

# Sawbridgeworth Town Council

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



**MAYOR**  
Cllr Mrs Angela Alder

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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 29 October 2018**

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**Meeting of the Town Council**

**at 7.30 pm**

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Followed by

**Planning Committee**

At about 8.30pm  
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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

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Richard Bowran BSc (Hons) FSLCC

## MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 29 October 2018** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk  
23 October 2018

## AGENDA

Welcome by the Town Mayor

**18/81 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**18/82 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Interest by Members.

**18/83 PUBLIC FORUM**

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

**18/84 MINUTES**

[S] [V]

To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 24 September 2018 (M04) [Appendix A]

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

**18/85 PLANNING COMMITTEE**

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

[S]  
[S]

- 24 September 2018 (P06) [Appendix B]
- 15 October 2018 (P07) [Appendix C]

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

[S]

- 08 October 2018 (P06A) [Appendix D]

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

[S]

- 22 October 2018 (P07A) [Appendix E]

- 18/86 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive Mayor's appointments and communications.
- 18/87 REPRESENTATIVES AND CHAMPIONS REPORTS**  
To receive reports from:
- County Cllr Eric Buckmaster *[Appendix F]*
  - District Cllr Angela Alder
  - District Cllr Eric Buckmaster
  - Hertfordshire Police
  - Other Representatives & Champions
    - Cllr Royle – Schools, Footpaths, Sports Association, SYPRC and Economic Vibrancy *[Appendix G]*
- 18/88 OFFICERS REPORTS**  
To receive and note reports from:
- Town Clerk *[Appendix H]*
    - SLCC National Conference *[Appendix I]*
  - Town Projects Manager *[Appendix J]*
- 18/89 STAP & ECONOMIC DEVELOPMENT COMMITTEE**  
To receive and approve the proposed Terms of Reference for the committee revised by the chairman and commented upon by members of the committee. *[Appendix K]*
- 18/90 EAST HERTS DISTRICT PLAN**  
To report on any developments following the public examination of the East Herts District Plan.
- 18/91 MEMBERS TRAINING**  
Carried forward from 24 September:  
To consider Members' training requirements for inclusion in the proposed budget for 2019/20
- 18/92 ELMWOOD FOOTPATH**  
To consider whether to apply to Hertfordshire County Council for a Modification Order to develop the permissive footpath between Elmwood and the river into a Right of Way.
- 18/93 INVITATION TO MEETINGS**  
To confirm that an invitation has been extended to the new Safer Neighbourhoods commander to attend a meeting of the town council and that he has agreed his willingness to do so.
- 18/94 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**  
Carried forward from 24 September:  
To confirm, following the AGM of the SYPRC, the appointment of Gill Hawkins, Steve Day, Angela Alder, Ron Alder, Joanne Sargent, Gemma Felsted and Victoria Luck as Community Representatives to the management committee.
- 18/95 DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation.
- 18/96 FINANCIAL REPORT**  
To note the current Financial Report.

**18/97      ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.

**18/98      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

## MEETING OF THE TOWN COUNCIL Minutes<sup>1</sup>

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 24 September 2018**.

### Those present

Cllr Sotirios Adamopoulos	Cllr Pat Coysten
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:

4 members of the public	PS Mark Collins – Herts Police
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager

The meeting was preceded by a presentation by Mr Richard Morris' CEO of "Giving Street" on how his organisation helps companies, customers and communities thrive together.

Welcome by the Town Mayor

A short address was given by Rabbi Irit Shillor from the Harlow Jewish Community.

### 18/61 APOLOGIES FOR ABSENCE

To receive any apologies for absence.  
There were none

### 18/62 DECLARATIONS OF PECUNIARY INTEREST

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

### 18/63 PUBLIC FORUM

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

**Mr Norman Manion** said that on 31 March 2014 he had reported issues with cars parked on the pavement outside his house. He produced photographs of cars continuing to do so and said that apart from two collisions this last week end he was unable to open his windows because of the fumes.

*Cllr E Buckmaster responded that there were some s106 funds still available from the development of the Millfields site and although the parking was not illegal he would see what could be achieved to help. Ho highlighted measures already taken to counter traffic issues.*

<sup>1</sup> These minutes will be considered for approval at the next meeting of the Town Council and may be subject to change until that time.

**Mr Greg Leary** spoke to thank the town council for the restitution of the Elmwood footpath and asked for the council's support in applying for a Modification Order to establish the footpath as a Right of Way.

*Clerk responded that this was a potential course of action and it was agreed to add this item to the agenda for the next meeting of council.*

**18/64 MINUTES**

To approve as a correct record, after the correction of two phrases, the minutes of the Meeting of the Town Council held on 23 July 2018 (M03) [*prop Cllr Riches; Secd Cllr R Buckmaster*]

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

**Cllr E Buckmaster** wanted it to be noted that after the last meeting he had expressed some concern over the resolution to change the date of a future meeting. He stated that he didn't particularly want a response to this from other members and it didn't matter why the meeting was changed but he did want it noted in the minutes that on reflection this resolution had no power to be put into effect.

