

Sawbridgeworth Town Council

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

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



MAYOR
Cllr Annelise Furnace
TOWN CLERK
Richard Bowran BSc.(Hons) PSLCC

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

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held via the video conference service **Zoom** on **Monday 30 November 2020** commencing at 19:00 to transact the business as set out in the agenda below.

A handwritten signature in black ink, appearing to read 'Richard Bowran', with a horizontal line underneath.

Town Clerk
24 November 2020

AGENDA

Welcome by the Town Mayor followed by Thought for the Day

20/103 APOLOGIES FOR ABSENCE

To receive any apologies for absence

20/104 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

20/105 PUBLIC FORUM

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

20/106 MINUTES



To approve as a correct record the minutes of the Meeting of the Town Council held on 26 October 2020 (M05) *[Attached]*

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

20/107 PLANNING COMMITTEE



To receive and note the minutes of the Planning Committee held on 26 October 2020 (P09) *[Attached]*



To receive and note the draft minutes of the Planning Committee held on 09 November 2020 (P10) *[Attached]*

- 20/108 ECONOMIC DEVELOPMENT AND STAP COMMITTEE**
 To receive and note the minutes of the Economic Development and STAP Committee on 19 October 2020 (E02A) *[Attached]*
- 20/109 ECO-AUDIT WORKING PARTY**
 To receive and note the notes of the Eco-Audit Working Party held on 02 November 2020. *[Attached]*
- 20/110 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive Mayor's report
- 20/111 APPOINTMENT OF TOWN CLERK**
 To approve the recommendation of the Appointments and Appraisals sub-committee, that following an interview process on 20 November 2020, to appoint a new Town Clerk with effect from 01 January 2021.
- 20/112 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
- County Councillor E Buckmaster
 - District Councillor Alder (to follow)
 - District Councillor R Buckmaster
 - District Councillor Burmicz
 - Hertfordshire Police
 - Other Representatives
 Cllr Royle - Footpaths; Schools; Town Twinning;
 Cllr R Buckmaster – *RHSO*; *SYPRC*
- 20/113 OFFICERS REPORTS**
 To receive Town Clerk's report for the month of November 2020 *[Attached]*
- 20/114 DEVOLUTION AND RECOVERY**
 To provide an update on the Government proposals, which is delayed from publication scheduled to be in a White Paper in September, to force through a reorganisation of local government
- 20/115 TOWN BRANDING**
 To note and approve the recommendations of the ED&STAP Committee for establishing a brand image for the town.
- 20/116 PISHIOBURY PARK**
 To review progress on the application for Pishiobury Park to become a Local Nature Reserve.
- 20/117 EASTERN AREA GROWTH AND TRANSPORT PLAN.**
 To consider the town council's response to the EATP put forward by Herts CC. Main considerations for Sawbridgeworth are the installation of a bicycle rack in Bell Street and the provision of cycle ways and footways in West Road.

- 20/118 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- EGTP – Eastern Area Growth and Transport Plan – consultation closes 31 January 2021
- 20/119 FINANCIAL REPORT**
To note the current Financial Report
- 20/120 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment
- 20/121 ITEMS FOR FUTURE AGENDAS**
To note any items for future agendas

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

Join Zoom Meeting

<https://us02web.zoom.us/j/88419419156?pwd=OVIMMGd1ckhScHBiV0t1dThma1haZz09>

Meeting ID: 884 1941 9156

Passcode: 356083

SAWBRIDGECWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN held on **Zoom** at 19:00 on **Monday 26 October 2020**.

Those present

Cllr Angela Alder	Cllr Annelise Furnace
Cllr Eric Buckmaster	Cllr Peter Gray
Cllr Ruth Buckmaster	Cllr Dinesh Patel
Cllr John Burmicz	Cllr Greg Rattey
Cllr Craig Chester	Cllr David Royle

In attendance: R Bowran - Town Clerk
Chris Carter – BS Independent 6 Members of the Public

Welcome by the Town Mayor followed by Thought for the Day in which she remembered the five civilians who were killed in the bomb attack on 20 October 1940 on the Cambridge Road. She thanked the BS Independent for their coverage in the press.

20/87 APOLOGIES FOR ABSENCE

Received and accepted from Cllr Coysten - unwell

20/88 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest by Members

20/89 PUBLIC FORUM

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

Mr Roger Beeching noted that after thirteen and a half years in post this was the last full council meeting that would be managed by the retiring Town Clerk. He gave a brief eulogy highlighting the key milestones of the Clerk's tenure.

Miss Abi Roberts asked for the council's endorsement of her proposal to organise front garden carols on Christmas eve.

Mrs Louise Roberts commented by Chatbox that 40 minutes was too long for people to stand in their gardens

Cllr John Burmicz echoed the remarks made by Mr Roger Beeching.

20/90 MINUTES

Resolved To approve as a correct record the minutes of the Meeting of the Town Council held on 28 September 2020
[prop Cllr R Buckmaster; sec'd Cllr Chester]

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

20/91 PLANNING COMMITTEE

Received and noted: The minutes of the Planning Committee held on 28 September 2020 (P07)

Received and noted: The draft minutes of the Planning Committee held on 12 October 2020 (P08)

20/92 ECONOMIC DEVELOPMENT AND STAP COMMITTEE

Received and noted: Version 2 of the draft minutes of the Economic Development and STAP Committee held on 19 October 2020 (E02A)

20/93 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive the Mayor's report. In addition:

- Attended Hertfordshire Forward Webinar on 21 October – subject sustainability

20/94 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor E Buckmaster in addition:
 - Bell Street drainage works are in hand
 - Bullfields Grasscrete will be installed 12-16 November
 - Double Yellow lines at Three Mile Pond will be installed in November together with some siding out.
 - Fairway TRO will be issued in November for works to be carried out in Spring 2021
 - Burnside TRO to be issued in November
 - FP27 to be worked on between 02 and 06 November
 - Knight Street town signs are on order
 - Town Twinning signs are on order
 - School Lane engagement will be soon
 - Comment that Bell Street is very dark – will be put into the budget for 3 more lamps
 - 20's Plenty campaign, supportive but how it is to be monitored
- District Councillor Alder reported:
 - EHDC HR had written with all clerks about available training. Clerk said that he had not received any communication.
 - Governance committee were monitoring the progress of s106 agreements.
- District Councillor R Buckmaster in addition reported:
 - No DMC had taken place but will attend one next month
- District Councillor Burmicz reported:
 - Now a Reserve member on the Governance committee
- Hertfordshire Police are not permitted to attend a Zoom meeting as police policy but reported:
 - No major rises in crime compared with last year
 - Covid means extra patrols, no major issues in any location
 - Operation Amang warns about thefts from vehicles at gyms and swimming pools
 - Mini police activities are suspended for the moment
 - Thanks for liaison with council officers and staff
 - Will be escorting Father Christmas around the town on 12 December
- Other Representatives
 - Cllr Royle - Footpaths; Schools; Town Twinning and in addition:
 - Town Twinning Zoom meeting with Moosburg was attended by 20 people.
 - Cllr R Buckmaster – RHSO; SYPRC and in addition;
 - There would be an apple juice stall in bell Street before Christmas
 - Youth Connexions had held an additional meeting. Cllr Alder reported that the Hailey Centre was now open although with limited numbers able to attend.

