1,305	750	(555)			174.0%	
1999 Miscellaneous Income	127	0	(127)			0.0%	
General Administration :- Income	<u>216,093</u>	<u>430,074</u>	<u>213,981</u>			<u>50.2%</u>	<u>0</u>
4070 Subscriptions	1,914	2,495	581		581	76.7%	
4075 IT Support	4,785	9,000	4,215		4,215	53.2%	
4080 Training (Members)	68	1,200	1,132		1,132	5.7%	
4081 Travel Expenses	121	500	379		379	24.1%	
4082 Training (Staff)	0	2,000	2,000		2,000	0.0%	
4083 Clerks Expenses	0	250	250		250	0.0%	
4090 IT Development	0	1,000	1,000		1,000	0.0%	
4095 Photocopy Charges	330	2,000	1,670		1,670	16.5%	
4100 Telephone/Broadband	753	2,500	1,747		1,747	30.1%	
4105 Postage	166	900	734		734	18.4%	
4110 Stationery	289	750	461		461	38.5%	
4115 Insurance	0	7,554	7,554		7,554	0.0%	
4120 Bank Charges	60	600	540		540	10.0%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	249	1,500	1,251		1,251	16.6%	
4135 Office Care	592	2,500	1,908		1,908	23.7%	
4140 Office Equipment	25	3,000	2,975		2,975	0.8%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 Accountancy Services	(133)	1,700	1,833		1,833	(7.8%)	
4185 Audit	(2,050)	2,500	4,550		4,550	(82.0%)	
4190 Professional Fees	(258)	3,000	3,258		3,258	(8.6%)	
4195 Tourism	171	500	329		329	34.3%	
4200 Web-site	738	2,000	1,263		1,263	36.9%	
4201 Web-site development	738	1,000	263		263	73.8%	
4215 Town Signs	0	500	500		500	0.0%	
4990 Contingency	1,813	2,500	687		687	72.5%	
4999 Miscellaneous Costs	100	0	(100)		(100)	0.0%	
General Administration :- Indirect Expenditure	10,472	52,199	41,727	0	41,727	20.1%	0
Net Income over Expenditure	205,621	377,875	172,254				
210 Democratic Services							
1335 Civic Dinner Income	0	5,000	5,000			0.0%	
Democratic Services :- Income	0	5,000	5,000			0.0%	0
4310 Election Expenses	9,572	8,870	(702)		(702)	107.9%	3,850
4315 Mayor's Allowance	1,280	1,500	220		220	85.3%	
4330 Civic Events	237	2,500	2,263		2,263	9.5%	
4335 Civic Dinner Expenditure	0	5,000	5,000		5,000	0.0%	
Democratic Services :- Indirect Expenditure	11,089	17,870	6,781	0	6,781	62.1%	3,850
Net Income over Expenditure	(11,089)	(12,870)	(1,781)				
6000 plus Transfer from EMR	3,850						
Movement to/(from) Gen Reserve	(7,239)						
220 Grants							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	75	75		75	0.0%	
4375 Grants - Citizens' Awards	91	250	159		159	36.2%	
4380 Grants - Other	0	2,500	2,500		2,500	0.0%	
Grants :- Indirect Expenditure	91	4,825	4,734	0	4,734	1.9%	0
Net Expenditure	(91)	(4,825)	(4,734)				
300 Civic Centre							
1400 Rental Income	80	500	420			16.0%	
Civic Centre :- Income	80	500	420			16.0%	0