*"The council cannot change a date that hasn't yet been set by an administration that has not yet been formed for a committee structure that has not been agreed. All of those things can only be done next May by a future administration so the resolution carries no weight."*

Standing Orders prescribe a notice period for resolutions, this was introduced on the evening and unfortunately members had no time to consider, otherwise I would have thought it through in that way. So my view is that it does not carry any weight

**18/65 STAP AND ECONOMIC DEVELOPMENT COMMITTEE**

**Received and Noted:** The draft minutes of the Sawbridgeworth Town Action Plan and Economic Development Committee Meeting held on:

- 10 September 2018 (P05)

**18/66 PLANNING COMMITTEE**

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

- 23 July 2018 (P04)

**Received and Noted:** The draft minutes, including the comments made under delegated authority in August 2018, of the Planning Committee Meeting held on:

- 10 September 2018 (P05)

**18/67 FINANCE & POLICY COMMITTEE**

**Received and Noted:** The draft minutes of the Finance & Policy Committee Meeting held on:

- 10 September 2018 (P05)

**18/68 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications.



Received letters of thanks from two organisations that has been given grants

Visited:

- Spellbrook School leavers ceremony in July
- St Elizabeth's Hospice in Much Hadham
- The Jacobs Centre – the mayor's charity
- The Allotments Show in September
- The Schools Travel Group about Walk to School Week and the Town Selfie Walk.

18/69

## REPRESENTATIVES AND CHAMPIONS REPORTS

To receive reports from:

- o Hertfordshire Police, PS Mark Collins reported:
  - o Thefts from motor vehicles, a suspended possession order and a conviction obtained for a hammer attack captured on STC's CCTV.
  - o Introduction of mini-police in year 5&6 at Spellbrook and police cadets who will attend the town selfie walk, Remembrance Day and the Christmas lights event.
  - o BOBB pub-watch continues
  - o A new PCSO is to be allocated to Sawbridgeworth.
- o County Cllr Eric Buckmaster reported:
  - o Rogue Trader Team report for July/August.
  - o Consultation adults with learning disabilities: Hertfordshire residents have the chance to share their views on our proposals to make things better for adults with learning disabilities in the county by taking part in our consultation.
  - o Lighting up times are set to increase by two hours under a proposed new policy by Hertfordshire County Council.
  - o Essex & Herts Air Ambulance has recently celebrated its 20th anniversary with the Air Ambulances being deployed more than 20,000 times in this period!
  - o Herts Fire and Rescue service are very pleased to announce that through a last push of joint fundraising, Public Health and the Fire and Rescue Service staff have managed to raise enough money to equip the remaining HCC fire engines in the fleet with pet resuscitation equipment.
  - o Latest on Fire and Rescue Governance. An agreement on the future collaboration arrangements between emergency services in Hertfordshire has been reached by the Police and Crime Commissioner and the County Council.
  - o YC Hertfordshire. More than 1000 young people completed this year's National Citizen Service (NCS) summer programme with YC Hertfordshire, equipping them with the vital skills and confidence needed as they approach adulthood.
  - o Nascot Lawn. In August I chaired another scrutiny topic group on respite services for families of severely disabled children.
  - o Junction 8 of the M11. Essex Highways plans to undertake improvements to J8 of the M11 and the nearby A120/A1250 Dunmow Road Junction.
- o District Cllr Angela Alder reported attending:

- o 25 August – EHDC council meeting
- o 16 August – session on Bournville Housing scheme
- o 30 August – steering Cttee for EH Dementia Friendly
- o 04 September - PAG meeting
- o 06 September – budget meeting looking at savings
- o 10 September – RAB meeting in Sawbridgeworth
- o 11 September – east Herts Exec meeting
- o 13 September – Community Wellbeing Forum
- o 18 September – session on devolution of responsibilities to town and parish councils
- o Other events at St Elizabeth's Hospice, The Jacobs Centre, Sawbridgeworth Allotment show and the schools travel group.
- o District Cllr Eric Buckmaster reported:
  - o Community Grants. A new round of Community Grants opened on 20th August and will close on 15th October.
  - o Hertford Theatre. At Full Council in July it was agreed to proceed with the Expansion of Hertford Theatre
  - o Dementia Friendly Action Group I am pleased to say that officers have helped relaunch a multi-agency/organisation action group to support dementia friendly activities and support throughout the district.
  - o Old River Lane and Arts Centre Development Management Committee approved the plans in July for a new multi storey car park at Northgate End.
  - o Leisure Contract Also at Council in July I recommended a change in emphasis for the Procurement Process. We were going for a Design, Build and Operate model.
  - o District Plan. Modifications now accepted by the Inspector. However Stevenage MP asked for Plan to be called in. It was not called in but a holding order was placed by the Secretary of State. Officers have met with senior civil servants and are responding to questions raised.

Some discussion about the validity of the District Plan as it applied to Sawbridgeworth and Gilston.