- 20/95 OFFICERS REPORTS**
To receive Town Clerk's report for the month of October 2020 and in addition reported arrangements for Remembrance Day
- 20/96 DEVOLUTION AND RECOVERY**
There was no further update on the Government proposals, which was scheduled to be published in a White Paper in September, to force through a reorganisation of local government.
Clerk said he was attending a Clerks' meeting with the CEO of EHDC and an agenda item was to update the District and Borough councils' response.
- 20/97 TOWN BRANDING**
Resolved To note and approve the recommendations of the ED&STAP Committee for establishing a brand image for the town.
[prop Cllr R Buckmaster; secd Cllr Chester]
- 20/98 PAVEMENT PARKING**
To determine the town council's response to the consultation by the UK Government on our opinion about pavement parking.
Members to respond to the Clerk with their views and Clerk to respond to the consultation on behalf of the town council.
- 20/99 DEPOSIT & CONSULTATION DOCUMENTS**
There were no Documents for Noting and Consultation
- 20/100 FINANCIAL REPORT**
Noted: To note the current Financial Report
- 20/101 ACCOUNTS FOR PAYMENT**
Noted and approved: Accounts for payment
- 20/102 ITEMS FOR FUTURE AGENDAS**
There were no items for future agendas

Meeting ended at 20:05

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth by Zoom at 20:15 on **Monday 26 October 2020**.

Those present

Cllr Angela Alder
Cllr Peter Gray
Cllr Greg Rattey
(*Ex-officio Cllr Furnace*)

Cllr Craig Chester
Cllr Dinesh Patel

In attendance:
R Bowran – Town Clerk

L Dale – Planning Officer

P 20/66 APOLOGIES FOR ABSENCE

To receive any apologies for absence. No apologies received.

P 20/67 PUBLIC FORUM

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

P 20/68 DECLARATIONS OF PECUNIARY INTEREST

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

P 20/69 MINUTES

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

- 12 October 2020 (P08) [*prop Cllr Chester; sec'd Cllr Rattey*]

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

P 20/70 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/20/1951/FUL 30-34 London Road, CM21 9JS

[Roof extension to form 5, one bedroom flats including external rear staircase, roof dormers and bin/cycle store](#)

Applicant: Mr Tindall

STC Comment: No objection [*prop Cllr Chester; sec'd Cllr Rattey*]

3/20/1955/FUL **Farlea, Spellbrook Lane West, CM23 4AY**

Erection of 1, 5 bedroomed dwelling and detached garage

Applicant: Mr Greg McClelland

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

3/20/1992/FUL **1 Bullfields, CM21 9DB**

Demolition of existing dwelling house, and erection of 3no. 1 bed flats and 3no. 2 bed flats, together with associated refuse and cycle storage provision, parking provision for 6 vehicles and associated outside amenity space

Applicant: Mr S Allan – Stallan Group

STC Comment: Objection. Overdevelopment of site, not inkeeping with street scene [*prop Cllr Gray; secd Cllr Rattey*]

P 20/71 **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 23 October 2020.

3/20/1962/HH **9 Northfield Road, CM21 9DR**

Two storey rear extension, ground floor front extension to include porch and roof light. A creation of new access with 2 parking spaces

Applicant: Mr A Sanford

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

3/20/2045/FUL **Craycombe, Parsonage Lane, CM21 0ND**

Conversion of office and outbuildings to two bedroom dwelling.

Applicant: Anthony O'Conner

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

P 20/72 **PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

3/20/1229/FUL **27 Bell Street, CM21 9AR**

Change of Use from A2 (Building Society) to use as a Cafe/Retail unit together with elevational alterations

Applicant: Mr Peter Bennett

STC Comment: No objection.

EHDC Decision: Application withdrawn by Applicant/Agent

3/20/1262/FUL Kecksys Farm, Cambridge Road

The erection of a building for ten breeding kennels, to include runs and outside dog exercise area

Applicant: Mrs M Brunt

STC Comment: No Planning Objection... as long as correct breeding licences have been obtained prior to granting permission.

EHDC Decision: Refused. "The proposed development would constitute inappropriate development within the Green Belt as it would not preserve its openness and conflicts with the purposes of including land within it, encroaching into the countryside, to the detriment of the surrounding character and appearance. There would be other harm due to the loss of the openness of the Green Belt. Other considerations would not clearly outweigh the harm by reason of inappropriateness and loss of openness. Consequently, the very special circumstances required to approve inappropriate development in the Green Belt do not exist. The proposed development would be contrary to Policy GBR1 of the East Herts District Plan (2018) and Section 13 of the National Planning Policy Framework (2019)" "The application lacks sufficient information regarding the issue(s) of rural economy and highway safety/access and parking, as well as insufficient information submitted to assess the noise pollution impact upon future neighbouring occupants, to enable the Local Planning Authority, in connection with the Highways Authority and Environmental Health, to properly consider the planning merits or otherwise of the application. In the absence of the above mentioned information, the proposal is contrary to Policies ED2, TRA1, TRA2, TRA3, DES4 and EQ2 of the East Herts District Plan 2018"

3/20/1435/HH 6 Newton Drive, CM21 9HE

Demolition of conservatory and garage. Erection of a single storey side and rear extension

Applicant: Mr Dean Elliott

STC Comment: No objection

EHDC Decision: Granted

3/20/1524/HH 18 Rowney Gardens, CM21 0AT

Replacement of existing rear extension roof, together with single storey side/rear extensions and an alteration to the existing roof terrace enclosure

Applicant: Mr Halls

STC Comment: No objection

EHDC Decision: Granted

3/20/1543/HH 19 Sayesbury Road, CM21 0EB

Two storey front/side extension with open porch and insertion of window to flank elevation

Applicant: Mr Bloss

STC Comment: No objection.

EHDC Decision: Granted

P 20/73

PLANNING APPEALS

To receive notification from EHDC of Planning Appeals.

29 Station Road, Sawbridgeworth, Hertfordshire, CM21 9JY

LPA Appeal Reference: 20/00100/REFUSE

68 Gilders, Sawbridgeworth, Hertfordshire, CM21 0EH

LPA Appeal Reference: 20/00099/REFUSE

Meeting Closed at 20:40

SAWBRIDGECWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth by Zoom at 19:00 on **Monday 9 November 2020**.

