

Sawbridgeworth Town Council

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



MAYOR
Cllr Mrs Angela Alder

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 26 November 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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MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 26 November 2018** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
20 November 2018

AGENDA

Welcome by the Town Mayor
Followed by prayers

18/99 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

18/100 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members.

18/101 PUBLIC FORUM

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

18/102 MINUTES

[a] [b]

To approve as a correct record the minutes of the Meeting of the Town Council held on 29 October 2018 (M04) [Appendix A]

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

18/103 PLANNING COMMITTEE

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

[a]

- 12 November 2018 (P09) [Appendix B]

18/104 STAP AND ECONOMIC DEVELOPMENT COMMITTEE

To receive and note the draft minutes of the STAP and Economic Development Committee Meeting held on:

[a]

- 12 November 2018 (S03) [Appendix C]

- 18/105 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive Mayor's appointments and communications.
- 18/106 REPRESENTATIVES AND CHAMPIONS REPORTS**
To receive reports from:
- County Cllr Eric Buckmaster
 - District Cllr Angela Alder
 - District Cllr Eric Buckmaster
 - Hertfordshire Police
 - PC Shelly Marshall
 - CI Stuart Orton
 - Other Representatives & Champions
 - Cllr Royle – Schools *[Appendix D]*
 - Cllr Royle – Footpaths *[Appendix E]*
 - Cllr Royle – Sports Association *[Appendix F]*
 - Cllr Royle – Town Twinning *[Appendix G]*
- 18/107 OFFICERS REPORTS**
To receive and note reports from:
- Town Clerk *[Appendix H]*
 - Town Projects Manager *[Appendix I]*
- 18/108 EAST HERTS DISTRICT PLAN**
To report on any developments following the adoption of the East Herts District Plan 2018.
- 18/109 MEMBERS TRAINING**
Carried forward from 29 October:
- To consider Members' training requirements for inclusion in the proposed budget for 2019/20 *[Appendix J]*
- 18/110 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**
Carried forward from 29 October:
- To consider rescinding the Resolution made on 21 May 2018 at M01:18/21 (concerning councillors appointed as members of the SYPRC management committee).
- To confirm, following the AGM and management committee meeting of the SYPRC, the appointment of Gill Hawkins, Steve Day, Angela Alder, Ron Alder, Joanne Sargant, Gemma Feisted and Victoria Luck as Community Representatives to the management committee.
- To confirm the new Rules of Management proposed by the SYPRC committee *[Appendix K]*
- 18/111 ANNUAL RISK ASSESSMENT**
To note and resolve to approve the Risk Assessment relating to the activities of the Town Council in the year 2017/18
[Report available in the council office and will be tabled at the meeting]

- 18/112 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation.
- 18/113 FINANCIAL REPORT**
To note the current Financial Report.
- 18/114 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 18/115 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.

SAWBRIDGECORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 29 October 2018**.

Those present

Cllr Angela Alder	Cllr Pat Coysten
Cllr Eric Buckmaster	Cllr Don Hall
Cllr Ruth Buckmaster	Cllr Heather Riches
Cllr John Burnicz	Cllr David Royle

In attendance:

1 member of the public
R Bowran - Town Clerk
Joanne Sargent - Town Projects Manager

Welcome by the Town Mayor

A short address was given by Dinesh Patel on the Hindu religion and its origins.

18/81 APOLOGIES FOR ABSENCE

To receive any apologies for absence.
Received from Cllr Beeching and Cllr Furnace, both on holiday.
Cllrs Adamopoulos and Cllr Shaw were absent

18/82 DECLARATIONS OF PECUNIARY INTEREST

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

18/83 PUBLIC FORUM

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

Mr Greg Leary referred to the Elmwood footpath and asked if the council were going to apply for a Modification Order to create a Right of Way. He volunteered to assist in gathering signatures in support of such a proposition.

Clerk responded that the item was being discussed later on the meeting, and said he wanted to establish whether HCC would maintain it if it became a RoW. Cllr E Buckmaster said that HCC would not take on the maintenance task.

18/84 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council held on 24 September 2018 (M04) [Cllr E Buckmaster; sec'd Cllr Riches]

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

18/85 PLANNING COMMITTEE

Received and noted: The minutes of the Planning Committee Meetings held on:

- 24 September 2018 (P06)
- 15 October 2018 (P07)

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

- 08 October 2018 (P06A)

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

- 22 October 2018 (P07A)

18/86 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive Mayor's appointments and communications.