**Resolved:** That the Clerk write to the Secretary of State for Housing, Communities and Local Government asking him to "Call In" the District Plan under Section 21A of the Planning and Compulsory Purchase Act 2004 (PCPA 2004)

*[prop Cllr Shaw; secd Cllr Burnicz]*

- o Other Representatives & Champions
  - o Cllr Royle – Schools. I've written to all schools proposing one school council/town council briefing meeting in the chamber in the Spring Term and two town school council meetings, one I each of the Spring and Summer terms. I and/or the mayor can also visit school council meetings held in school. Reedings and Mandeville have so far replied to confirm they are happy with this arrangement and offered school council dates in school. I am also in contact with the new head teacher of Leventhorpe and have arranged a meeting to explore closer community links: school council/town school council, SYPRC, town twinning and local history.
  - o Cllr Royle – Footpaths. Still no update on Footpath 27

from the Church to Lower Sheering Road, which has long-standing drainage issues. Road from Scout Hut housing resurfaced but not Footpath 21, not sure if that is planned. No response from EHDC so far. Yet to meet new EHDC person responsible for dog fouling for a planned update (bin locations, bin numbers, dual-purpose bins). Possibility of community litter picking (Corinne Lewis).

- o **Cllr Royle** Sawbridgeworth - Sports Association. Next meeting is 30 October, I was unable to go to the July meeting. We might talk about the implications of the removal of SAWB5 from the District Plan. Removal of the overhanging tree branches from Sayesbury Manor is awaiting the go-ahead form EHDC.
- o **Cllr Royle** – SYPRC. Plan to go to various CDA meetings (Tim Hayward-Smith came to our last management committee meeting): AGM 3 October, Community Energy Network 9 October, Village Halls Network 17 October and Conference 5 December
- o **Cllr Furnace**.- reported on the National Citizens Scheme and suggested meeting with the regional organiser in Spring 2019 to promote the scheme
- o **Cllr E Buckmaster** – re: May Fayre, reported that the chairman of CVS had resigned and several other committee members wished to resign.
- o **Cllr R Buckmaster** – reported that the RHSO Apple Day will be on 06 October this year

**18/70 OFFICERS REPORTS**

**Received and Noted:** The reports from:

- Town Clerk
- Town Projects Manager

**18/71 EAST HERTS DISTRICT PLAN**

This item was addressed in the debate and resolution arrived at Agenda Item 18/69.

**18/72 CYCLING AND WALKING PLAN**

To receive and endorse the Sawbridgeworth Local Cycling and Walking Plan produced as material evidence to the Masterplanning process and the Town Action Plan.

A number of comments were made and it was acknowledged that this was only a consultative report and didn't need to be adopted *in toto*. It was a wish list for further discussion.

**Agreed:** To receive and note the report

**18/73** There was no agenda item 18/73

**18/74 BELL STREET PUBLIC CONVENIENCES**

**Received and Noted:** The paper on the future of the Bell Street Public Conveniences and to decide the future involvement of the town council.

**Agreed:** To establish a working party to determine the preferred option for the refurbishment. Members are Cllrs Alder, Beeching,

Coysten and Shaw.

**Resolved:** To include a sum of £10,000 in the budget proposals for the next 10 years to provide for the maintenance and servicing of the refurbished facility [prop Cllr Beeching; secd Cllr Shaw]

**18/75 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**

To confirm, following the AGM of the SYPRC, the appointment of Gill Hawkins, Steve Day, Angela Alder, Ron Alder, Joanne Sargent, Gemma Felsted and Victoria Luck as Community Representatives to the management committee.

Comments were made about the attendance of members. Cllr Adamopoulos confirmed that he wished to continue as a council appointee but would accept his dismissal if this was so resolved.

**Resolved:** That this item carried forward to the next meeting of Council [prop Cllr Alder; secd Cllr Shaw]

**18/76 MEMBERS TRAINING**

To consider Members' training requirements for inclusion in the proposed budget for 2019/20.

As no information was available, this item carried forward to the next meeting of Council

**18/77 DEPOSIT & CONSULTATION DOCUMENTS**

To note receipt of any Documents for Noting and Consultation. There were none

**18/78 FINANCIAL REPORT**

**Noted:** The current Financial Report.

**18/79 ACCOUNTS FOR PAYMENT**

**Noted and Approved:** Accounts for payment.

**18/80 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

- Modification Order for the Elmwood footpath
- Invitation for the Police Crimes Commissioner, David Lloyd, to attend a council meeting
- Invitation for the new neighbourhood commander, CI Steven Orton to attend a council meeting
- Determination of a number of SYPRC issues
- Determination of proposals for Members' training for the 2019/20 budget

Meeting closed at 21:20

# 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 pm on **Monday 24 September 2018.**

#### Those present

Cllr Ruth Buckmaster  
Cllr Don Hall  
Cllr David Royle

Cllr Pat Coysten  
Cllr Heather Riches  
Cllr Mike Shaw

#### In attendance:

Richard Bowran – Town Clerk  
Lisa Dale – Planning Officer

#### P 18/42 APOLOGIES FOR ABSENCE

To receive any apologies for absence. There were none.

#### P 18/43 PUBLIC FORUM

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

#### P 18/44 DECLARATIONS OF PECUNIARY INTEREST

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

#### P 18/45 MINUTES

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

- 10 September 2018 (P05) ) [*prop Cllr Hall ; secd Cllr Royle*]

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

Noted that Cllr Shaw sent apologies to Cllr R Buckmaster but these were not seen prior to the start of the meeting.