Those present

Cllr Angela Alder
Cllr Dinesh Patel

Cllr Craig Chester
Cllr Greg Rattey

(Ex-officio Cllr Furnace)

In attendance:
R Bowran – Town Clerk

L Dale – Planning Officer

P 20/74 APOLOGIES FOR ABSENCE

To receive any apologies for absence. No apologies received. Cllr Gray was absent

P 20/75 PUBLIC FORUM

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

P 20/76 DECLARATIONS OF PECUNIARY INTEREST

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

P 20/77 MINUTES

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

- 26 October 2020 (P09) [*prop Cllr Patel; secd Cllr Chester*]

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

P 20/78 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/20/2084/HH Mandevilles, Bonks Hill, CM21 9HS

[Demolition of existing outbuilding and erection of single storey detached garden room to provide gym and home office](#)

Applicant: Mr & Mrs Conroy

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

3/20/2088/HH Sapsed House, 23 The Forebury, CM21 9BD

Proposed single storey rear extension

Applicant: Mr & Mrs David Ho

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

3/20/2100/PNHH 35 Barnard Road, CM21

Single storey rear extension: Depth 6.0 metres, Maximum height 3.3 metres, Eaves height 3.0 metres. Single storey side extension: Depth 6.0 metres, Maximum height 3.3 metres, Eaves height 3.0 metres

Applicant: Ozcan Hassan

STC Comment: No comment until sufficient information available [*prop Cllr Patel; secd Cllr Rattey*]

3/20/2135/HH Chalks Farm, Coney Gree, CM21 0DA

Ground floor rear extension with roof lights and replacement of existing front bay windows with french doors

Applicant: Mr & Mrs Ellis

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

P 20/79 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 6 November 2020.

3/20/2001/NMA 2 Pishiobury Drive, CM21 0AE

A non-material amendment to approval 3/11/1503/FP (Construction of single storey and two storey rear and side extensions and front porch extension following the demolition of the double garage and conservatory). Amendment to doors to first floor bedroom onto balcony. Repositioned glazed roof to conservatory, replaced with flat roof with roof light. Doors to conservatory amended and side windows omitted and replaced with doors. First floor bedroom windows replaced with doors and Juliet balcony. Roof light added to flat roof over living room.

Applicant: Mr Walters

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

P 20/80 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/20/1505/HH 5 Applegate, CM21 0DR

Erection of wooden car port to front of property

Applicant: Mr Peter Hehir

STC Comment: No objection.

EHDC Decision: Refused. "The proposed carport, by reason of its siting and design, would be out of keeping with and harmful to the character and appearance of the site and the street scene. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018"

3/20/1589/ADV Dorringtons Ltd, Station Road, CM21 9JY

1 non-illuminated fascia sign on pin spacers and 1 non illuminated projecting sign

Applicant: Dorringtons Ltd

STC Comment: No objection

EHDC Decision: Permission/Consent Unnecessary

3/20/1656/HH 43 Sayesbury Road, CM21 0EB

Single storey front extension

Applicant: Mr Laurence Pateman

STC Comment: No objection

EHDC Decision: Application withdrawn by applicant/agent

3/20/1662/HH 4 Pishiobury Mews, CM21 0AP

Single storey rear extension with alterations to canopy roof

Applicant: Dr Cyrus Fernandes

STC Comment: No objection

EHDC Decision: Granted

3/20/1674/HH Inglis, Spellbrook Lane West, CM23 4AY

Demolition of existing double garage. Erection of a single storey side/front extension with an extended hipped roof, a front porch and a new replacement outbuilding for a single garage and games room at ground floor and office at first floor with dormers to the front and rear elevation

Applicant: Smithsplans

STC Comment: No objection

EHDC Decision: Refused. "The proposed development would constitute an extension or alterations, together with previous additions, that would result in disproportionate additions over and above the size of the original building. Therefore, the proposal equates to inappropriate development in the Green Belt. There would be other harm due to the loss of the openness of the Green Belt. Other considerations would not clearly outweigh the harm by reason of inappropriateness and loss of openness. Consequently, the very special circumstances required to approve inappropriate development in the Green Belt do not exist. The proposed development would be contrary to Policy GBR1 of the East Herts District Plan (2018) and Section 13 of the National Planning Policy Framework (2019)." & " The proposed outbuilding, by reason of its inappropriate size, scale and design, would add considerable bulk and mass to the site that would fail to appear subservient in scale and would fail to achieve a high standard of design to respond to the context of the site, or to reflect local distinctiveness. The development would therefore be harmful to the character and appearance of the site and the surrounding area. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework."

3/20/1688/HH 117 West Road, CM21 0BW

Demolition of conservatory. Erection of a two storey rear extension and external alterations

Applicant: Mr & Mrs Taylor

STC Comment: No objection

EHDC Decision: Granted

3/30/1737/HH 14 The Crest, CM21 0ER

Single storey rear extension, two storey side extension and part garage conversion

Applicant: Mr and Mrs A Devine

STC Comment: No objection.

EHDC Decision: Refused. "The proposed development, by reason of its size, scale, design and siting, would add considerable bulk and mass to the site that would fail to appear subservient in scale to reflect the character and appearance of the existing dwelling and site. The proposal also fails to maintain a suitable separation distance in accordance with Policy HOU11, thus creating a visually terracing effect. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework".

P 20/81 PLANNING APPEALS

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

Due to technical difficulties, Cllrs Alder & Chester left the meeting at 19:20. The meeting remained quorate.

Meeting Closed at 19:25

SAWBRIDGEWORTH TOWN COUNCIL

ECONOMIC DEVELOPMENT & SAWBRIDGEWORTH TOWN ACTION PLAN COMMITTEE

Minutes

of the meeting of the Economic Development and STAP Committee held by Zoom conference at, Sayesbury Manor, Bell Street, Sawbridgeworth at 19:30 on **Monday 19 October 2020**.

Those present

Cllr Angela Alder	Cllr Greg Rattey
Cllr Ruth Buckmaster	Cllr David Royle
Cllr Craig Chester	<i>Cllr Furnace – ex officio</i>
Cllr Dinesh Patel	

In attendance:

R Bowran – Town Clerk	One member of the public
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E 20/26 APOLOGIES FOR ABSENCE

There were no apologies for absence

E 20/27 PUBLIC FORUM

To respond to questions from members of the public on matters within the remit of the ED&STAP Committee.

Mrs Hazel Mead asked about progress on the development of Town Green.

Clerk responded that Topographical and Arboricultural surveys had been carried out and we were waiting for the reports to arrive. EHDC Conservation Officer had submitted his views to the Tree Officer and the Open Spaces Officer at EHDC and was expecting a response by 21 October. This would then be communicated to Cllr E Buckmaster and Cllr R Buckmaster.

E 20/28 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

E 20/29 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 14 September 2020 (E02)

[prop Cllr R Buckmaster; secd Cllr Rattey]

Matters arising not covered by the current agenda.

Cllrs Royle and R Buckmaster asked about progress on creating a market. Several Members quoted past minutes which highlighted that it had been agreed to proceed with existing branding.

Clerk acknowledged the point made but nevertheless suggested to Members that creating a market at a time when Covid restrictions were becoming ever more restrictive was probably not a good idea.

A Spring 2021 launch was suggested after determining how many stalls would want to participate. Agreed that the subject should be revisited at a future meeting.

E 20/30 TOWN BRANDING

To review proposals for Town Branding and to make a recommendation to council.

A lengthy discussion took place examining the pros and cons of submitted material. It encompassed submitted icons by Design Chambers and Leventhorpe school, and the use of the town “crest” either as the icon or as a watermark.

Agreed that the “crest” was the town’s identity and not suitable as branding for developing the town economy.

The consensus was that the coloured icon in the first image below was favoured.



This could be used as an inspiration for adapting one of the icons in the array of five, in the format of the second image below.