- 29th September – Selfie Day – great fun and pleasure to see so many families enjoying the sunshine while walking round Sawbridgeworth and collecting the fluffies and then having their picture taken with Buster.
- Hailey Camera Club Exhibition on the same day was well attended and the toasted butties went down a treat. Having both events on the same morning ensured well supported local events.
- Bishop's Stortford Mayor's Summer Ball took place that same evening so a very busy day for my Consort and me but all thoroughly enjoyable.
- 30th September – Evangelical Church Harvest Festival – again a pleasurable event and an opportunity to meet members of their congregation after the service for tea and cake and biscuits.
- Unfortunately the Moosburg twinning dinner was postponed due to bad weather in Germany.
- 14th October – Hailey Centre Service of thanksgiving organised by the Evangelical church followed by tea and cake and an opportunity to socialise.
- 21st October – invited to the Sawbridgeworth Wood Turners 25th b celebration which included a demonstration on making a tea/coffee followed by lunch. It was fascinating to watch a piece of wood turn a spoon so quickly. It will be displayed in the glass cabinet next to the front
- 24th October – Travel Challenge week presentations to participating local schools. Mandeville won the Shield this year. All schools were presented with a small shield. Again it was a real pleasure to host the event in the council chamber and to have the support of teachers and our own town council staff for this now annual event. I will be visiting High Wycombe at a later date as they were unable to be present on Wednesday.

Mayor's notices

- 10 November – Nostalgia Day at the Airfield Memorial and after at SMT
- 11 November – Remembrance Day – War Memorial
- 17 November - Lights of Love – Bakers Walk
- 24 November – Christmas Lights Festival – Bell Street car park

18/87 REPRESENTATIVES AND CHAMPIONS REPORTS

To receive reports from:

- County Cllr Eric Buckmaster
- Quarry, Briggens Park.
- On Friday 12th October the leader and the chief executive of East Herts and I as the local county member were taken on a tour of the proposed site. This is an account of what we were told. Tarmac stated that if adopted a planning application will be raised in 2025. The intervening years will be used to undertake further technical work. They said that extraction will be over 2 large areas to the East and West of the site with

the plant site in the middle. They say that bunds will be raised close to settlements and dwellings to obscure the operation and noise. I presume they will use the clay overburden they will need to dig out. The central plant site will be sunken. Of concern to me is the proximity of the site to Stanstead Abbots and the settlements at Home Farm and Olive Farm. The edge of the plant site is within a couple of hundred metres of Olives Farm. They also said that there will be 400 vehicle movements per day, 200 in and 200 out. As we know the access will be on the B181 between Stanstead Abbots and the A414. They will then have to turn left on the A414 then either go through Harlow to the M11 or around the Eastwick roundabout and back towards the A10. A planning application will have to be submitted and there will need to be conditions around the operation and vehicle routes. There will also need to be ongoing monitoring. The site could be in operation for approximately 22 years. The restoration over time will be filling in using inert materials presumably taken from construction sites elsewhere. HCC will publish the Minerals Local Plan next year, possibly by summer. If the Briggens site is accepted as a 'preferred option' it will be included along with others and be submitted for independent examination in the summer. An 'examination in public' will then be held at a time to be agreed by the inspector. There will then follow several years more technical work before a planning application for specific site within the preferred site is made possible by 2025.

- o 2018 Traffic and Transport Data Report (based on 2017 data) has now been published. To view visit: www.hertfordshire.gov.uk/ttdr
- o Transport data in Hertfordshire shows:
 - o Traffic grew by 2.3% between 2016 and 2017 (this compares with 1.3% nationally)
 - o Traffic is predicted to grow by 18% by 2031 (this compares with 8% nationally)
 - o Rail use grew by 1.5% in Hertfordshire between 2016 and 2017, despite a drop in rail use nationally
 - o HGV traffic in Hertfordshire increased by 9% between 2016 and 2017
 - o Hertfordshire accounted for 2% of all newly registered low emission vehicles in the UK in 2017
 - o There are 32 known locations in Hertfordshire that exceed emissions thresholds, of these, all but one are related to NOx
- o Hertfordshire's Year of Physical Activity. 2018 is Hertfordshire's Year of Physical Activity (YOPA). Herts YOPA aims to make Hertfordshire the most active county, by increasing physical activity, celebrating what's already happening and encouraging new programmes and events. YOPA is led by Public Health and Herts Sports Partnership (HSP), and it is supported by the 10 district councils and many other organisations across sectors.
- o A number of great achievements have been celebrated throughout the year, and it's still going until December! Some key achievements from the year include:
 - o • Securing over 4,000 sign ups to the 'It's never too late to be active campaign' that encourages older adults to become more active.
 - o • More than 30 schools offering an intergenerational 'daily mile', an initiative that encourages walking or running a mile every school day for pupils.