#### P 18/46 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

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**3/18/1773/FUL Fairswell, 25 Vantorts Road, CM21 9NA**

Demolition of existing dwelling and erection of 3no. dwellings with associated car parking and landscaping

**Applicant:** Mr D Needham

**STC Comment:** No objection to original application. This was resent in error.

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**3/18/1863/HH            29 Station Road**

Conversion and alterations of existing outbuilding to home office including installation of 2 windows and insertion of 4 roof lights

**Applicant:** Mr C Hardy

**STC Comment:** No objection.

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**3/18/1899/LBC            28 Knight Street, CM21 9AU**

Removal of ATM and install new window. Removal of cameras and walls made good. Removal of signage and walls made good and the removal of night safe and installation of steel plate. Internal alterations to include – Removal of counters and non-load bearing partitions

**Applicant:** Barclays Bank Pic

**STC Comment:** No comment

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**3/18/1943/HH            New House, Pishiobury Drive, CM21 0AF**

Erection of single storey side extension

**Applicant:** Mr Wadia

**STC Comment:** No objection.

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**P 18/47            LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 21 September 2018.  
There were none.

**P 18/48            PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC

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**3/18/1023/FUL            Basement Ground and Part First Floors,  
Pishiobury House, Pishiobury Drive, CM21 0AF**

Alterations to approved ground floor and basement layout to create 2no 2 bedroom apartments in lieu of 1no. 3 bedroom apartment (associated with LPA 3/14/1748/FP for conversion from office to form 6 residential units)

**Applicant:** M & D Developments

**STC Comment:** No comment until further information available

**EHDC Decision:** Granted

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**3/18/1024/LBC            Basement Ground and Part First Floors,  
Pishiobury House, Pishiobury Drive, CM21 0AF**

Alterations to approved ground floor and basement layout to create 2no 2 bedroom apartments in lieu of 1no. 3 bedroom apartment with new external sunken area and glazed doors

**Applicant:** M & D Developments

**STC Comment:** No comment

**EHDC Decision:** Granted

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**3/18/1348/HH            The Farmhouse, Three Mile Pond Farm Cottage, CM21 9BZ**  
Erection of a new boundary wall to north of site to create a separate pedestrian access to Farm Cottage; and creation of a new vehicular access with new boundary walls and gates to the south of the site  
**Applicant:** Mr M Brace  
**STC Comment:** *No objection*  
**EHDC Decision:** Refused. "The proposal would result in an unacceptable intrusion into the garden of this Grade II Listed Building. The historic setting of this Listed Building would be substantially harmed, and therefore the special interest of this heritage asset would not be preserved or enhanced. Consequently, the proposal is contrary to Emerging District Plan policies HA1 and HA7, and Section 16 of the NPPF"

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**3/18/1654/HH            63 The Crest, CM21 0ES**  
Garage conversion and first floor extension with 2no rooflights to front and rear elevations  
**Applicant:** Mrs Claire Swain  
**STC Comment:** *Objection. Proposal does not appear to complement the existing street pattern and is thus contrary to Policy ENV1 1 (b) and the first floor extension because of its proximity to the common curtilage of the neighbouring property appears contrary to Policy ENV6 (b)*  
**EHDC Decision:** Refused. "The proposed development, by reason of its size, scale, mass, form, siting and design, would fail to appear subservient in scale to the original dwelling to the detriment of its design and character. The proposed extension would be clearly visible within the street scene and would erode the characteristic spacing seen between plots failing to maintain the spacious character and appearance of the plot in this part of the street scene. The proposed development would therefore lead to substantial harm to the character and appearance of the surrounding street scene. Accordingly the proposal represents poor design contrary to policies ENV1, ENV5 and ENV6 of the East Herts Local Plan Second Review April 2007."

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**3/18/1658/HH            39 Wychford Drive, CM21 0HA**  
Garage conversion with pitched roof and single storey rear extension with 3no rooflights and windows to side.  
**Applicant:** Mrs Keren Emery  
**STC Comment:** *No objection*  
**EHDC Decision:** *Granted*

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**P 18/49            PLANNING APPEALS**  
To receive notification from EHDC of Planning Appeals. There were none

Meeting Closed at 21:35





# 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 pm on **Monday 15 October 2018**.

#### Those present

Cllr Ruth Buckmaster  
*ex Officio Cllr Angela Alder*

Cllr Heather Riches

#### In attendance:

Richard Bowran – Town Clerk  
Lisa Dale – Planning Officer

#### P 18/55 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllr Coysten – medical appointment, Cllr Royle – prior commitments, Cllr Shaw – business commitment. Cllr Hall was absent.

#### P 18/56 PUBLIC FORUM

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

#### P 18/57 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. Cllr Alder declared a pecuniary interest in application 3/18/2138/FUL Orion (Garden of), London Road, Spellbrook.