The other four icons could be adapted to represent in a traditional format: a canal boat, the meeting of people, farming and an apple tree. But there could be other possibilities.

Resolved: To recommend to council that we should proceed with Design Chambers Option B, dated 29 September 2020, to re-visit proposals already put forward following town council feedback; and to include participation in a 30-minute Zoom session to receive detailed briefing, at a cost of £350.00
[prop Cllr R Buckmaster; secd Cllr Furnace]

E 20/31 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- Creation of a Market
- Campaign for Shop Local
- Recommended iconography for town branding

Meeting Closed at 20:35

SAWBRIDGEWORTH TOWN COUNCIL

ECONOMIC DEVELOPMENT & SAWBRIDGEWORTH TOWN ACTION PLAN COMMITTEE

Minutes

of the meeting of the Economic Development and Sawbridgeworth Town Action Plan Committee held by **Zoom** conference at, Sayesbury Manor, Bell Street, Sawbridgeworth at 19:30 on **Monday 09 November 2020**.

Those present

Cllr Ruth Buckmaster
Cllr Dinesh Patel

Cllr Greg Rattey
Cllr David Royle
Cllr Furnace – ex officio

In attendance:

R Bowran – Town Clerk
J Sargant – Town Projects Manager

One member of the public

E 20/32 APOLOGIES FOR ABSENCE

Were received and accepted from Cllr Alder and Cllr Chester who wanted to attend but were inhibited from doing so by a power cut which had disrupted their internet connections.

E 20/33 PUBLIC FORUM

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

E 20/34 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

E 20/35 MINUTES

To approve as a correct record the minutes of the Committee Meeting held on 19 October 2020 (E02A)
[prop Cllr R Buckmaster; secd Cllr Rattey]

There were no matters arising from the Minutes not covered by the current agenda.

E 20/36 TOWN BRANDING

To review recommended iconography for Town Branding, to hold a Zoom meeting with Design Chambers and to make a recommendation to council. The Zoom presence of Design Chambers had been suspended.

A sub-committee consisting of the chair and vice-chair to hold a Zoom meeting with Design Chambers had been suggested. This was modified to suggest the sub-committee should consist of three members, the chair, vice chair and Cllr Chester. *[prop Cllr Royle; secd Cllr R Buckmaster]* This was approved.

However, there were several abstentions and the chair invited a counter proposal to be made. It was then:

Resolved: That communication with Design Chambers should be by the whole committee
[prop Cllr Rattey; secd Cllr Patel]

E 20/37 TOWN GREEN

To review proposals for the development of Town Green.

Clerk advised that the topographical survey has been received and circulated to committee members.

He also advised that the Arboricultural survey could not be completed in terms of the impact assessment until a design for the area had been submitted.

The design notes made by the EHDC Conservation Officer were appreciated but did not constitute a design based upon a brief from committee members.

It was agreed that in order to progress the project the next steps should be:

1. Produce a brief prepared by the Town Green working party for a landscape architect to produce a design for the area.
2. Write a business plan to EHDC for the development of the area.

E 20/38 TOWN ACTION PLAN 2020-24

To note and review the latest iteration of the Town Action Plan which had been updated by Cllr Royle.

It was agreed to post this latest version on the council web-site and to present the version then current at the Annual Town Meeting in 2021, making the STAP the focus item in the agenda and available for public comment and consultation.

E 20/39 CREATION OF A MARKET

To review proposals for the creation of a new market within the confines of the current Covid advice.

It was agreed that there was no immediate prospect of establishing a market under the present Covid conditions. A costed proposal was called for in order to enable a "Grand Opening" in the Spring of 2021.

Clerk said that the costs for a market has been included in the 2020-21 budget. It was suggested that the TPM should keep the project on the back burner. It was stated that it would be Members who would instruct officers as to when the market would start.

Chair asked for a costed proposal for the next meeting. Clerk was asked to recirculate the original costed plan for opening a market.

E 20/40 SHOP LOCAL CAMPAIGN

To review proposal for a Shop Local campaign for the centre of Sawbridgeworth.

Committee was made aware of the promotion by Big Wave, who are contracted to Herts CC for a county wide campaign to promote economic development. A small element is to be the production of "Shop Local" signs, but the major part of the work will be in newsletters, radio and press publicity.

E 20/41 ITEMS FOR FUTURE AGENDAS

There were no additional items for inclusion in future agendas.

Meeting Closed at 20:30

DRAFT

Notes from the Eco-Audit Working Party Zoom meeting on 02 November 2020,

Attendees: Cllr Annelise Furnace (AF), Cllr David Royle (DR), Cllr Eric Buckmaster (EHB), Mrs Hazel Mead (HM), Sarah Brown (SB), Richard Bowran Town Clerk (Clerk):

The report from 3Acorns identified the top 10 priorities for 2020, it was agreed to follow this format to guide the meeting.

- **19C/25C heating/cooling settings; 21C in Hailey**
 - AC system not being used especially as it recirculates “bad” air.
 - Heating is by recommended electric panels
 - Cooling is by opening windows.Clerk confirmed these actions had been taken

- **heating/AC off in parts of building less occupied**
 - Heating/AC in chamber turned on and off manually as appropriate.Clerk confirmed these actions had been taken

- **energy saving computer settings; use LED lighting; install light movement sensors**
 - computer energy savings set
 - LED fittings used as replacements when current fittings expire
 - Light movement sensors already fitted in the appropriate places.Clerk confirmed these actions had been taken

- **switch to 100% green energy tariff**
 - Currently in year 2 of a 3 year contract with British Gas.
 - Prices and choices are improving, will research with companies such as “Green” before next renewal.Clerk confirmed these actions had been taken

- **updated job specifications/training and 'green' purchasing procedures**
 - All staff aware of the Green agenda.
 - A rider to their contracts of employment emphasising their responsibilities will be issued.Clerk confirmed these actions had been taken

- **biodiversity action plan for cemetery etc. (with Wildlife Trust)**
 - Cemetery manager in touch with the Wildlife Trust
 - Meadow mixture has been purchased and has been sown.
 - Publicity photos and an article will be sent to the BS Independent.

- **electric vehicle transition plan (purchase and charging)**
 - Grant application on STC’s behalf by EHDC was unsuccessful
 - Suggestion that more grants will become available, officers to monitor availability.
 - EV charging points in the Bell Street car park were promised by EHDC by end of December 2019.

- Appears to be a delay in the granting of way-leaves by the Property Services Department. EHB reported that four additional lawyers were being recruited by EHDC which might speed up the process.
- Clerk responded to request by EHDC for other recommended locations. Town Station, Shell Garage site, school car parks, public houses and the library/Memorial Hall were suggested
- **town zero carbon plan (part of Town Action Plan)**
 - Phase Two of the EcoAudit. Clerk to contact 3Acorns to arrange one-year review, already paid for – and seek proposal for town wide survey.
 - School Streets initiative to be pursued. Agreed that this would be difficult to implement in Sawbridgeworth because of the location of the schools.
 - Agreed that efforts on this subject should be included on the town council web-site.
- **explore solar panel options**
 - Not practical on STC building as shielded by trees.
 - Suggestion of installation on Hailey Centre roof.
 - Investigate with recommended Solarbarn company of Saffron Walden. Clerk said this had not yet been pursued.
 - Question of financial payback thought to be a stumbling block.
- **office waste/recycling system (lobby EHDC)**
 - Office waste collections have been suspended during the current coronavirus pandemic.
 - Opportunity to apply from recycling waste bin when collections are resumed.