- · Breaking all previous records with an impressive 815 people taking part on Hertfordshire's Mass Health Walk.
- · Doubling the number of visits to the 'ParksHerts' website that encourages people to explore their local parks and green spaces.
- · Encouraging more girls and women to get active, with over 3,000 females being active during "This Girl Can" month.
- · Boosting the number of those involved in cycling by facilitating cycle training for over 1,000 people.
- YC Hertfordshire has been named as a finalist in the prestigious national Children and Young People Now Awards, for its work with Who Not What – a group dedicated to giving a voice to young lesbian, gay, bisexual, transgender and questioning communities in Hertfordshire. YC Hertfordshire helped to form the Who Not What group in 2014 which, for the last four years, has helped to inform and shape services for LGBTQ young people. The service is one of nine nominees in the awards' youth work category and the awards will be presented at a ceremony on 21st November in London.
- Hertfordshire County Council publishes its 2017/18 Annual Report. Highlights include:
 - Continuing to plan for the future housing needs of the county together with our District and Borough Council colleagues, with particular focus on the older and disabled population
 - The launch of the pioneering Hertfordshire science partnership in March, a collaboration between the Local Enterprise Partnership (LEP) and the University of Hertfordshire
 - A record low rate of 16-18 year olds not in education employment or training, at only 3.08 per cent
 - Establishing Herts Living Ltd to enable us to play our part in providing new homes for the county over the next 15 years on 11 sites that the council already owns
 - Overall winner at The Guardian Public Service Awards for our Family Safeguarding Service
 - An all-time low for the number of smokers at 13.5 per cent, with pregnant smokers dropping to 6.7 per cent
 - Our appointment as an ambassador to promote The Family Safeguarding Project, our innovative work on reducing parental conflict, to other local authorities
 - 90.5 per cent of schools rated good or outstanding in their most recent Ofsted inspection and GCSE results for summer 2017 in the top 15% nationally
 - As part of Hertfordshire's Year of Physical Activity 67 schools participate in the daily Mile, running for 15 minutes per day
 - An underspend of 0.7 per cent against budget in the face of grant reductions and multiple financial challenges.
 - This year the council faced many challenges and made some difficult decisions around the closure of Nascot Lawn respite centre for disabled children and Cuffley Camp outdoor education centre. As well as focussing on the highlights, the report also reviews some of the challenges faced in the past year, which include:
 - Our roads continuing to be some of the busiest in the country, coupled with a long hard winter, increasing the need for interventions and repairs to the network as well as almost double the salt runs

- The scale and pace of growth across the county proceeding more quickly than anticipated
- A much larger cohort of students starting secondary school than in previous years, yet nonetheless 94% of secondary school applicants were successful in securing a place at their preferred school
- We were disappointed with the announcement that the funding was no longer in place for the Metropolitan Line extension to Watford but will continue to work with partners to try and find a way forward.
- District Cllr Angela Alder
 - 3rd October – Attended the Financial Sustainability Policy focus group when we looked at the District’s property portfolio in relation to income generation for the District.
 - 17th October – District Council Meeting when members voted on the realignment of some of the ward Boundaries in Bishop’s Stortford including those of Thorley Parish Council and Buntingford. 23rd October – Extraordinary District Council meeting to confirm acceptance of the District Plan Following the Secretary of State’s withdrawal of the holding position.
- District Cllr Eric Buckmaster
 - **East Herts Portfolio: Old River Lane and Arts Centre** As you may recall I am now chairing an interim steering group for the arts centre comprising officers and members of the Rhodes Trust, Bishops Stortford Town Council and East Herts. We have recruited 3 independent members of the public to join the steering group.
 - **District Plan.** As you will all be aware the Holding Order on the District Plan was removed by the Secretary of State and was subsequently adopted by East Herts Council on 23rd
- Other Representatives & Champions
 - Cllr Royle reported:
 - 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
 - Cllr 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.
- Cllr R Buckmaster - Sawbridgeworth Memorial Hall.
 - The AGM was held on the 4th October. An overview of all the activities held over the past year was shown and the accounts showed a very healthy account of nearly £100,000.
 - It was reported that the 'forever active' grant was coming to an end to compensate for this the cost of classes and activities would rise. EHDC will still be supporting this via grants.
 - It was also proposed that an extension could be built to the side of the hall to house the library. Meetings had been held with officers of the library service and it was thought to have been favourably received. A petition has been organised to get the public support to try and have the library moved here instead of the fire station.
- Cllr Alder - HAPTC
 - 28th September – Finance and Management Committee meeting in Kimpton when I was elected Chair. I am

pleased to report that membership fees remain the same as this year as our population numbers have remained virtually unchanged. We also recommended to the Board an increase in staff pay.