#### P 18/58 MINUTES

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

- 24 September 2018 (P06) – Already approved at the extra Planning Committee Meeting (P06A) held on Monday, 8 October [*prop Cllr Riches ; secd Cllr Royle*]

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

#### P 18/59 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

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**3/18/2030/PNHH 11 Bell Mead**

Single storey rear extension: Depth 6.0 metres, maximum height 3.0 metres, eaves height 3.0 metres

**Applicant:** Mr S Barratt

**STC Comment:** No objection.

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**3/18/2034/HH**            **2 Northfield Road, CM21 9DR**  
Two storey side and rear extensions with part first floor side and rear extension  
**Applicant:** S Cheney  
**STC Comment:** No objection.

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**3/18/2039/FUL**            **17 High Wych, CM21 0AY**  
Replacement of kitchen extract fan. Erection of shelter for cellar cooling equipment and erection of outbuilding/bin store - Retrospective  
**Applicant:** Mr D Grover  
**STC Comment:** No objection.

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**3/18/2040/LBC**            **17 High Wych, CM21 0AY**  
Regularisation for the replacement of kitchen extract fan. Erection of shelter for cellar cooling equipment and erection of outbuilding/bin store  
**Applicant:** Mr D Grover  
**STC Comment:** No objection.

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**3/18/2096/HH**            **2 Lancaster Gate, Chaseways, CM21 0AQ**  
Conversion of garage with associated elevational alterations and roof dormer, single storey link extension to main dwelling and two storey rear extension with Juliette balcony at first floor level  
**Applicant:** Mr Simon Weeks  
**STC Comment:** No objection.

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**3/18/2128/HH**            **23 High Wych Road, CM21 0HE**  
First floor rear extension and alterations to rear fenestration  
**Applicant:** A Thomas & M Cayle  
**STC Comment:** Objection. Committee in agreement with neighbours concerns regarding loss of light

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**3/18/2129/LBC**            **23 High Wych Road, CM21 0HE**  
First floor rear extension, alterations to rear fenestration and internal alterations and internal alterations at ground floor comprising the removal of the bathroom, provision of an internal partition and door to create W/C and breakfast room together with the provision of an internal partition and door to create a bathroom and hallway at first floor level  
**Applicant:** A Thomas & M Cayle  
**STC Comment:** No comment.

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**3/18/2138/FUL**            **Orion (Garden of), London Rd, Spellbrook, CM23 4AX**  
Residential development comprising of 4 No detached houses within part of the garden of the existing house (Orion)  
**Applicant:** Spellbrook No1 Ltd  
**STC Comment:** Inquireate. Deferred to Planning Meeting (P08).

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**P 18/60 LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 12 October 2018.

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**3/18/2173/HH 71 West Road**  
Addition of single-storey Glass Canopy to rear elevation of property  
**Applicant:** Mr & Mrs Rees  
**STC Comment:** No objection.

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**P 18/61 PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC

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**3/17/1778/FUL 11, 13 & 15 London Rd, CM21 9EH**  
Crossover and driveway  
**Applicant:** Swayprime  
**STC Comment:** Objection. In retrospect, committee in agreement with neighbours concerns  
**EHDC Decision:** Refused. "The proposal would result in the loss of landscape features, and the provision of hard surfacing, which would be detrimentally harmful to the character and appearance of the existing dwellings, adjoining dwellings and the street scene, contrary to policies ENV1 and ENV2 of the East Herts Local Plan Second Review April 2007"

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**3/18/1508/FUL 1-10 Bells Walk, London Road, CM21 9JG**  
Front extension to shop involving enclosure of walkway and provision of new shop front  
**Applicant:** IMLY Development  
**STC Comment:** Objection. Despite the previous history of this site and the undoubted improvement to the look of the area, the proposal appears to be contrary to Policy BH5, extensions and alterations to unlisted buildings in the Sawbridgeworth conservation area.  
**EHDC Decision:** Application Withdrawn by Applicant/Agent

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**3/18/1559/HH 12 Heron Close, CM21 0BB**  
Demolition of conservatory and erection of single storey rear extension.  
**Applicant:** Mr Andrew Crossley  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/18/1652/HH 39 Pishiobury Drive, CM21 0AD**  
Erection of single storey front extension and first floor rear extension.  
**Applicant:** Mr K Lababedi  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**P 18/62**

**PLANNING ENFORCEMENT**

To receive notification from EHDC of Enforcement issues

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**E/18/0309/ENF**

**14 The Forebury, CM21 9BD**

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**P 18/63**

**PLANNING APPEALS**

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

Meeting Closed at 19:50

# 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 08 October 2018**.

#### Those present

Cllr Ruth Buckmaster  
Cllr Don Hall  
Cllr David Royle

Cllr Heather Riches  
Cllr Mike Shaw  
*Cllr Angela Alder (ex officio)*

#### In attendance:

5 members of the public

Cllrs Beeching, Burmicz, E Buckmaster and  
Furnace as members of the public.

Lisa Dale – Planning Officer

Richard Bowran – Town Clerk

#### P 18/50 APOLOGIES FOR ABSENCE

Received from Cllr Coysten – prior personal engagement.

#### P 18/51 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Interest by Members

#### P 18/52 MINUTES

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

- 24 September 2018 (P06) [*prop Cllr Riches; secd Cllr Royle*]

#### P 18/53 PUBLIC FORUM

There were no comments from members of the public.