Clerk confirmed these actions had been taken
- **appoint Green Champion (as well as working group?) to support Town Clerk in audit implementation; Green Champion for events?**
 - This was not thought to be appropriate initially but now agreed that Cllr Furnace should be the Green Champion.
 - Audit to be maintained collectively by this working party
 - Information and activities to be publicised on the STC web-site
- **include eco audit as standing agenda item at staff, full council meetings and via Annual reports (town/council)**
 - Standing item on Amenities committee agendas. Clerk confirmed this action had been taken
 - Agreed that in future there should be a meeting of this working party quarterly, two weeks in advance meetings of the Amenities Committee, so that the committee can be send the notes of the working party.
- **Other matter discussed**
 - Safety of opening up Bell Street without support for traffic management from Herts CC.
 - Suggestion the Town Council should now approach HCC directly to point out the economic solutions propose for bell Street in the 2019 ARUP report. Action Town Clerk.

Richard Bowran

In addition, Cllr Royle has made his summary of actions:

- Air quality: individual and Council-led monitoring; reducing idling, especially around schools (signs/school campaigns) and at level crossing (investigate Greater Anglia train scheduling/countdown indicator/signs)
- Community energy opportunities, taking account of EHDC initiatives; for businesses, community groups, community halls, as well as residents; retrofitting opportunities
- Recycling/refill/repair/reuse: link up with Sustainable Sawbridgeworth initiatives to promote and share information about effective recycling, use of businesses offering refills, planned repair cafe; monitor changes to government/local council waste management plans
- Reduce car usage; walk to school week etc.; promote cycling and walking; access to footpaths network; towpath improvement (EHDC plans; Canal and River Trust)
- Monitor and implement as appropriate EHDC and HCC climate change strategies and action plans: Sustainable Herts, EHDC Environmental Sustainability Action Plan etc.
- Monitor impact of: new developments and their sustainability/energy efficiency; District Plan Review; government initiatives
- Publicity: STC website; Facebook; market; community engagement day(s); work with schools, eco groups and school councils and Town School Council.

Mayor's report for full council meeting on 30th November 2020 (as of 23rd November 2020)

Remembrance Sunday

- Like some other councillors, I marked Remembrance Sunday by visiting the Sawbridgeworth Memorial individually, and laid a wreath on behalf of the Town Council. It was a misty morning at 8am, and was a very moving experience even without our usual large gathering. It felt as important a gesture as ever.
- I also laid a wreath at the RAF Sawbridgeworth Airfield Memorial dedicated to all who served at the airfield during World War II.

Local businesses

- I met new business Boyletts Law on 13th November virtually over Zoom. The law firm is based at The Maltings and is keen to engage with local community events, is interested in SawboBus sponsorship and in supporting the Mayor's Charities.

Hertfordshire Scouts

- On 14th November I attended the virtual AGM of the Hertfordshire Scouts, which provided an excellent overview of recent achievements including videos by some of the 140 participants of the group who attended last year's Jamboree in the USA. There are now 19,553 members of Hertfordshire Scouts but there is a waiting list of over 3,000 young people across the county. Fundraising has been hit by the Covid-19 pandemic and the organisation has done a lot of work to ensure it is financially sound.

EHAAT virtual tour

- I attended a virtual tour of the Essex & Herts Air Ambulance service on 19th November which included its new airbase being built at North Weald. I learnt how the charity has been adapting to current restrictions in working and fundraising. Trends in calls during lockdown show that the first period saw a drop of up to 30% with less road collisions, but those that did take place were higher energy collisions in which drivers had greatly exceeded speed limits.

Chairing a Virtual Meeting training

- Run by HAPTC this session was held on 17th November and went through various approaches and tips for running the perfect online meeting including holding a practice meeting, noting protocols on the agenda, and decluttering your video call background. I will be circulating notes to Members.

Stort towpath

- I have been in touch with the Canal & River Trust about the poor state of the towpath, and together with Cllr Royle have compiled a report of hotspots for repair. I will update Members further at our meeting.

Civic Dinner

- This year's Civic Dinner will take place on Saturday 1st May at the Memorial Hall, Covid-19 rules permitting. Catering and the Ghias are booked. So please save this date for your diaries as I would love you to be there; it is a fundraising event for this year's Mayor's Charities – EHAAT and the 1st Sawbridgeworth Scouts <https://www.justgiving.com/crowdfunding/sawbomayorcharities>

Annelise Furnace

County councillor report Nov 2020

Major Consultations

East Hertfordshire Growth and Transport Plan Opening date: 31 October 2020 **Closing date:** 31 January 2021

The draft East, and South East Growth & Transport Plan (GTP), covering the towns of Bishop's Stortford and Sawbridgeworth, down to Hertford, Ware, Hoddesdon, Broxbourne, Cheshunt and Waltham Cross, and the key transport links between these towns and to surrounding areas, will start the process of public consultation in October and is due to finish in December 2020. The consultation documents already includes feedback from workshops with County Councillors and District Portfolio Holders as well as officers for the area have been used to refine the initial schemes and packages that considers the key problems and opportunities which currently exist or may in the future on the transport network and identifies what types of interventions are needed to improve the transport network.

The East Hertfordshire GTP has been developed at the same time as the South East Hertfordshire GTP due to the number of linked trips between the areas.

The Eastern Growth & Transport Plan (EGTP) is a new transport strategy to help direct and plan transport improvements and investment in Bishop's Stortford and Sawbridgeworth and surrounding areas. <https://www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/eastern-area-growth-and-transport-plan.aspx#>

The South East Hertfordshire Growth & Transport Plan (EGTP) is a new transport strategy to help direct and plan transport improvements and investment in Hertford, Ware, Hoddesdon, Broxbourne, Cheshunt and Waltham Cross, and to surrounding areas [.https://www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/south-east-central-growth-and-transport-plan.aspx#](https://www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/south-east-central-growth-and-transport-plan.aspx#)

The GTPs set the following 6 objectives:

1. Connected - Improved transport connections between and within urban and rural locations and services to support economic activity, education, access to services and the development of new jobs and homes.
2. Reliable - Improved network resilience and journey time reliability for all users, so that transport networks and services provide consistent and dependable journeys throughout the day.
3. Accessible - Provide improved transport networks by all modes, including public transport services, to increase the choice available to transport users and reduce barriers to prosperity, development and growth.
4. Attractive Place - Enhance the function and character of East and South East Hertfordshire's neighbourhoods and public locations to support vibrant communities and preserve and enhance the local environment and quality of life.
5. Efficient - Make the most efficient use of resources and technology by reducing the need to travel and enabling a shift to more sustainable modes of travel.
6. Healthy and Safe - Promote measures to improve safety and reduce the negative impacts of motorised travel, in particular private car travel; to reduce the harm caused to public health, the environment, and to minimise safety risks.

