

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
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TOWN CLERK
Richard Bowran BSc.(Hons) PSLCC

A G E N D A

and supporting papers for the meeting on

Monday 30 April 2018

Meeting of the Town Council

at 7.30 pm

Followed by

Planning Committee

At about 8.30pm

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

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

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

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

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MAYOR
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TOWN CLERK
Richard Bowran BSc.(Hons) PSLCC

MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 30 April 2018** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

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

Town Clerk
24 April 2018

AGENDA

Welcome by the Town Mayor followed by Prayers

17/179 APOLOGIES FOR ABSENCE

To receive any apologies for absence

17/180 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members

17/181 MINUTES

[C] [V]

To approve as a correct record the minutes of the Meeting of the Town Council held on 26 March 2018 (M09) [Appendix A]

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

17/182 PLANNING COMMITTEE

To receive and note the minutes of the Planning Committee Meeting held on:

[C]

- 26 March 2018 (P16) [Appendix B]

To receive and note the draft minutes of the Planning Committee Meeting held on:

[C]

- 16 April 2018 (P17) [Appendix C]

17/183 FINANCE & POLICY COMMITTEE

To receive and note the draft minutes of the Finance and Policy Committee Meeting held on:

[C]

- 16 April 2018 (F03) [Appendix D]

17/184 ANNUAL TOWN MEETING

To note any resolutions passed at the Annual Town Meeting which was held on 09 April 2018.

- 17/185 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive the Mayor's appointments and communications
- 17/186 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
- 17/187 TOWN CLERK'S REPORT**
To receive and note the Town Clerk's report for the month of April 2018 *[Appendix E]*
- 17/188 TOWN PROJECT MANAGER'S REPORT**
To receive and note the Town Project Manager's report for the month of April 2018 *[Appendix F]*
- 17/189 EAST HERTS DISTRICT PLAN**
To report on any information received relating to the public examination of the East Herts District Plan.
- To note the town council's response to any current topic open for public examination *[Appendix G]*
- 17/190 AUTOMATIC NUMBER PLATE RECOGNITION (ANPR)**
To receive a proposal from Cllr Shaw to resolve to provide funding for the provision of two ANPR cameras at an estimated cost of £3,500 each. *[Appendix H]*
- 17/191 ELMWOOD FOOTPATH**
To report on quotations received for the re-instatement of the Elmwood footpath and the legal status of the Right of Way. With the *caveats* that funding is forthcoming from Herts County Council and there is no on-going commitment to maintaining the footpath; *[Appendix I]*
- To resolve to accept the quotation in the sum of £2,739.28 plus VAT from D Honour & Son (Landscape) Ltd, as recommended by the F&P committee. *Minute F17/33.2.1.*
- 17/192 PARISH HALL FOOTPATH**
To report on quotations received for the re-instatement of the Parish Hall. With the *caveats* that funding is forthcoming from Herts County Council and there is no on-going commitment to maintaining the footpath; *[Appendix J]*
- To resolve to accept the quotation in the sum of £ £967.62 plus VAT from D Honour & Son (Landscape) Ltd, as recommended by the F&P committee. *Minute F17/33.2.2.*
- 17/193 GDPR**
To resolve to adopt a Policy for complying with the requirements of the General Data Protection Regulations, as recommended by the F&P committee. *Minute F17/33.1. [Appendix K]*

- 17/194 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 17/195 FINANCIAL REPORT**
To note the current Financial Report
- 17/196 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment
- 17/197 ITEMS FOR FUTURE AGENDAS**
To consider any items for inclusion on future agendas.

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

SAWBRIDGEWORTH TOWN COUNCIL

Minutes

of the meeting of the Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 26 March 2018**.

Those present

Cllr Angela Alder	Cllr Annelise Furnace
Cllr Roger Beeching	Cllr Don Hall
Cllr Eric Buckmaster	Cllr Heather Riches
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	Cllr Mike Shaw

In attendance:

8 members of the public
R Bowran – Town Clerk

Joanne Sargant – Town Projects Manager

Welcome by the Town Mayor

17/161 APOLOGIES FOR ABSENCE

Apologies for absence received from:
Cllr Adamopoulos – family illness
Cllr Coysten - unwell

17/162 DECLARATIONS OF PECUNIARY INTEREST

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

17/163 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council.