#### P 18/54 PLANNING APPLICATION RECEIVED FROM EHDC

To consider a major Planning Application received from EHDC.

#### APPLICATION: 3/18/1523/FUL

**PROPOSAL:** Development of 200 homes with associated access, landscaping, parking, private amenity space, public open space and allotments.

**AT:** (SAWB3) Chalks Farm South of West Road Sawbridgeworth

It was noted that since the Secretary of State for Housing, Communities and Local Government had ordered that the proposed East Herts District Plan be put on hold, this application had to be considered under the provisions of the current adopted plan (East Herts Local Plan Second Review 2007)

#### **STC Comment:** Object.

This proposes a development in the Green Belt. It is considered that this is an "Inappropriate Development" as it does not meet any of the exceptions defined in the policy. It is thus contrary to Policy GBC1. [*Prop Cllr Shaw; secd Cllr Royle*]

Anticipating that the proposed East Herts District Plan would be adopted in the near future, the committee then proceeded to consider the application in that context.

**STC Comment: Object.**

Until a number of criteria are addressed the Town Council cannot support the proposal. The detailed response to the proposal is attached and is arranged in the format that will be used by the Local Planning Authority to determine the application.

The meeting closed at 21:00

# 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 22 October 2018**.

#### Those present

Cllr Ruth Buckmaster  
Cllr Don Hall

Cllr Heather Riches  
Cllr Angela Alder (*ex officio*)

#### In attendance:

11 members of the public

Cllrs E Buckmaster and Furnace as members of the public.

Lisa Dale – Planning Officer

Richard Bowran – Town Clerk

#### P 18/64 APOLOGIES FOR ABSENCE

Received from Cllr Royle – car breakdown  
Cllrs Coysten and Shaw were absent

#### P 18/65 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members  
There were none

#### P 18/66 MINUTES

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

- 08 October 2018 (P06A) [*prop Cllr Riches; secd Cllr Alder*]
- 15 October 2018 (P07) [*prop Cllr Riches; secd Cllr Alder*]

#### P 18/67 PUBLIC FORUM

**Mr Greg Leary** commented on the lack of flood avoidance measures in the application and pointed out that surplus water would enter the brook by the site.

**Mrs Annelise Furnace** commented that the 1.2 hectares of land asked for by Mandeville school for expansion had been reduced to 0.84 hectares (0.83 hectares on some documents). That land released must be made available before construction commences and needed fencing and grassing. A pedestrian gate needs to be provide however the school has no funding for this.

#### P 18/68 PLANNING APPLICATION RECEIVED FROM EHDC

To consider a major Planning Application received from EHDC.

#### **APPLICATION: 3/18/1760/FUL**

**PROPOSAL:** Development of 135 dwellings including vehicular and pedestrian accesses, associated infrastructure, car parking, open space, landscaping, green infrastructure, sustainable drainage system, and associated works; and provision of land to facilitate the expansion of Mandeville Primary School.

**AT:** (SAWB2) Land North of West Road Sawbridgeworth

After a long discussion of relevant points, led by the chair of the meeting, and interspersed with comments by members of the public, the conclusion was reached that:

**STC Comment: Object.**

Until a number of criteria are addressed the Town Council cannot support the proposal. The detailed response to the proposal is attached and is arranged in the format that will be used by the Local Planning Authority to determine the application.

The meeting closed at 20:44



APPENDIX F

To follow



**SAWBRIDGEWORTH TOWN COUNCIL 29 OCTOBER 2018**

**REPRESENTATIVES' AND CHAMPIONS' REPORTS**

**SCHOOLS**

I'm still waiting to hear from two primary schools about the proposed school council/town council briefing meeting schedule in the Chamber for the Spring Term and Summer terms. The Mayor will be attending a Mandeville Action Takers meeting on 4 December. I am confirming in-school council dates with the other schools.

I met the new Headteacher of Leventhorpe, the Head of History and the new Deputy Headteacher responsible for Student Voice. They are keen to have closer community links: school council/town school council, SYPRC, town twinning and local history.

I have also been asked by the Town Travel Group at their last meeting to contact Leventhorpe about involvement in future travel challenge weeks. I have sent an initial email.

**FOOTPATHS**

Still no update on Footpath 27 from the Church to Lower Sheering Road, which has long-standing drainage issues. I note that the Amenities Committee (minutes of 16 July) is planning site visits; I would like to be involved in those please.

I have been in contact with the new EHDC person responsible for dog fouling and we have updated him on logged incidents (we still need to review bin locations, bin numbers, labelling of dual-purpose bins).

Community litter picking on Saturday 17 November 1000-1300 starting in Bell Street (organised by Corinne Lewis).

**SAWBRIDGEWORTH SPORTS ASSOCIATION**

Next meeting is 30 October. The Chairman has asked me to brief the committee on the removal of SAWB5 from the District Plan so they can discuss the implications for local clubs. As far as I know, removal of the overhanging tree branches from Sayesbury Manor is still awaiting the go-ahead from EHDC.