The draft EGTP proposes 37 Packages and the draft SEGTP proposes 40 packages comprising multiple interventions, including some significant larger scale schemes as well as smaller scale projects focusing on locations.

Sustainable Hertfordshire This public engagement is open from **02 November 2020**

We invite your views on climate change and sustainability in Hertfordshire. Here is a summary of the County Council's ambitions. Further details can be found via the survey.

The county council's ambitions for leading in our own operations are:

- Carbon neutral for our own operations by 2030
- All operations and services are ready for future climates
- Improve biodiversity on our land by 20% by 2030
- Reduce what we throw away. Send nothing to landfill by 2030

The county council's ambitions for enabling and inspiring a sustainable county are:

- Net zero greenhouse gas county before 2050
- Our communities are ready for future climates
- Improve wildlife in our land and water by 20% by 2050
- Clean air for all by 2030
- Increase resource efficiency threefold in the County by 2050

<https://www.hertfordshire.gov.uk/about-the-council/consultations/environment/sustainable-hertfordshire-strategy.aspx#>

Diversity & inclusion Strategy

This consultation opened on **21 October 2020**

The council's current Diversity & inclusion Strategy is due to end this year. This survey is asking you to inform how we deliver a new strategy that:

- Works with communities to ensure that our services are responsive to our diverse population
- Works in partnership across all sectors to make Hertfordshire a safe and inclusive County of Opportunity for all its residents

Hertfordshire County Council provides a number of services. This includes; Adult Social Services, Children's Services, Education, Libraries, Roads, Fire and Rescue, Citizenship Services and Public Health. A full list of services can be found here. To help us understand both the needs of our communities and how we can work better together, we would be grateful if you could complete the short set of questions below.

The Equality and Diversity team has worked with a number of stakeholders over the last year to identify how to develop the new strategy that meets the needs of Hertfordshire's diverse population. The below sets out our proposed added-value themes for our new Diversity & Inclusion Strategy alongside some questions designed to help us determine the actions we may need to take to deliver on these aspirations.

<https://www.hertfordshire.gov.uk/about-the-council/consultations/equality-strategy-2016-20/diversity-and-inclusion-survey.aspx#>

A clearer approach to setting speed limits on Hertfordshire's roads is on the way.

Over the summer, Hertfordshire County Council consulted on an updated strategy for setting speed limits on the county's roads, including clearer guidance on the introduction of 20mph areas that aim to improve conditions for people walking and cycling.

The strategy includes a framework for setting speed limits so that they are more consistently applied across the road network, reflecting the design of the road and the way it is used. It also provides clearer guidelines on the measures (such as traffic calming, signing and technology) that can be used to reinforce those limits.

Following the consultation, the Speed Management Strategy was debated at the county council's Highways and Environment Cabinet Panel, and will now go to the council's Cabinet to be formally adopted.

The Speed Management Strategy supports the county council's Local Transport Plan, which sets out the vision for transport in Hertfordshire, and in particular how active travel such as walking and cycling can play a bigger role in helping people get around.

The Highways and Environment Cabinet Panel papers, including the Speed Management Strategy, are online at <https://democracy.hertfordshire.gov.uk/mgAi.aspx?ID=3967#mgDocuments>

Under 11s - Applying for primary, junior and middle schools in 2021

The process for applying to primary, junior and middle schools in Hertfordshire opens on Monday 2 November.

If your child is due to start primary school or move on to a junior or middle school next year, make sure you apply for a place in good time.

The easiest way to apply for a school place for September 2021 is to visit www.hertfordshire.gov.uk/admissions and complete the online application form.

Online applications can be amended at any time before the closing date and you can access your school offer before allocation letters are received and accept your school allocation online.

Last year, 99 per cent of parents applied this way and found the system quick, easy and secure.

Terry Douris, Cabinet Member for Education, Libraries and Localism, said: "We have a good track record of offering children a place at one of their preferred schools and we understand how important this is to parents and carers. Last year nearly 98 percent of children in Hertfordshire were allocated one of their four ranked primary, junior or middle schools.

A leaflet explaining how to apply will be distributed to families at the beginning of November. They will be posted directly to families with children of reception age and distributed by schools to children in year 2 in infant schools and year 4 in first schools.

Before making an application, parents and carers are strongly advised to read the information on the website thoroughly to help them make their preferences. Parents/carers should contact schools directly to find out more.

The closing date for Under 11s applications is Friday 15 January 2021 and it is vital that parents make their applications on time.

All the information you need about the Under 11s process is available at www.hertfordshire.gov.uk/admissions

Parents without internet access can request a paper application form that must be returned direct to the Admissions and Transport team. Application forms cannot be returned to any Hertfordshire school.

The on-time application process for admission into secondary, upper, studio schools and university technical colleges, to start in September 2021, closes on 31 October. Parents and carers can continue to make late applications for this process at www.hertfordshire.gov.uk/admissions The last date to make an application to be considered for allocation day is 1 February 2021.

Parents are advised to check www.hertfordshire.gov.uk/admissions for any updates to the published admission arrangements or timescales and for advice on where to find extra help about applying for places. Details about new schools and additional places will also be published on the website.

Hertfordshire County Council supports new joint committee for Good Growth

Hertfordshire County Council is the second of 11 councils on the Hertfordshire Growth Board to officially announce its support for the new statutory joint committee. Building upon the success of the Growth Board collaboration over the last two years, the new committee, made up of Hertfordshire Council Leaders and Chair of the Local Enterprise Partnership, will work within a democratic framework in all its future decision making.

This increased openness and transparency in the meetings of the Growth Board will provide a means for businesses, stakeholders and residents to understand how the work of the Board will support the delivery of good growth with long-term benefits for Hertfordshire.

Councillor David Williams, Leader of Hertfordshire County Council and Chair of Hertfordshire Growth Board, said: "The joint committee is a positive step and an important evolution of the Growth Board governance. The county council supports the work of the Growth Board and its commitment to ensuring residents, businesses and stakeholders are part of the county's Growth journey, from meetings right through to delivery. We welcome the increased openness and transparency this joint committee will bring."

Hertfordshire Local Enterprise Partnership and Watford Council have also given their formal support for the new joint committee.

Hertfordshire County Council statement on support for families

Cllr Teresa Heritage, Deputy Leader and Cabinet Member for Children, Young People and Families, said:

"We remain committed to supporting families at this difficult time and want to reassure all our residents that help is at hand for those who need it right now. We work closely with families across the county and support several schemes and initiatives providing additional extra help, including financial support, food and provision of other household supplies to families in need.

"Over the past six months we have provided additional support to more than 3,500 children and young people. We've worked more closely than ever with local voluntary and community groups, including providing £120,000 of funding for local foodbanks, enabling them to use their local knowledge to best meet the needs of their communities. We've offered grants to families facing financial difficulties to help with the costs of food, bills and the purchase of other household essentials, and these grants are still available. We have created a brand-new social care team to provide support to families adversely affected by the pandemic, including many who wouldn't previously have accessed services.

"We understand the strength of feeling around the issue of holiday hunger in our communities, and the impact of the COVID-19 pandemic on many families across the county. Ultimately, no child in Hertfordshire should be going hungry and we are working hard to ensure this doesn't happen."