Members of the public wanted to hear the latest position regarding the state of the Right of Way linking Elmwood to the river. The mayor agreed that Agenda item 17/173 would be considered as an early part of business.

17/164 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council held on 26 February 2018 (M08)
[prop Cllr Alder; secd Cllr Riches]

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

17/165 PLANNING COMMITTEE

Received and Noted: The minutes of the Planning Committee Meeting held on:

- 26 February 2018 (P14)

Received and Noted: The draft minutes of the Planning Committee Meeting held on:

- 12 March 2018 (P15)

17/173 ELMWOOD FOOTPATH

To report on developments relating to establishing the ownership of the footpath between Elmwood and the River Stort.

Advice has been taken from TeesLaw and ownership has not been resolved. Clerk has been advised to write a further letter to the registered owner asking if work can be carried out.

Clerk mandated to seek quotations for the reinstatement works. Any decision on this and on-going maintenance obligations to be deferred to next meeting of council.

17/166 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive the Mayor's appointments and communications

The month began with the CVS AGM, they reported back on a successful May Fair last year but recorded extra help needed this year on manning the road closures. They went on to discuss the different events for this year's fair.

The Women's Day of Prayer was this year held at The Congregational Church. The service was devised by the women of Suriname, a small South American country. It reflected on their way of life and that of the Great Sea Turtle, both being endangered by the amount of plastic in the oceans. We continued by thinking of what we as individuals could do to alleviate this.

The Scouts held their AGM and it was inspiring to see what all of the packs and groups do. The membership of Scouts has doubled in the last 10 years and they hope it will double again in the next decade, and they are beginning to think about the impact of the increased population.

We welcomed the Mayor of Moosburg, Burgermeisterin Frau Anita Meinelt to Sawbridgeworth for the official signing of the declaration. Which once it is framed will be on show in the Council chamber.

Last week was Spring in Your Step day, which was extremely well organised by Cllr Furnace. All the schools took part with an Olympic style torch being taken from school to school. We started at Spellbrook school with a group of cyclists carrying the torch to Mandeville. It was then taken by scooter to Readings, walked to Fawbert and Barnard and the Town Council. Finally it was ran by Eric and the Moving Mums to High Wych. At each school the children ran laps around their playgrounds carrying the torch. It was a lovely day with everyone thoroughly enjoying it.

The preschool also held a sponsored bunny hop. We counted how many jumps the children could do in three minutes on a trampoline. It was surprising how fast they could jump. I think some parents are going to get a shock when they have to pay up.

Thanks to Cllr Furnace for organising the "Spring in your Step" event

I have attended three civic dinners these being Hertford, East Herts, and Harlow. All were very good and very different. I will just remind you of our civic dinner at the end of April and look forward to seeing you all there.

17/167 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Eric Buckmaster reported:
 - Waste consultation
 - Fly tipping incidents at Eastwick

- Reporting potholes in response to complaints from the public
 - Congestion problems with multiple roadworks happening at the same time
 - Secondary school admissions, 96.3% of choices were satisfied.
- District Councillor Angela Alder reported:
 - Training in the new EHDC intranet
 - Task & Finish group on grounds maintenance contract
 - Community well-being forum on 098 March
 - Tour of housing for older people in Northampton
 - Performance, Governance and Audit committee, shared anti-fraud service had achieved significant savings
 - County Health Scrutiny committee
 - Stansted Airport expansion meeting
 - Presentation on lone working and governance issues in East Herts.
- District Councillor Eric Buckmaster reported:
 - Gradual removal of council tax discounts for empty homes
 - Sawbridgeworth Masterplanning in progress
 - Warm homes scheme
 - Proposed new Arts and Culture centre in Bishops Stortford
 - PAH has received a "Good" category on a number of areas and had been frank about their current status
 - Double council tax for a resident who had suffered a fire, special circumstances will be considered
 - Update requested on cycling and walking study.
- Hertfordshire Police were not present but reported:
 - One burglary and four thefts from motor vehicles this month
 - Bishops Stortford and Sawbridgeworth police cadets starting up in August
 - On-going partner working with housing officers in relation to local issues
 - Thanks for support with CCTV. Resulted in a guilty plea after presenting visual evidence.
 - Working with Leventhorpe school on safe cycling
 - PCSO surgery on Easter Saturday at the Hailey Centre
 - Tool & property marking event on 07 April in Bell Street car park
- Other Representatives
 - Cllr Alder reported attending STACC meetings - One last week and another this Wednesday regarding the proposed expansion and the one on Wednesday particularly about freight carriers

17/168 TOWN CLERK'S REPORT

Received and Noted: The Town Clerk's report for the month of March 2018.