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	7,535	0	(7,535)		(7,535)	0.0%	
4405 Rates	2,710	9,500	6,790		6,790	28.5%	
4410 Heat & Light	1,669	5,000	3,331		3,331	33.4%	
4415 Water	60	600	540		540	10.0%	
4420 Maintenance	1,876	2,080	204		204	90.2%	
4425 Fixtures & Fittings	0	1,040	1,040		1,040	0.0%	
4445 New Equipment	42	8,000	7,958		7,958	0.5%	
Civic Centre :- Indirect Expenditure	13,893	26,220	12,327	0	12,327	53.0%	0
Net Income over Expenditure	(13,813)	(25,720)	(11,907)				
<u>310 Police Suite</u>							
4420 Maintenance	0	250	250		250	0.0%	
Police Suite :- Indirect Expenditure	0	250	250	0	250	0.0%	0
Net Expenditure	0	(250)	(250)				
<u>320 Hailey Centre</u>							
4420 Maintenance	0	2,080	2,080		2,080	0.0%	
Hailey Centre :- Indirect Expenditure	0	2,080	2,080	0	2,080	0.0%	0
Net Expenditure	0	(2,080)	(2,080)				
<u>330 Other Rented Accommodation</u>							
4400 Rent	815	3,150	2,335		2,335	25.9%	
Other Rented Accommodation :- Indirect Expenditure	815	3,150	2,335	0	2,335	25.9%	0
Net Expenditure	(815)	(3,150)	(2,335)				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	14	750	736			1.8%	
1510 Allotment Water Income	3	200	198			1.3%	
Bullfield Allotments :- Income	16	950	934			1.7%	0
4415 Water	100	500	400		400	20.0%	
4420 Maintenance	0	1,500	1,500		1,500	0.0%	
Bullfield Allotments :- Indirect Expenditure	100	2,000	1,900	0	1,900	5.0%	0
Net Income over Expenditure	(84)	(1,050)	(966)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
410 Bellmead Allotments							
1500 Allotment Rent Income	16	120	104			13.5%	
1510 Allotment Water Income	3	30	28			8.3%	
Bellmead Allotments :- Income	<u>19</u>	<u>150</u>	<u>131</u>			<u>12.5%</u>	<u>0</u>
4415 Water	22	50	28		28	44.1%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>22</u>	<u>300</u>	<u>278</u>	<u>0</u>	<u>278</u>	<u>7.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(3)</u>	<u>(150)</u>	<u>(147)</u>				
420 Vantorts Allotments							
1500 Allotment Rent Income	0	125	125			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	<u>0</u>	<u>150</u>	<u>150</u>			<u>0.0%</u>	<u>0</u>
4415 Water	18	100	82		82	17.9%	
4420 Maintenance	0	750	750		750	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>18</u>	<u>850</u>	<u>832</u>	<u>0</u>	<u>832</u>	<u>2.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(18)</u>	<u>(700)</u>	<u>(682)</u>				
430 Southbrook Allotments							
1500 Allotment Rent Income	35	1,000	965			3.5%	
1510 Allotment Water Income	8	175	168			4.3%	
Southbrook Allotments :- Income	<u>43</u>	<u>1,175</u>	<u>1,132</u>			<u>3.6%</u>	<u>0</u>
4415 Water	1,935	250	(1,685)		(1,685)	774.0%	
4420 Maintenance	240	1,000	760		760	24.0%	
Southbrook Allotments :- Indirect Expenditure	<u>2,175</u>	<u>1,250</u>	<u>(925)</u>	<u>0</u>	<u>(925)</u>	<u>174.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,132)</u>	<u>(75)</u>	<u>2,057</u>				
440 Cemetery							
1550 Burial Fees	3,130	25,000	21,870			12.5%	
1560 Memorial Fees	455	1,485	1,030			30.6%	
1570 Grave Digging Income	760	1,200	440			63.3%	
1580 Trees	425	2,700	2,275			15.7%	
1581 Benches	0	3,108	3,108			0.0%	
1582 Plaques	460	330	(130)			139.4%	
Cemetery :- Income	<u>5,230</u>	<u>33,823</u>	<u>28,593</u>			<u>15.5%</u>	<u>0</u>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4029 Salary Recharge	2,778	14,013	11,235		11,235	19.8%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4415 Water	33	150	117		117	21.8%	
4420 Maintenance	160	5,000	4,840		4,840	3.2%	
4440 New Area	0	5,000	5,000		5,000	0.0%	
4441 Cemetery Development	4,045	0	(4,045)		(4,045)	0.0%	4,045
4520 Skip Hire	550	3,300	2,750		2,750	16.7%	
4530 Trees	272	360	89		89	75.4%	
4531 Benches	1,256	1,860	604		604	67.5%	
4532 Plaques	172	125	(47)		(47)	137.4%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	9,265	31,308	22,043	0	22,043	29.6%	4,045
Net Income over Expenditure	(4,035)	2,515	6,550				
6000 plus Transfer from EMR	4,045						
Movement to/(from) Gen Reserve	10						