**SYPRC**

Clr Ruth Buckmaster and I attended the CDA Village Halls and Community Buildings Network meeting on 17 October at High Wych. A more formal Consortium is proposed to support East Herts halls and community buildings and maximise their efficiency and effectiveness through subscription to CDA Herts (SYPRC is already a member). We will make a presentation at the Conference on 5 December about the work of SYPRC with young people and our future plans. There will be a number of presentations on topics relevant to village halls/community buildings, plus stalls manned by companies supporting this sector.

**ECONOMIC VIBRANCY**

Following the presentation at Full Council on 24 September by Richard Morris, founder of the Giving Machine and Giving Street, I have given information on the scheme to a number of local businesses and am gathering their feedback to see what the next steps might be.



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# Sawbridgeworth Town Council

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

**Date: 23 October 2018**

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## **Community Transport - Sawbobus**

- Sawbobus off the road for a third time awaiting repair. Now off road for 120 days, issues escalated to FIAT UK.
- Discussing funding with Essex CC and Sheering PC
- RTA 1985 s22 licence granted.
- Routes now to be submitted to Traffic Commissioner.

## **Community Transport – Hire buses**

- One hire bus has had a damage related incident, repair delayed as it is being used for Sawbobus replacement.

## **Footpaths**

- Work on Elmwood footpath to the river completed.

## **Projects**

- Town Green; contact re-made with EHDC to discuss options.
- Fair Green; market consultation has resulted in protests and a legal challenge
- Quote for Cemetery road extension received, two further tenders are required.

## **War Memorial**

- Work commenced, see Project Manager's report.



# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Richard Bowran  
Subject: SLCC Conference Report  
Date: 12 October 2018

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I am the alternate representative for Hertfordshire at the SLCC National Forum (formerly the National Executive Committee) and I attended the quarterly meeting of the forum in Lincolnshire on Tuesday 09 October. I shall be reporting back to the Hertfordshire Branch of the SLCC in due course.

Following that; the Town Projects Manager and I attended the 44<sup>th</sup> National Conference of the SLCC in Lincolnshire on 10 and 11 October.

The conference format is a mixture of presentations and workshops on matters of current interest. This year the main subjects were:

- How to use verbal and non-verbal communication – techniques for better interpersonal communication.
- Dealing with Member misconduct – sanctions and measures available to resolve conflict between Members and the possible consequences for staff.
- Cemetery development – changes in the licencing of cemeteries in relation to new regulations from the Environment Agency.
- The Ledbury case – important new case law relating to the consequences of the fallout from the Localism Act 2011 and the abolition of the Standards Board. Panel of a solicitor, a Monitoring Officer and the chair of the Committee for Standards in Public Life.

These were interspersed with presentations by motivational speakers on subjects such as:

- 10 myths about parish councils – an alternative approach to running a parish council.

The conference is substantially sponsored by suppliers to our sector and there were 43 such attendees. I was able to speak with:

- CCLA – with whom we make financial deposits
- Danfo – who are quoting for the Bell Street conveniences
- Edge IT Systems – who provide some of our IT services
- Healthmatic – who are quoting for the Bell Street conveniences
- Information Commissioners Office – who we liaise with regarding GDPR

- Local Council Consultancy – who are setting up as a buffer consultancy
- Overton – who supply ground-work machinery
- Pear Technology Services – who provide some of our IT services
- Plantscape – who used to supply our hanging basket holders
- Rialtas Business Solutions – who provide some of our IT services
- WPS Insurance – who are our insurance broker

The conference is also an opportunity both to share experiences with colleagues from all shapes and sizes of councils and to welcome newcomers to the sector.



To: All Members  
From: Joanne Sargent  
Subject: **Town Project Manager's Report**  
Date: 23<sup>th</sup> October 2018

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**Travel Challenge & Town Selfie Walk** – Saturday 29<sup>th</sup> September from 11am to 2pm from Bell Street Car Park. Thoroughly enjoyed by all that attended. The Selfie Walk will continue and take place in 2019. Special thanks to the volunteers that hosted a gazebo, Rotary Club, CROW, WI and Evangelical Congregational Church