- Appeal for support from SSE in relation to the planning application from MAG for Stansted Airport expansion
- Proposal for double yellow lines at Cutforth Road now published
- Sawbridgeworth Digital Radios now delivered to public houses and Budgens

17/169 TOWN PROJECT MANAGER'S REPORT

Received and Noted: The Town Project Manager's report for the month of March 2018.

17/170 EAST HERTS DISTRICT PLAN

To report on any developments following the public examination of the East Herts District Plan.

Received and Noted: The response of the Town Council to the Main Modifications and Minor Changes Consultation issued by EHDC on

15 February relating to Sawbridgeworth.

Received and Noted: The Main Modifications Consultation issued by EHDC on 15 February relating to the Harlow North / Gilston Village to which the council should determine a response.

Key points to emerge were:

- The proposed road system would cut existing villages apart
- Inclusion of a major commercial area
- Little evidence of sustainability
- No indication of the number of travellers site proposed
- The principal councils have not sought to control this plan.

Resolved: That these points be submitted to the District Plan Main Modifications Consultation.

[prop Cllr Shaw; secd Cllr Burmicz]

17/171 ECONOMIC VIBRANCY

To report on discussions with retailers and others on economic vibrancy in the town and in particular proposals for the establishment of a weekly market.

Town Project Manager reported on:

- A possible launch of a small market in September. Clerk to initiate a consultation with the residents surrounding Fair Green.
- Discussions on co-operation with a retailer on the production of a Town App.

17/172 GENERAL DATA PROTECTION REGULATIONS (GDPR)

To report on the actions that need to be taken by the town council in respect of the introduction of GDPR on 25 May 2018

Clerk continues to work with the other East Herts Town Clerks to present a co-ordinated approach. Clerk to prepare a draft Data Protection Policy for members to consider.

17/173 ELMWOOD FOOTPATH

Addressed at a previous part of the meeting

17/174 ANNUAL RISK ASSESSMENT

Resolved: To approve the Risk Assessment relating to the activities of the Town Council in the year 2017/18.

[prop Cllr Alder; secd Cllr Beeching]

17/175 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation

17/176 FINANCIAL REPORT

To note the current Financial Report

17/177 ACCOUNTS FOR PAYMENT

To note and approve accounts for payment

17/178 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- To discuss the inclusion of two additional ANPR cameras in the budget for 2019/20

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 21:20 on **Monday 26 March 2018**.

Those present

Cllr Ruth Buckmaster
Cllr David Royle

Cllr Don Hall
Cllr Mike Shaw

In attendance
Richard Bowran – Town Clerk
Lisa Dale - Planning Officer

P 17/119 APOLOGIES FOR ABSENCE

Apologies received from Cllr Coysten – unwell.

P 17/120 PUBLIC FORUM

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

P 17/121 DECLARATIONS OF PECUNIARY INTEREST

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

P 17/122 MINUTES

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

- 12 March 2018 (P15)
[prop Cllr Hall; secd Cllr Shaw]

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

P 17/123 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/18/0414/HH 75 The Crest, CM21 0ES
Erection of single storey rear extension and conversion of garage to habitable room
Applicant: Mrs Jean Roxby
STC Comment: No objection

3/18/0485/HH 21 Wychford Drive, CM21 0HA

Hip to gable roof, insertion of rooflights and alterations to fenestration at first floor front extension. Rendering to property

Applicant: Mr Martin Coe

STC Comment: No objection

3/18/0487/HH 7 Wheatley Close, CM21 0HS

Removal of conservatory. Proposed single storey rear and side extensions. Alterations to fenestration.