<u>445 Gt St Marys Closed Cemetery</u>							
4029 Salary Recharge	0	1,750	1,750		1,750	0.0%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4420 Maintenance	0	7,250	7,250		7,250	0.0%	
Gt St Marys Closed Cemetery :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
<u>450 Playground</u>							
4420 Maintenance	0	5,000	5,000		5,000	0.0%	
Playground :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
<u>460 Rivers Heritage Site & Orchard</u>							
4700 RHSOG	0	2,600	2,600		2,600	0.0%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	0	2,600	2,600	0	2,600	0.0%	0
Net Expenditure	0	(2,600)	(2,600)				
<u>500 Groundsman</u>							
1600 SYPRC Income	180	0	(180)			0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1603 Public Toilet Income	200	1,000	800			20.0%	
Groundsman :- Income	<u>380</u>	<u>1,000</u>	<u>620</u>			<u>38.0%</u>	<u>0</u>
4029 Salary Recharge	7,817	34,274	26,457		26,457	22.8%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	213	6,000	5,788		5,788	3.5%	
4602 Bell St Convenience Repairs	0	4,000	4,000		4,000	0.0%	
4615 Ranger's Mower	621	1,500	879		879	41.4%	
4620 Ranger's Tools	665	1,000	335		335	66.5%	
4625 Mower Costs	0	9,000	9,000		9,000	0.0%	
4630 CCTV	2,102	2,500	398		398	84.1%	
4635 CCTV Extension	4,330	5,500	1,170		1,170	78.7%	
Groundsman :- Indirect Expenditure	<u>15,749</u>	<u>64,774</u>	<u>49,025</u>	<u>0</u>	<u>49,025</u>	<u>24.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,368)</u>	<u>(63,774)</u>	<u>(48,406)</u>				
<u>600 Fun on the Field</u>							
1670 Event Income	0	1,000	1,000			0.0%	
Fun on the Field :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4029 Salary Recharge	0	900	900		900	0.0%	
4045 Subcontracted Labour	0	500	500		500	0.0%	
4670 Event Costs	400	1,000	600		600	40.0%	
4675 Publicity	0	100	100		100	0.0%	
Fun on the Field :- Indirect Expenditure	<u>400</u>	<u>2,500</u>	<u>2,100</u>	<u>0</u>	<u>2,100</u>	<u>16.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(400)</u>	<u>(1,500)</u>	<u>(1,100)</u>				
<u>610 Events General</u>							
4670 Event Costs	284	1,000	716		716	28.4%	
4675 Publicity	0	500	500		500	0.0%	
Events General :- Indirect Expenditure	<u>284</u>	<u>1,500</u>	<u>1,216</u>	<u>0</u>	<u>1,216</u>	<u>18.9%</u>	<u>0</u>
Net Expenditure	<u>(284)</u>	<u>(1,500)</u>	<u>(1,216)</u>				
<u>620 Christmas Festival</u>							
1670 Event Income	0	400	400			0.0%	
Christmas Festival :- Income	<u>0</u>	<u>400</u>	<u>400</u>			<u>0.0%</u>	<u>0</u>
4029 Salary Recharge	0	1,000	1,000		1,000	0.0%	
4045 Subcontracted Labour	0	350	350		350	0.0%	
4670 Event Costs	400	1,000	600		600	40.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4675 Publicity	0	500	500		500	0.0%	
4685 Christmas Lights	0	15,000	15,000		15,000	0.0%	
4690 Competitions	0	600	600		600	0.0%	
Christmas Festival :- Indirect Expenditure	400	18,450	18,050	0	18,050	2.2%	0
Net Income over Expenditure	(400)	(18,050)	(17,650)				
<u>630 Markets</u>							
1670 Event Income	0	7,500	7,500			0.0%	
Markets :- Income	0	7,500	7,500			0.0%	0
4675 Publicity	0	3,000	3,000		3,000	0.0%	
Markets :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Income over Expenditure	0	4,500	4,500				
<u>640 Projects</u>							
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Town Green	0	10,000	10,000		10,000	0.0%	
4725 Fair Green	0	1,200	1,200		1,200	0.0%	
4735 Remembrance Day	150	250	100		100	60.0%	
4740 War Memorial	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	150	14,450	14,300	0	14,300	1.0%	0
Net Expenditure	(150)	(14,450)	(14,300)				
<u>660 Town Selfie Walk</u>							
1029 Salary Recharge	0	500	500		500	0.0%	
4675 Publicity	0	500	500		500	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				
<u>700 Sawbobus</u>							
1150 Grants Received	0	6,000	6,000			0.0%	
1151 STC Subsidy	0	15,000	15,000			0.0%	
1800 Fares	1,748	10,000	8,252			17.5%	
1820 Fuel Rebate	698	1,200	502			58.2%	
1830 Sponsorship	0	5,000	5,000			0.0%	
Sawbobus :- Income	2,447	37,200	34,753			6.6%	0