"If you need help, please contact HertsHelp at www.hertshelp.net, email info@hertshelp.net or call 0300 123 4044."

School Holiday food vouchers press release

Hertfordshire County Council's Conservative administration has moved quickly to provide food vouchers during the school holidays following the Government's grant of nearly £2.5m to Hertfordshire.

The Council will be providing food vouchers to the value of £15 per week for each child in the County that receives free school meals during the school holidays from Christmas 2020 to Summer Half Term 2021, inclusive.

Cllr David Williams, Leader of the Council, said: "We have always said that no child or vulnerable household should go hungry during this pandemic and the money from government will help us deliver on that pledge. Thanks to our effective financial management and strong lobbying of Government, I am delighted that we have been able to secure sufficient funds to support those in need."

"We also welcome the Government's expansion of the Holiday Activities and Food programme covering the Easter, Summer and Christmas 2021 school holidays. This will provide an opportunity to build on the innovative Fit, Fed and Read holiday activity that has been delivered locally since 2018 in conjunction with Herts Sports Partnership."

HERTFORDSHIRE SAFEGUARDING CHILDREN PARTNERSHIP (HSCP) ARE WORKING WITH NSPCC TO LAUNCH A COUNTYWIDE NEGLECT CAMPAIGN IN EARLY 2021 SURVEY LAUNCHED TO GAUGE UNDERSTANDING OF NEGLECT ACROSS COUNTY

(Friday 20 November), on World Children's Day, the NSPCC and Hertfordshire Safeguarding Children Partnership (HSCP) are announcing that they will be launching a countywide campaign to raise awareness of and help prevent neglect of children and young people in the county.

The campaign is being launched in early 2021 alongside Hertfordshire's new neglect strategy, which will focus on intervening at the earliest opportunity to help prevent neglect and reduce the impact it has on children. A key priority for the HSCP for some time, the new strategy will reinforce Hertfordshire's commitment to reducing the number of children and young people experiencing neglect and look to tackle the many causes of child neglect.

Neglect is the most prevalent form of child abuse across the UK and in line with this, Hertfordshire has seen a steady rise in offences over the last three years.

The county's police force recorded 116 offences against children from 2017/18 to 2019/20*, an increase of 45% in the last three years. However, many neglect cases go unreported and the number is likely to be considerably higher as lockdown figures are yet to be released.

Whilst the campaign is set to officially launch in 2021, we're asking Hertfordshire's parents and carers to help us understand what they know about child neglect and its affects to help us shape the strategy and our work with local professionals working with families. You can provide your feedback up until 12 February 2021 at: <https://bit.ly/HertsNSPCCsurvey>

About one third of calls made to the NSPCC Helpline are from people concerned a child might be experiencing neglect, which is when a young person's basic needs are not being met. This includes the child not having warm, clean clothing; enough to eat or drink; receiving love and care; access to healthcare; and support with education.

The campaign will run in three phases; the first phases will look to work with professionals, the second phase will target work with parents and carers and the third phase will be led by young people themselves.

The survey link is: <https://www.surveymonkey.co.uk/r/DZYWMGQ>

EHDC

My East Herts report for Town Council 30.11.2020

3.11

Family services zoom

All partners gave an update on what they had been doing. It was noted There was an increase in mental health referrals and to helplines for domestic violence plus other children services.

Overview and Scrutiny Committee

East Herts had highest volunteers in county.

Unemployment rising and calls to housing teams have risen.

Leisure hospitality and tourism have faced biggest pressure.

Launchpad in BS reopened in July is being well used.

Stansted airport is restructuring.

Receptions at council offices have reopened but demand is low.

Healthy Hub switched to online.

Council faces loss of income £800,000 per month.

4.11

DMC

2 applications

3/20/0151 outline planning for 223 dwellings.

Long discussion with traffic and congestion on London Rd being main concerns. We were informed there had been modelling carried out by Highways at county and they did not object to the application. Again with many concerns over this development there were no grounds on which it could be refused.

Application approved.

3/18/2798

15 self-contained flats in Blue coats house Hertford.

Most of the Hertford councillors welcomed this development as an improvement to a listed building.

The application was approved.

11.11 Members briefing on Herts growth board

All 11 district involved

Needs £6b for infrastructure some from s106 rest grants and government looked at Nw corridor and se Harlow Gilston innovation corridor. Need east west links.

Leisure centres Hertford theatre

Revised business cases

Grange paddocks due to complete Oct 2021 90% Survey wanted new centre

Hertford Theatre £20.9m public works loan, at moment Theatre costs council but will go into revenue surplus when open mid 2023

In need of improvement work not disabled compliance

Theatre cover cost of borrowing loan

Figures confidential

12.11.20

Members briefing

Building safety bill
High rise flats after Grenfell
Hackett review recommendations

New building safety regulator
Gateways
Controls on higher risk building
Duty holder roles
Monitoring of competency standards
Significant enforcement powers
Stronger voice for residents

Gateways: 1 planning
2 building control
3 occupation

Duty holder responsibility:
Clients
Principal designer
Principal contractor
Accountable person

Competency:
Provision to improve competence and accountability levels in building control
Guidance and BSi standards to be published
Should be better level of scrutiny
Registers building inspectors must prove competence to practice.
Insurance implications

In scope buildings are over a certain height 18 m
Hertfordshire building control in good position training on competency already underway

We then had **Social media training.**

Best practices
Pitfalls
Share message
Tools
Blogs/twitter
Network Facebook
Photo YouTube

To support members in community
Share council message

As public elected people be careful what you post

18.11 **HGGT briefing on Sustainability** this was run as workshops in breakout groups we looked at what residents would want from the development.

M06 Agenda 201130 with papers for website

Such as ;sustainable transport, good transport links, green open spaces, employment opportunities, leisure facilities and good community activities.

19.11

Clarion housing gave a presentation on the different ways they help and support their residents.

Went through how many calls to the neighbourhood response team and what they can offer residents.

The homes team have properties available for homeless in which they liaise with the Housing team from Eat Herts.

There are specialist teams for welfare calls and domestic violence.

There was an increase in ASB during lockdown.

Live Smart Team had 20,000 calls they worked with Herts Help delivering food parcels and arranged online activities.

There is a new website to engage with a wider range of residents.

Clarion Futures then also went through the different ways they help individuals and communities through apprenticeships , national ambassadors and improving green spaces.

SYPRC was mentioned several times as we have worked with Clarion to fund youth activities.

23.11

DMC training briefing on Hert5 and update on housing numbers in the District Plan.

24.11 **Interfaith meeting**

25.11

Fawbert and Bernard Trust Old Harlow

Finally news that East Herts has bought 13 properties for the homeless.

I'm happy to take questions on the evening.

EH Councillor Ruth Buckmaster

SYPRC report

At the time of our committee meeting the hall was open and all hirers had come back except Clubacise. As we are now in a second lockdown the centre is closed except for the High Wych Preschool. We wait to see when we reopen how many will restart.

The building survey has been undertaken and report passed to the architects to continue with their plans.

Our other projects i.e. Film Club and Cooking Club have had to be put on hold.

Our next committee meeting is 9th December on zoom.