Applicant: Mr Chris Threadgold

STC Comment: No objection

3/18/0574/PNHH 17 Honeymeade, CM21

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

Applicant: Mr Julian Haste

STC Comment: No comment

P 17/124 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 23 March 2018

3/18/0512/HH 68 Gilders, CM21 0EH

Raising of roof ridge to create first floor and alterations to fenestration. Creation of vehicular cross

Applicant: Mr D Davison

STC Comment: No objection

3/18/0518/HH Penrhyn, London Road, Spellbrook

Proposed two storey front extension and first floor side extension. First floor balconies to front, side and rear of dwelling with new first floor front external doors

Applicant: Mr & Mrs Imdad Hussein

STC Comment: No objection

P 17/125 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC

3/17/2969/HH 26 Brook Lane, CM21 0EL

Demolition of car port, ground floor extension to side, two storey rear extension, raising of roof and erection of 2no. front and 1no. rear dormer windows and alterations to fenestration (Amendment to approval 3/17/0886/HH)

Applicant: Mr and Mrs Dawkins

STC Comment: No objection

EHDC Decision: Granted

3/18/0066/FUL Pishiobury House, Pishiobury Drive, CM21 0AF

Conversion of ground floor to create 2 no. 2 bedroomed apartments (Associated with LPA 3/14/1748/FP for conversion from office to form 6 residential units) Amended scheme

Applicant: M & D Developments

STC Comment: No objection

EHDC Decision: Refused. "The proposed subdivision of the ground floor to create 2No. 2 bedroom ground floor apartments would have a strong and negative impact upon this Listed Building, notably by distorting the proportions of the Drawing room and Hall of the approved permission lpa ref 3/14/1748/FP and would therefore harm the special interest and significance of this Grade II Listed Building contrary to policy ENV1 of the East Herts Local Plan Second Review April 2007 and section 12 of the National Planning Policy Framework".

3/18/0068/HH 19 Stoneleigh, CM21 0BT

Single storey rear extension, internal alterations to convert part of garage to habitable accommodation, alterations to ground floor front and side fenestration

Applicant: Williams

STC Comment: No objection

EHDC Decision: Granted

3/18/0127/HH 7 Reedings Way, CM21 9DX

Two storey rear, single storey front extensions and insertion of roof light to front

Applicant: Mrs Ayse Casey

STC Comment: No objection

EHDC Decision: Refused. "The proposed two storey rear extension is of poor design and by reason of its design, form, size and siting in relation to the adjacent properties, would have an overbearing and overshadowing effect, to the detriment of the residents of no.5 Reedings Way and would thereby be contrary to policies ENV1, ENV5 and ENV6 of the East Herts Local Plan Second Review April 2007"

3/18/0139/FUL Rivers Hospital, High Wych Road, CM21 0HH

Single storey extension to chemo unit

Applicant: Ramsay Health Care UK Ltd

STC Comment: No objection

EHDC Decision: Granted

3/18/0211/HH 9 Church Walk, CM21 9BJ

Demolition of detached buildings; erection of part single storey, part two storey rear extension

Applicant: Mrs Sarah Stevenson-Jones

STC Comment: No objection

EHDC Decision: Granted

P 17/126 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals
None received.

Meeting Closed at 21:40

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 19:30 on **Monday 16 April 2018**.

Those present

Cllr Ruth Buckmaster
Cllr Don Hall
ex Officio Cllr Angela Alder

Cllr Pat Coysten
Cllr David Royle

In attendance
Richard Bowran – Town Clerk
Lisa Dale - Planning Officer

P 17/127 APOLOGIES FOR ABSENCE

No apologies received.
Cllr Shaw was absent.

P 17/128 PUBLIC FORUM

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

P 17/129 DECLARATIONS OF PECUNIARY INTEREST

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

P 17/130 MINUTES

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

- 26 March 2018 (P16)
[prop Cllr Buckmaster; secd Cllr Hall]

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

P 17/131 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/18/0603/HH **11 Bell Mead, CM21 9ES**

Rear single storey extension. Front single storey porch. Alter existing UPVC cladding to brick slips

Applicant: Mr S Barrett

STC Comment: No objection.

3/18/0608/HH 9 Lowfield, CM21 9HL

Two storey side extension, single storey front extension, single storey rear extension, new ground floor side door and window

Applicant: Mr & Mrs Meerloo

STC Comment: Objection. Overdevelopment of site.

3/18/0626/HH 50 Sayesbury Road, CM21 0EB

Single storey rear extension

Applicant: Mr & Mrs Patrick

STC Comment: No objection.

3/18/0630/FUL Italstyle Buildings, Harlow Road, CM20 2HE

Construction of 2no. B2 general industrial units

Applicant: c/o BB Partnership Ltd

STC Comment: No objection.