Detailed Income & Expenditure by Budget Heading 01/06/2023

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4029 Salary Recharge	5,259	19,576	14,317		14,317	26.9%	
4045 Subcontracted Labour	405	2,000	1,595		1,595	20.3%	
4800 Fuel	1,799	9,250	7,451		7,451	19.4%	
4805 Vehicle Maintenance	577	2,600	2,023		2,023	22.2%	
4810 Vehicle Tax & Insurance	1,809	2,000	191		191	90.4%	
4815 Vehicle Hire	0	1,000	1,000		1,000	0.0%	
4816 Community Bus Reserve	0	10,000	10,000		10,000	0.0%	
Sawbobus :- Indirect Expenditure	9,849	46,426	36,577	0	36,577	21.2%	0
Net Income over Expenditure	(7,402)	(9,226)	(1,824)				
800 Heffer GL61							
850 Vehicle Hire Income	0	1,000	1,000			0.0%	
Heffer GL61 :- Income	0	1,000	1,000			0.0%	0
4800 Fuel	111	900	789		789	12.4%	
4805 Vehicle Maintenance	220	1,200	980		980	18.3%	
4810 Vehicle Tax & Insurance	1,809	1,500	(309)		(309)	120.6%	
Heffer GL61 :- Indirect Expenditure	2,140	3,600	1,460	0	1,460	59.4%	0
Net Income over Expenditure	(2,140)	(2,600)	(460)				
810 Rangers Truck FT63							
4800 Fuel	393	2,000	1,607		1,607	19.7%	
4805 Vehicle Maintenance	572	1,500	928		928	38.1%	
4810 Vehicle Tax & Insurance	1,085	1,500	415		415	72.3%	
Rangers Truck FT63 :- Indirect Expenditure	2,050	5,000	2,950	0	2,950	41.0%	0
Net Expenditure	(2,050)	(5,000)	(2,950)				
820 Rangers Truck #2							
4800 Fuel	217	1,200	983		983	18.1%	
4805 Vehicle Maintenance	1,691	1,500	(191)		(191)	112.7%	
4810 Vehicle Tax & Insurance	1,038	1,000	(38)		(38)	103.8%	
Rangers Truck #2 :- Indirect Expenditure	2,946	3,700	754	0	754	79.6%	0
Net Expenditure	(2,946)	(3,700)	(754)				
910 Town Action Plan							
4910 Town Action Plan Costs	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	224,308	519,922	295,614			43.1%	
Expenditure	125,463	547,647	422,184	0	422,184	22.9%	
Net Income over Expenditure	<u>98,845</u>	<u>(27,725)</u>	<u>(126,570)</u>				
plus Transfer from EMR	7,895						
Movement to/(from) Gen Reserve	<u>106,740</u>						

Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/06/2023	DD	45.00		45.00		R	Open Spaces
02/06/2023	Direct		394.60	394.60		R	Receipt(s) Banked
02/06/2023	Direct		560.00	560.00		R	Receipt(s) Banked
05/06/2023	7728	972.33		972.33		R	Airdrome Cars Ltd
05/06/2023	DD1	91.09		91.09		R	The Fuelcard Company
07/06/2023	DD2	42.00		42.00		R	WESTWOOD PARK FARM LTD
08/06/2023	Direct		11.67	11.67		R	Receipt(s) Banked
08/06/2023	Direct		100.00	100.00		R	Receipt(s) Banked
09/06/2023	DD3	219.00		219.00		R	Techwyse
09/06/2023	Direct		100.00	100.00		R	Receipt(s) Banked
12/06/2023	DD4	50.00		50.00		R	Francotyp-Postalia Limited
12/06/2023	DD5	210.96		210.96		R	Everflow Water
12/06/2023	DD6	446.48		446.48		R	The Fuelcard Company
13/06/2023	DD7	42.00		42.00		R	WESTWOOD PARK FARM LTD
14/06/2023	Direct		120.00	120.00		R	Receipt(s) Banked
15/06/2023	7735					R	
15/06/2023	7736					R	
15/06/2023	7737					R	
15/06/2023	7738					R	
15/06/2023	7739					R	
15/06/2023	7740					R	
15/06/2023	7741					R	
15/06/2023	7742					R	
15/06/2023	7743					R	
15/06/2023	7744					R	
15/06/2023	DD8	50.40		50.40		R	Quartix Limited
15/06/2023	DD9	79.20		79.20		R	Francotyp-Postalia Limited
15/06/2023	DD10	103.14		103.14		R	Workplace Drink Solutions Limi
15/06/2023	DD11	904.00		904.00		R	East Herts District Council
15/06/2023	DD7	57.60		57.60		R	Affinity One Security Solution
16/06/2023	7704	5,754.38		5,754.38		R	HMRC
16/06/2023	7705	2,699.42		2,699.42		R	Herts County Council
16/06/2023	7706	447.16		447.16		R	NEST
16/06/2023	Direct		740.00	740.00		R	Receipt(s) Banked
16/06/2023	Direct		1,650.00	1,650.00		R	Receipt(s) Banked
19/06/2023	DD12	252.31		252.31		R	The Fuelcard Company
19/06/2023	DD13	19.25		19.25		R	Lloyds Bank plc
21/06/2023	DD	261.47		261.47		R	Techwyse
21/06/2023	DD1	42.00		42.00		R	WESTWOOD PARK FARM LTD
22/06/2023	DD1	95.91		95.91		R	Engie Gas
22/06/2023	DD2	515.18		515.18		R	EDF Energy
22/06/2023	500371		572.50	572.50		R	Receipt(s) Banked
22/06/2023	500372		98.10	98.10		R	Receipt(s) Banked
22/06/2023	500372		815.00	815.00		R	Receipt(s) Banked
23/06/2023	7755	2,165.52		2,165.52		R	Ringway Infrastructure Limited
26/06/2023	7722	2,600.00		2,600.00		R	Tree Surgery Landscaping Contr
26/06/2023	7723	139.10		139.10		R	East Herts District Council
26/06/2023	7724	75.94		75.94		R	HFE Signs Ltd