- 23rd October – Board meeting where recommendations from the Finance Committee were approved.
- There was disappointment that the Policy Committee of NALC had not included the Hertfordshire motion regarding subsidies for rural transport to be debated at the Conference. Representations are going to be made at the Conference this week and local MPs. contacted for their support.
- Cllr Alder – STACC
 - 26th September – Attended the STACC presentation regarding flight paths in relation to the Noise Action Plan.
 - 3rd October – a presentation was given on the Stansted Transformation Project with 4 main objectives to transform the passenger experience, improve terminal processing capacity, minimise passenger disruption and deliver a sustainable design solution. Concern was again expressed regarding the taxi charges to and within the airport space. An “Away Day” is planned for 7th November to include the emerging Customer Service Strategy followed by consideration of the Committee’s future strategy.

18/88 OFFICERS REPORTS

Received and noted: The reports from:

- Town Clerk
 - SLCC National Conference
 - Revision to the EHDC PSPO
 - EHDC Town and Parish Network event on 30 Nov
 - Upcoming Peer review on 05 December at Wallfields
- Town Projects Manager

18/89 STAP & ECONOMIC DEVELOPMENT COMMITTEE

Resolved: To approve the proposed Terms of Reference for the committee revised by the chairman and commented upon by members of the committee.

[prop Cllr R Buckmaster; Secd Cllr Riches]

18/90 EAST HERTS DISTRICT PLAN

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

It was confirmed that the Plan had been adopted at a special meeting of EHDC on 23 October and that all future planning applications to be considered would be measured against the policies contained in the Plan.

A question was raised as to the quality of construction and it was confirmed that this would be monitored by the Masterplanning process.

18/91 MEMBERS TRAINING

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

Noted: This item carried forward from 24 September. Six training forms had been returned leaving six outstanding.

18/92 ELMWOOD FOOTPATH

Resolved: 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.
[prop Cllr Burnicz; Secd Cllr R Buckmaster]

18/93 INVITATION TO MEETINGS

Noted: That an invitation has been extended to the new Safer Neighbourhoods commander, CI Stuart Orton, to attend a meeting of the town council and that he has agreed to attend the meeting of 26 November 2018.

18/94 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.

Noted: This item carried forward from 24 September,

Resolved: To defer this item until after the next meeting of the SYPRC management committee:
[prop Cllr R Buckmaster; Secd Cllr Riches]

18/95 DEPOSIT & CONSULTATION DOCUMENTS

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

18/96 FINANCIAL REPORT

Noted: The current Financial Report.

18/97 ACCOUNTS FOR PAYMENT

Noted and approved: Accounts for payment.

18/98 ITEMS FOR FUTURE AGENDAS

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

Meeting closed at 20:45

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

Of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, and Sawbridgeworth at 19:30 on **Monday 12 November 2018**.

Those present

Cllr Ruth Buckmaster
Cllr Pat Coysten
Cllr Don Hall

Cllr Heather Riches
Cllr Mike Shaw (*arr 19:40*)

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

- P 18/77 APOLOGIES FOR ABSENCE**
To receive any apologies for absence. Apologies received from Cllr Royle - transport delay
- P 18/78 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 18/79 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 18/80 MINUTES**
To approve as a correct record the minutes of the Meeting held on:
• 29 October 2018 (P08) [*prop Cllr Riches; secd Cllr Coysten*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 18/81 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/18/2374/HH 50 The Crest, CM21 0ES
Single storey rear extension, first floor side extension and alteration to front fenestration
Applicant: Mr & Mrs Clucas
STC Comment: We support this application

3/18/2404/HH 27 Cambridge Road, CM21 9JP
Removal of lean-to structure with erection of ground and first floor rear extension
Applicant: Mr C Hammond
STC Comment: We support this application

3/18/2426/HH **16 Sayesbury Road, CM21 0EB**
Single storey rear extension and alterations to rear fenestration
Applicant: Mrs M Shipman
STC Comment: We support this application

P 18/82 **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 9 November 2018.