3/18/0685/PNHH 5 Bell Mead, CM21

Single storey side extension with a roof lantern: 4.0x3.5x2.55 metres

Applicant: Mr R Marrin

STC Comment: No comment. Concerns of neighbours noted.

3/18/0775/PNHH 21 Roseacres, CM21

Single storey rear extension: Depth 3.3 metres, maximum height 3.6 metres, eaves height 2.6 metres

Applicant: Mr Richard Whisker

STC Comment: No comment.

P 17/132 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 13 April 2018

3/18/0462/FUL 2a Church Street, CM21 9AB

Change of use from A1 to A2 to a beauty salon

Applicant: Unknown

STC Comment: No objection

3/18/0665/HH Burton House, Burtons Mill Lane

Replace part fence/part conifer hedge border with a 1.98 metre close boarded timber fence and gate

Applicant: Unknown

STC Comment: No objection

3/18/0709/FUL Land rear of Westwood Park, London Rd, Spellbrook

Erection of 2 no. bungalows with associated garaging and access

Applicant: Unknown

STC Comment: No objection

3/18/0106/ADV The White Lion, London Road, CM21 9EN

1 no. externally illuminated hanging sign (retrospective)

STC Comment: No objection

EHDC Decision: Refused. "The unauthorised advertisements, by reason of their size, siting, and materials of construction have an adverse impact upon the setting and special interest of this listed building, neither preserve nor enhance the character and appearance of the Sawbridgeworth conservation Area, and have an adverse impact upon the street scene. The advertisements are therefore contrary to policy BH15 of the East Herts Local Plan 2007, and the provisions of paragraphs 17 and 67 on the National Planning Policy Framework."

3/18/0153/FUL Land Rear of 60 Station Road, CM21 9AZ

Change of use and internal alterations to create four office/workshop units with alterations to front elevation

STC Comment: No objection

EHDC Decision: Granted

3/18/0299/FUL Parsonage Farm Boarding Kennels, Parsonage Lane, CM21

Demolition of kennels and cattery and the erection of 1 no. 3 bedroomed

STC Comment: No objection

EHDC Decision: Refused. "The application site lies within the Metropolitan Green Belt as defined in the East Hertfordshire Local Plan wherein planning permission will not be given except in very special circumstance for development for purposes other than those specified in section 9 of the National Planning Policy Framework. The development represents inappropriate development in the Green Belt and harm has also been identified to the openness of the Green Belt and to the character and appearance of the area. There are no material considerations in this case which would outweigh the inappropriateness of the development and the harm identified and no very special circumstances are therefore identified. The proposed development would therefore be contrary to policy GBC1 of the East Herts Local Plan Second Review April 2007 and section 9 of the National Planning Policy Framework"

3/18/0400/FUL Pishiobury House, Pishiobury Drive, CM21 0AF

Alterations to car parking, erection of railings and gates and construction of new refuse/recycling storage

STC Comment: No objection

EHDC Decision: Granted

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8.00 pm on **Monday 15 January 2018**.

Those present

Cllr Angela Alder
Cllr Annelise Furness

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr David Royle

In attendance:
R Bowran – Town Clerk

F 17/28 APOLOGIES FOR ABSENCE
Apologies received from Cllr Beeching – abroad on business

F 17/29 DECLARATIONS OF INTEREST
To receive any Declarations of Interest by Members.
There were none.

F 17/30 MINUTES
To approve as a correct record the minutes of the Finance and Policy Committee held on 15 January 2018 (F03)
[prop Cllr Alder; secd Cllr R Buckmaster]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. There were none.

F 17/31 STAFF MATTERS
To consider any matters relating to members of staff.

17/31.1 Town Clerk
Noted: That the Town Clerk is currently on sick leave and is likely to return to work in a phased manner over the next three months. He stated that he is having a review meeting with the Appointments and Appraisals sub-committee on 19 April.

F 17/32 FINANCE MATTERS
To consider any matters relating to the finances of the Council

17/32.1 Management Accounts
Resolved: To approve, after consideration, the Management accounts for the twelve month period to 31 March 2018. The Clerk described some adjustments to that would clarify the reserves of the council.
[prop Cllr Alder; secd Cllr Furnace]

17/32.2 Local Government Pension Scheme

Clerk reported having received a communication for the administrators of LGPS claiming a payment to compensate them for strain costs in the sum of £73,000 relating principally to the ill-health retirement of an officer in 2016. Having challenged this the Actuary to the fund had retracted the demand and only a lesser sum of £4,000 remained relating to staff costs in excess of the pension fund assumption.