Ruth Buckmaster Chair

RHSO nothing to report

M06 Agenda 201130 with papers for website

DISTRICT REPORT – AUDIT AND GOVERNANCE COMMITTEE

The new corporate plan includes tackling climate change, enhancing community engagement, increasing partnership development, realising the potential from digital and evolving technologies, improving employee effectiveness and performance and last but by no means least responding to the requirements for new ways of working post Covid 19.

The Council is exploring ways to make savings in order to reduce expenditure while continuing to provide a satisfactory level of service to residents. However, the hard fact is that the Council has to make savings of £4m over the next three years. So inevitably there will be cuts in service to make this level of saving.

Recent legislation to s106 funding removed previous restriction on pooling more than 5 contributions on an individual project or towards a single piece of infrastructure, this means that the Council can use funds from several s106 Agreements to fund the same piece of infrastructure regardless of how many planning obligations have already contributed towards it. This provision is being used to help fund the Council's major infrastructure projects including Hartham and Grange Paddocks Leisure Centres and Hertford Theatre.

Sawbridgeworth has benefitted from two infrastructure developments i.e. SAWB 3 – Chalks Farm (£165,253) and SAWB 2 – land north of ~West Road (£287,680). Affordable homes included in s106 Agreement.

H.R. REPORT

District has bought a number of flu vaccination vouchers for staff which had been supported by the previous fall in short-term absence in previous years. It would also assist staff in not confusing Covid symptoms with flu.

The HR Coordinator is supporting the Wellbeing Programme for all staff through the in-house training budget and by helping to commission and deliver suitable courses to support and develop employee well-being.

National Fitness Day in September was promoted encouraging staff to share how they keep fit and giving ideas how to keep fit, promoting a mindful walk organised by Mind in Mid Herts and offering a free 7 day pass to gyms, swimming pools and fitness classes at Everyone Active.

Angela Alder

November 2020

SAWBRIDGEWORTH TOWN COUNCIL 30 NOVEMBER 2020: REPRESENTATIVES' AND CHAMPIONS' REPORTS

1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS. Postponed until 2021.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

The incident on the tow path from Station Road to Sheering Mill Lock has been reported to the Canal and Rivers Trust and was covered in the *BS Independent*; the Mayor was already pursuing them re path maintenance and she has now sent a report with photos of the worst spots, following the walks she and I did over the November 14/15 weekend.

Further work on Footpath 21 (Vantorts Play area to Fair Green) and Footpath 32 from Fair Green to London Road may take place next financial year according to HCC. No action on the Fair Green footpath (I reported the degraded surface/trip hazard at residents' request). Japanese knotweed on Footpath/Right of Way 27 dealt with. I've also now reported Footpath 26 from Springhall Lane to Pishiobury, which is a very poor state. HCC is considering resurfacing with crushed concrete.

The Modification Order for Public Bridleway 11 from Tharbies Lodge on West Road and tree preservation orders for the lime trees on the continuation as Footpath 26 awaiting completion. I'm still trying to arrange a meeting with the Farm Manager. Some action has been taken on clearing blocked paths. HCC (Nicholas Maddex) is chasing.

The latter made me aware of the parish paths partnership (P3) which has apparently been going for 20 years plus! Town Council or community groups could apply for up to £1000 per year to improve or promote public rights of way. Sawbridgeworth was fully involved earlier through Cllr Brian Rochester, and received regular sums to produce leaflets, interpretation boards, and the cost of Brian's regular mowing.

There is no longer a separate budget for this, but sums can be allocated from HCC's 'normal' budget for schemes put forward by towns/parishes. The scheme will also now be targeted more specifically at green travel, for example routes which have the potential for greater use on foot or bicycle from, for example, the edge of a town or village to a school, church, shops, bus stop, etc. Works to firm up a soft surface, replace stiles with gates or gaps, etc., might be relevant.

I raised the Slow Ways (<https://slowways.uk/>) initiative with Nicolas and its relevance to us. The aim of this is to draft a new national network of 7,000 Slow Ways walking routes that connect all Great Britain's towns and cities as well as thousands of villages. They plan to recruit 10,000 volunteers to walk, check and review these Slow Ways routes.

There is the potential to add improvements to the network to the 2017 HCC Rights of Way Improvement Plan¹, which is a live document. We of course now have a Hertfordshire Eastern Area Growth and Transport Plan² for consultation (which I hope we will respond to as a Council). We need to have a closer look to see how effectively this addresses improvements to cycling and walking for us and the connectivity of the local network.

¹ <https://www.hertfordshire.gov.uk/media-library/documents/environment-and-planning/countryside-access-and-management/rights-of-way/improvement-plans/rights-of-way-improvement-plan-201718-202728.pdf>

² <https://www.hertfordshire.gov.uk/media-library/documents/about-the-council/consultations/highways/east-gtp-prospectus.pdf>

Open Spaces. Bob Reed reports progress on Pishiobury's long-overdue Local Nature Reserve application: Natural England has a declaration from Rowan Perrin from EHDC, submitted on 5 October. They are going to 'action' the declaration ASAP and Pishiobury will then be entered onto the national database, where people can do a search and find it. They are going to let Bob know when this has taken place and we shall be able to view our LNR at last (and celebrate)! It is not clear exactly where the hold-up has been. Thanks to our County and District Councillors for also chasing this up.

Dog fouling. Few incidents reported to EHDC, only a dozen between January and 20 October, but it is still an issue. I and my lady volunteers are looking into developing a version of the Keep Scotland Beautiful 'turd tag' campaign, in liaison with EHDC.

3 Town twinning. We have arranged a Zoom meeting and quiz on 27 November.

4 Sustainable Sawbridgeworth. We continue to meet via Zoom and promote refill/recycling opportunities (plastic free shopping) locally via the Budgens community noticeboard, our Facebook page and the Flyer. There is an opportunity here to link up with our shop local campaign by promoting shops that do refills etc.

David Royle 221120

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Richard Bowran
Subject: Briefing for 30 November
Date: 20 November 2020

Annual Governance and Accounting Review (AGAR)

The response from External Auditors, due by 30 September, has not yet been received.

Bicycle Racks

These have been installed on the pavement in front of the Bell Street conveniences.

Electric Vehicle Points

These were estimated to be installed by the end of December 2019. Latest update is that EHDC Property Services Department have still not had time to produce Wayleave documents.

Events

Festive illuminations will be erected in the same format as last year subject to gaining a licence from HCC. There will be no formal switching on of the lights, they will just be there from the end of November.

Father Christmas will make an appearance in the town on Saturday 12 December and arrangements are being made to facilitate this.

Sawbobus

The Sawbobus service recommenced on 06 July on a limited basis, normal Guide to Timings but only on Monday, Wednesday and Friday. Budgens discount voucher scheme has been transferred to Wednesdays.

Hire minibus made available for shopping trips if needed.

Toilet Twinning

The public conveniences in Bell Street have been twinned with a latrine in Indonesia.

Tourist Information Point

a.k.a. The West Road Telephone Box. The intended move to Bell Street car park in order to provide a housing for a defibrillator has met with logistical difficulties. Bell Street pharmacy are in negotiation with their landlords seeking consent to mount a defibrillator on the outside wall