Date: 17/07/2023

Sawbridgeworth Town Council

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Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/06/2023	7725	906.00		906.00		R ■	Rialtas Business Solutions Lim
26/06/2023	7726	2,522.66		2,522.66		R ■	Sunstone IP Systems Limited
26/06/2023	7727	207.60		207.60		R ■	John Miles & Son Tyre & Exhaus
26/06/2023	7729	68.00		68.00		R ■	Hert Assoc of Parish & Town Co
26/06/2023	7730	660.00		660.00		R ■	Froom & Co Limited
26/06/2023	7731	1,445.00		1,445.00		R ■	L&J Hall Digging Services Limi
26/06/2023	7732	114.00		114.00		R ■	Orchard Works Garage Limited
26/06/2023	7733	88.52		88.52		R ■	Huws Gray Ltd
26/06/2023	7734	3,209.16		3,209.16		R ■	James Hallam Council Guard
26/06/2023	7748	59.91		59.91		R ■	Southern Electric
26/06/2023	7749	394.89		394.89		R ■	James Hallam Council Guard
26/06/2023	7750	95.00		95.00		R ■	Inst. of Cem. and Crem. Manage
26/06/2023	7752	30.00		30.00		R ■	SDH Window Cleaning
26/06/2023	7753	977.38		977.38		R ■	Airdrome Cars Ltd
26/06/2023	7754	178.32		178.32		R ■	Ernest Doe & Sons Ltd
26/06/2023	7756	138.96		138.96		R ■	Create Identitiee Limited
26/06/2023	7757	190.00		190.00		R ■	Dale, Lisa
26/06/2023	7748	0.06		0.06		R ■	Southern Electric
26/06/2023	DD3	305.26		305.26		R ■	The Fuelcard Company
26/06/2023	BCARD	12.99		12.99		R ■	Amazon Services Europe
26/06/2023	BCARD2	29.98		29.98		R ■	Amazon Services Europe
26/06/2023	BCARD3	9.99		9.99		R ■	Amazon Services Europe
26/06/2023	BCARD4	55.14		55.14		R ■	Amazon.co.uk
26/06/2023	BCARD5	13.00		13.00		R ■	Oakridge Nursery
26/06/2023	BCARD6	31.54		31.54		R ■	Tesco Stores Ltd
26/06/2023	BCARD7	69.25		69.25		R ■	The Range
26/06/2023	BCARD8	-27.96		-27.96		R ■	The Range
26/06/2023	BCARD9	36.86		36.86		R ■	The Range
26/06/2023	BCARD10	24.40		24.40		R ■	The Co-operative Food
26/06/2023	BCARD11	7.64		7.64		R ■	Amazon Services Europe
26/06/2023	BCARD12	53.99		53.99		R ■	Triton Media Limited
26/06/2023	BCARD13	18.50		18.50		R ■	Amazon.co.uk
26/06/2023	BCARD14	22.92		22.92		R ■	Amazon Services Europe
26/06/2023	BCARD15	35.00		35.00		R ■	Essex County Council
26/06/2023	BCARD16	325.80		325.80		R ■	Langthornes Plantery
26/06/2023	BCARD17	38.98		38.98		R ■	Furris Co Limited
26/06/2023	BCARD18	144.00		144.00		R ■	Euro Loo
26/06/2023	BCARD19	14.99		14.99		R ■	Safeguard Europe Limited
26/06/2023	BCARD20	95.99		95.99		R ■	Roftek Limited
26/06/2023	2269	175.36		175.36		R ■	Petty Cash
27/06/2023	7751	140.00		140.00		R ■	N Shenton
28/06/2023	DD5	207.06		207.06		R ■	Citation Limited
28/06/2023	DD2	42.00		42.00		R ■	WESTWOOD PARK FARM LTD
28/06/2023	DIRECT	120.00		120.00		R ■	A Errington Nellson
29/06/2023	Direct		1,095.00	1,095.00		R ■	Receipt(s) Banked
30/06/2023	DD6	259.22		259.22		R ■	Onecom Limited
30/06/2023	7757	950.00		950.00		R ■	Ael Training Services
30/06/2023	7758	1,500.00		1,500.00		R ■	Affinity One Security Solution

Date: 17/07/2023

Sawbridgeworth Town Council

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Time: 18:14

User: LD

Bank Reconciliation up to 30/06/2023 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/06/2023	7759	265.19		265.19		R <input checked="" type="checkbox"/>	C Lumley
30/06/2023	Direct		698.47	698.47		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>48,647.87</u>	<u>6,955.34</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date