Members wished it be recorded that they were very dissatisfied with the manner with which the finance team at Hertfordshire CC had communicated and managed this issue.

Resolved: That this amount should be remitted.
[prop Cllr Alder; secd Cllr R Buckmaster]

F 17/33

POLICY MATTERS

To consider any matters relating to Policy for the future development of Town Council services to the community.

17/33.1 General Data Protection Regulations (GDPR)

A draft policy was considered by members and a minor amendment made. Clerk was asked to confirm that he would be conducting training for members and staff.

Resolved: To recommend that the draft policy for Responsibilities and Guidance in order for the council to comply with the provisions of General Data Protection Regulations be adopted by council.
[prop Cllr R Buckmaster; secd Cllr Royle]

17/33.2 Footpath Quotations

Quotations received for the re-instatement of the Right of Way from Elmwood to the river were considered and members agreed that the preferred option should be presented to council for approval.

Quotations received for the repair and resurfacing of the footpath adjacent to the Parish Hall were considered and members agreed that the preferred option should be presented to council for approval.

In each case there should be the caveats that funding will be forthcoming from Herts County Council and there is no on-going commitment to maintaining the footpaths.

17/33.3 Cemetery Roadway Quotation

The first quotation received for the extension to the roadways at the Three Mile Pond Cemetery was in excess of £10,000. The Clerk will therefore seek two further quotations for the work as required by Financial Regulations.

F 17/34

ECONOMIC DEVELOPMENT

To consider a brief for the creation of a business plan encompassing the need to develop areas of the town to encourage an increase in vibrancy of the local economy.

17/34.1 Market Proposals

Clerk reported on the response by neighbours around Fair Green in response to the town council's consultation. Of the eight residents consulted; five have responded. Two were concerned but made some constructive comments; one by employing a solicitor to contest the proposal; one was very much in favour of the idea and one was very much opposed to the idea.

Other locations were discussed and it was agreed that a wider consultation should take place and a survey of parishioners and retailers made.

17/34.2 New Homes Bonus Review

Clerk reported that East Herts District Council have asked for a report on how the town council has used New Homes Bonus grant monies since its inception in 2011. Action by the Clerk by 30 April.

F 17/35

COMMUNICATION MATTERS

To consider any matters, including a policy, relating to council communications.

It was suggested that a "Communications Needs" workshop session be established to establish the manner in which members and officers should communicate with parishioners and partners.

The question was raised whether there was a training budget and consequently a training plan for members and officers. It was established that training should be co-ordinated and arranged by the Clerk.

Two members asked if they could attend a Community Engagement training morning organised by HAPTC. This was agreed.

F 17/36

ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.
There were none.

Meeting Closed at 21:10

Sawbridgeworth Town Council

Subject: **Clerk's Report April 2018**

Date: 20 April 2018

Community Transport - Sawbobus

- Application in progress for Road Transport Act s22 permits.

District Plan

- Submitted Council's response to the main Modifications consultation relating to Chapter 11.

Footpaths

- Further consultation with TeesLaw regarding advice about ownership of path from Elmwood to the river.
- Obtained quotations for footpath works to Elmwood right of way and Parish Hall footpath.

GDPR

- Researching implications of meeting requirements of the General Data Protection Regulations due in May 2018.
- Working with the East Herts town clerks to agree a consistent approach.
- Produced a draft Policy statement.

Projects

- Bell Street Conveniences no further progress.
- Town Green; no further activity.
- Quote for Cemetery road extension received, two further tenders are required.

Staff

- Office staff managing administration while Clerk on sick leave.

War Memorial

- First stage DOF cleaning has taken place.
- Awaiting quote from Lodge, a specialist contractor for the restoration of the carvings.