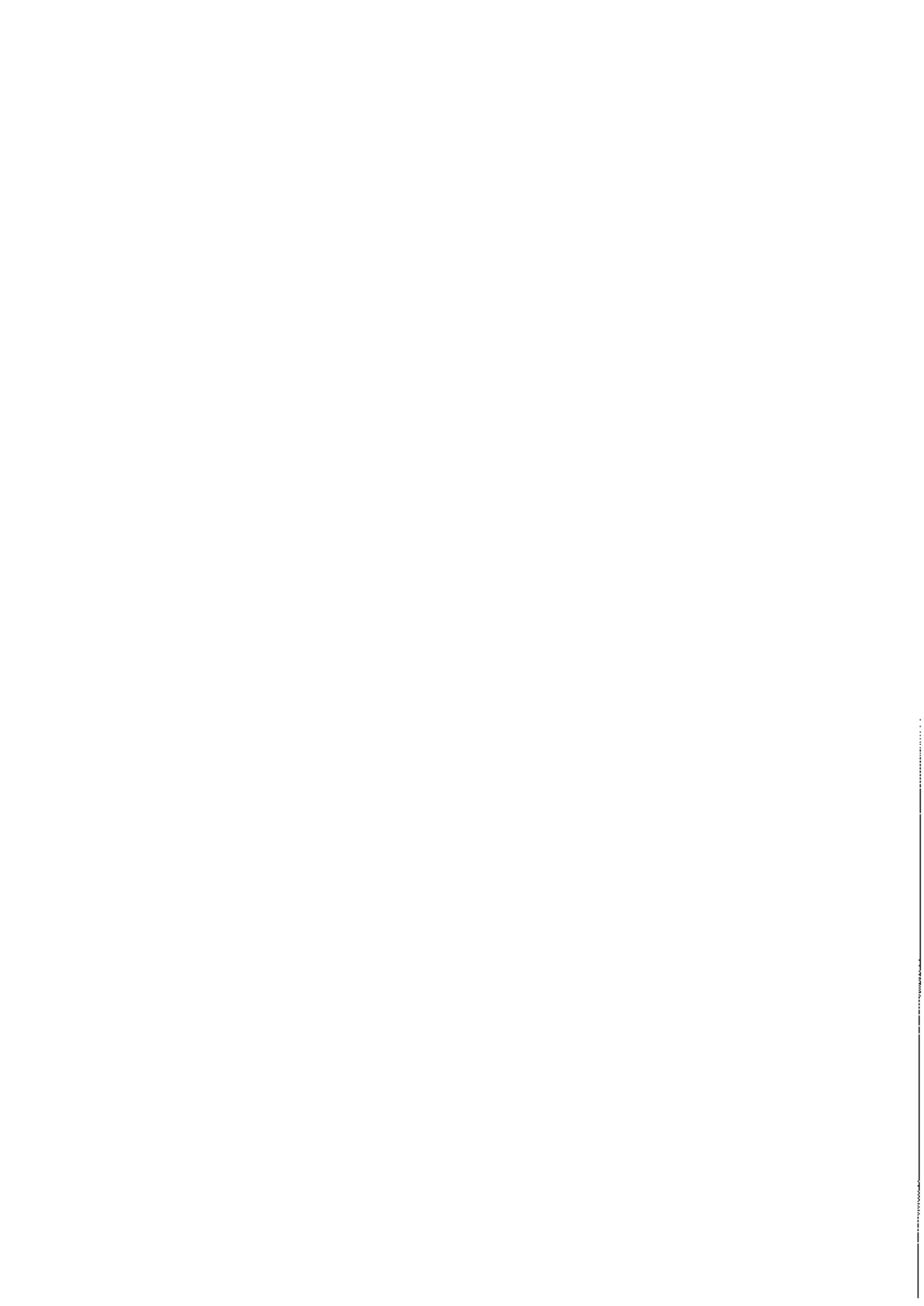
**War Memorial** – The North Panel has now been made and will be installed from W/C 29<sup>th</sup> October, other restoration work is ongoing and on schedule.

**WW1 Then & Now Book Project** – The book will be ready for distribution by 11<sup>th</sup> November 2018

**Remembrance Day** – Sunday 11<sup>th</sup> November 2018 at 3pm. This year the format is slightly different with the parade marching back up Bell Street following the service in Great St Mary's Church. 'Sawbridgeworth Reflects' will then take place in the middle car park with the ATC band, readings and poems that will be read by the Mayor and the Town Clerk. The Hailey Centre and the Town Council Chamber will be open for tea and coffee (to purchase) for parents and carers that are waiting for children of the uniformed services that are taking part in the event.

### ***Future Dates for the diary***

Saturday 24<sup>th</sup> November – Christmas Lights Switch On  
Sunday 30<sup>th</sup> June 2019 – Fun on the Field



## SAWBRIDGEWORTH TOWN ACTION PLAN & ECONOMIC DEVELOPMENT COMMITTEE

### TERMS OF REFERENCE

#### 1 Objectives

- a. To review and update the Sawbridgeworth Town Action Plan (STAP) and facilitate greater participation by Sawbridgeworth residents in the updating process.
- b. To develop an economic development strategy for the town in consultation with local businesses and residents.
- c. Within the limits of the Council's powers and responsibilities and its approved budget to authorise actions to fulfil the above objectives.

#### 2 Standing Orders

The Committee shall take note of and abide by the Standing Orders of the Council.

#### 3 Budget

- a. The Committee shall submit its budget by participating in the budget setting meetings which occur annually during the months of October and November.
- b. The Committee shall be authorised to make payments on items within the budget agreed by the full Council up to the spending limit set and report this action to the next meeting of the Council, the reason for that expenditure to be minuted.

#### 4 Areas of Responsibility

- Initiating actions to meet the objectives of the STAP
- Reviewing and updating the STAP in consultation with residents
- Amending the STAP to take account of the impact of the East Herts District Plan
- Reporting on the STAP at the Annual Town Meeting
- Developing a strategy for the Economic Development of the town in consultation with local businesses and residents.

#### 5 Membership

The Committee shall consist of six (6) members, duly appointed at the Annual Meeting of the Town Council, plus the Mayor and Deputy Mayor of the Council ex officio. The quorum of a meeting shall be three (3) members. The Committee Chairman and Vice-chairman are elected at the first Committee meeting after each Annual Meeting.