To: All Members
From: Joanne Sargent
Subject: **Town Project Manager's Report April**
Date: 20 April 2018

Bakers Walk School Council Project –

The Bakers Walk Project has now finished and was a great success. Cllr Ruth Buckmaster welcomed the schools to Bakers Walk on a glorious sunny morning and unveiled the masterpieces. The Artwork looks superb and the children and teachers were thrilled with the final results. Local shopkeepers were very grateful for the 'facelift' for the tired area that greeted customers on their way to the shops. Kim Ruskin from Stansted Airport Passenger Fund was in attendance as they had given a grant to the project of £500. A huge thank you to the Dulux Shop in Church Street who donated the paint and materials to give the walls a spruce up in advance of the artwork being placed.

War Memorial – Lodge & Sons have now cleaned the war memorial and had an further on site visit with Barry Leslie, Barry Hodges and myself to ascertain exactly the requirements so that they can prepare a detailed quotation for the work to be carried out on the stonemasonry element of the project. They are confident that all of the work will be carried out in time for 11th November 2018.

Travel Challenge & Town Selfie Walk – Project preparation ongoing

WW1 Then & Now Book Project – Following nearly 4 years of amazing events and activities the group are now working on producing a book and an online presence to present all the work that has been done to remember all aspect of the great war in connection with the town. It is envisaged that 100 hard copy books will be produced and presented to local schools and community groups, the remainder of the books will be available for sale. Remembrance Day will be slightly different this year to commemorate the 100 years. Following the church service there will be a short ceremony in the Bell Street car park where the Town Beacon will be lit and the church bells will be rung as part of the national Ringing for Peace commemorations.

Future Dates for the diary

Saturday 28th April 2018 – Civic Dinner
Sunday 3rd June – Civic Service at Great St Mary's 3pm
Sunday 1st July 2018 – Fun on the Field
Saturday 29th September – Town Selfie Walk
Saturday 24th November – Christmas Lights Switch On



Comment Receipt

Event Name	East Herts District Plan Main Modification Consultation 2018
Comment by	Sawbridgeworth Town Council (Mr Richard Bowran - 1032654)
Comment ID	1068
Response Date	29/03/18 11:32
Consultation Point	Table MM/11/06 (View)
Status	Submitted
Submission Type	Web
Version	0.1

Do you consider the Main Modification to be?

Legally Compliant	No
Positively Prepared	No
Justified	No
Effective	No
Consistent with National Policy	No

Please make your comments below, taking account of whether you feel the Main Modification is legally compliant and sound.

Comment

Sawbridgeworth Town Council objects to the modification to include 5 hectares as a business park

Please set out the change(s) you consider necessary to make the proposed Main Modification legally compliant or sound.

Comment

Remove the proposal as it is illogical in respect of the need to provide employment opportunities.

Do you wish to be notified of the following?

The publication of the Inspector's Report on the East Herts District Plan Yes

The adoption of the East Herts District Plan Yes



Comment Receipt

Event Name	East Herts District Plan Main Modification Consultation 2018
Comment by	Sawbridgeworth Town Council (Mr Richard Bowran - 1032654)
Comment ID	1075
Response Date	29/03/18 11:36
Consultation Point	Table MM/11/03 (View)
Status	Submitted
Submission Type	Web
Version	0.1
Do you consider the Main Modification to be?	
Legally Compliant	Yes
Positively Prepared	No
Justified	No
Effective	No
Consistent with National Policy	Yes

Please make your comments below, taking account of whether you feel the Main Modification is legally compliant and sound.

Comment

Sawbridgeworth Town Council objects to this modification as it is non specific and gives no indication of the scope and scale of any proposed provision.

Please set out the change(s) you consider necessary to make the proposed Main Modification legally compliant or sound.

Comment

Remove proposed modification.

Do you wish to be notified of the following?

The publication of the Inspector's Report on the East Herts District Plan Yes

The adoption of the East Herts District Plan Yes

D Honour & Son (Landscape) Ltd
The Old Brickyard
Elsenham Road
Stansted
Essex
CM24 8ST
honourlandscapes@aol.com
Vat No: 215 3256 91

Sawbridgeworth Town council
Sayesbury Manor
Bell Street
Sawbridgeworth
CM21 9AN

Richard.bowran@sawbridgeworth-tc.gov.uk

6th April 2018

Ref: Q682-2018

QUOTATION

Elmwood to the River Path

Preparation

Pruning, only as necessary, any overhanging branches to a height of 2.3m. Face back overhanging bushes. Remove waste arising.

Formation

Scraping the mud from the top surface 114 linear m x 1.2m wide.

Re-grading as necessary with consideration to the existing trees and flora.

Drainage

Cutting grips and channels, as necessary, to allow free movement of water to run to lower land ditches.

Geotextile

Laying Terram Advantage membrane to the full length and width of the track, cutting and overlapping the material

Surface

Spreading crushed concrete sizes 50mm down to dust to a depth of 100mm.

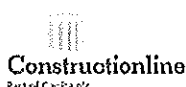
Consolidate by rolling.

Finish

Complete and seal the surface with 25mm of crushed concrete fines.

Make good edges and leaving the work areas clean and tidy.

The sum of £2739.28 plus VAT @ 20%



Domestic: Brickwork Driveways Fencing Garden landscaping Pathways Patios Planting Ponds Seeding Structures Turf laying
Commercial: Car parks Earthworks Maintenance Path work Playground installation Paving and brickwork Tree and shrub planting
NRSWA Qualified

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6th April 2018

Ref: Q683-2018

QUOTATION

Parish Hall Path

For:

- 43m long x 1m wide.
- Scraping the path to remove dirt/soil and loose material.
- Dispose of any waste material.
- Supply tarmac plainings and spread to a 50mm layer
- Finish with a rolling.
- Leave clean and tidy

The sum of £967.62 plus VAT @ 20%



Domestic: Brickwork Driveways Fencing Garden landscaping Pathways Patios Planting Ponds Seeding Structures Turf laying
Commercial: Car parks Earthworks Maintenance Path work Playground installation Paving and brickwork Tree and shrub planting
NRSWA Qualified



Policy 6.8

GENERAL DATA PROTECTION REGULATIONS 2018

(Includes the Policy, Responsibilities and Guidance)

Adopted by Council on 30 April 2018
Review by March 2020

1 Introduction

- 1.1 The General Data Protection Regulations means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).

On 25 May 2018 this directive will replace European Data Protection Directive (Directive 95/46/EC) that was implemented by the Data Protection Act 1998.

- 1.2 Regulation (EU) 2016/59 places more stringent requirements on the Council regarding the collection, management, processing, retention and deletion of personal data.

2 Statement of Policy

- 2.1 In order to operate efficiently, Sawbridgeworth Town Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition it may be required by law to collect and use information in order to comply with the requirements of central government.
- 2.2 This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it is on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.
- 2.3 Sawbridgeworth Town Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business.
- 2.4 The Council will ensure that it treats personal information lawfully and correctly.

3 The Principles of Data Protection

- 3.1 The GDPR stipulates that the Council in processing personal data must comply with **six principles**.
- 3.2 The Principles require that personal information shall be:
1. processed lawfully, fairly and in a transparent manner in relation to the data subject;
 2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
 3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
 4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
 5. kept in a form which permits identification of data subjects for no longer than is necessary;
 6. processed to ensure appropriate security of the personal data, including against unauthorised or unlawful processing and against accidental loss, destruction or damage. There is some special provision, including for public interest archiving and historical research.

- 3.3 The GDPR provides conditions for the processing of any personal data. Personal data is defined as any information relating to an identified or identifiable living individual

4 Management of Personal Data

- 4.1 Sawbridgeworth Town Council will, through appropriate management and the use of guidance from the Information Commissioner:-

- Fully meet requirements regarding the collection and use of personal information
- Meet its legal obligations to specify the purpose for which information is used
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- Take appropriate technical and organisational security measures to safeguard personal information
- Ensure that personal information is not transferred abroad without suitable safeguards
- Ensure that the rights of people about whom the information is held can be fully exercised under the Act

These include:

- The right to be informed that processing is being undertaken
- The right of access to one's personal information within the statutory 40 days
- The right to prevent processing in certain circumstances
- The right to correct, rectify, block or erase information regarded as wrong information

- 4.2 In addition, Sawbridgeworth Town Council will ensure that:

- The Town Clerk has specific responsibility for data protection in the organisation
- Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- Everyone managing and handling personal information is appropriately trained to do so
- Everyone managing and handling personal information is appropriately supervised
- Anyone wanting to make enquiries about handling personal information, whether a member of staff or a member of the public, knows what to do
- Queries about handling personal information are promptly and courteously dealt with
- Methods of handling personal information are periodically assessed and evaluated
- Data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will comply with approved procedures
- All elected members are to be made fully aware of this policy and of their duties and responsibilities under the Act
- All staff will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that