3/18/2443/FUL **24 Pishiobury Drive, CM21 0AE**
Demolition of dwelling. Erection of 2 No. detached 4 bedroomed dwellings
Applicant: Mr S Mortimer
STC Comment: We support this application

3/18/2446/FUL **50 London Road, CM21 9JN**
Proposed demolition and redevelopment of existing petrol filling station including new single storey sales building, steel framed forecourt canopy and double skin below ground fuel storage tanks
Applicant: Shell UK Ltd
STC Comment: We support this application

P 18/83 **PLANNING DECISIONS MADE BY EHDC**
To receive Planning Decisions from EHDC

3/18/1907/CUAPN **Tednambury Farm, Spellbrook, CM23 4BD**
Change of use from agricultural to a flexible use under B1/B8 office/storage use
Applicant: Mr D Tinney
STC Comment: No objection
EHDC Decision: Prior approval is required and granted

3/18/1943/HH **New House, Pishiobury Drive, CM21 0AF**
Erection of single storey side extension
Applicant: Mr Wadia
STC Comment: No objection
EHDC Decision: Application withdrawn by Applicant/Agent

3/18/2030/PNHH 11 Bell Mead, CM21 9ES

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

EHDC Decision: Prior approval is not required

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

EHDC Decision: Refused. "The proposal would result in overdevelopment of the site by virtue of its, cramped layout, and poor design. The height and massing of the proposed development would not relate well to the adjacent dwellings and would be unduly prominent in the street scene. It would therefore be out of keeping with the established pattern, character, density and grain of existing development in the surrounding area and would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018"

P 18/84 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals.

18/00082/REFUSE Land Rear of Westwood Park, London Road, Spellbrook
Erection of 2no. bungalows with associated garaging and access

Meeting Closed at 19:50

SAWBRIDGEWORTH TOWN COUNCIL

SAWBRIDGEWORTH TOWN ACTION PLAN AND ECONOMIC DEVELOPMENT COMMITTEE

Minutes¹

of the meeting of the Sawbridgeworth Town Action Plan and Economic Development Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 18:00 on **Monday 12 November 2018**.

Those present

Cllr John Burmicz
Cllr Ruth Buckmaster

Cllr Heather Riches - Chair
Cllr Don Hall (from 19.05)

In attendance:

2 members of the public
R Bowran – Town Clerk

J Sargent – Town Projects Manager

S 18/09 APOLOGIES FOR ABSENCE

To receive any apologies for absence
Received from Cllr Royle – Town Twinning engagement
Cllr Alder was absent

S 18/10 DECLARATIONS OF PECUNIARY INTEREST

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

S 18/11 MINUTES

Resolved: To approve as a correct record the minutes of the committee meeting held on 10 September 2018 (S01)
[prop Cllr R Buckmaster; secd Cllr Riches]

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

S 18/12 TERMS OF REFERENCE

Noted: Terms of Reference for the committee as adopted by the council on 29 October 2018.
Officers expressed the view that they needed clear direction from the committee on what strategies they were asked to execute.

S 18/13 TOWN ACTION PLAN

To review and monitor progress made against the Town Action Plan against the monitoring version of the STAP.

Several suggestions were made:

- Use the STC web-site more to promote items one topic at a time and link them to a Facebook page.
- Consider reviving the working parties that created the STAP in the first place.
- Use STAP as a platform for monitoring the progression of housing and infrastructure endorsed by the approval by EHDC of the District Plan.

¹ These draft minutes will be considered for approval at the next meeting of the committee and may be subject to change until that time.

- Use the STAP as a campaigning document in the local elections in May 2019.

Agreed: To concentrate on a small number of priority issues. These were determined to be:

- Bell Street public conveniences
- Parking issues
- Town Green

A Survey Monkey poll to be created.

S 18/14 ECONOMIC DEVELOPMENT

To review proposals for promoting economic development in the town. Cllr Royle (*in absentia*) had submitted a number of points for discussion.

- "Giving Street". There was some doubt about why this had been promoted with retailers. It appeared that this had been a personal approach as it had not been authorised or approved by the committee or council. Chair said that a report on this activity would be appropriate at the next meeting of the committee.
- Facilitating a "business forum". Members recalled the last three initiatives of this nature which had generated no medium or long term interest.
- Creating a regular market. Members recalled a previous report by the Town Projects Manager which had been subjected to mixed messages. Agreed to discuss the prospect and determine a strategy at the next meeting of the committee.

S 18/15 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- To determine, subject to budget approval, whether to initiate a weekly market on Town Green.

Meeting Closed at 19:12

Clr ROYLE Reports

SCHOOLS

All schools have now confirmed that they wish to have a school council/town council briefing meeting in the chamber in the Spring Term and two town school council meetings, one each in the Spring and Summer terms. The Mayor is attending a Mandeville Action Takers' meeting on 4 December. I am joining the Fawbert and Barnard Street Detectives' walk on 9 January at their invitation.

I am continuing to pursue closer community links with Leventhorpe (they have copies of the new Great War books).

Appendix E

Clr ROYLE Reports

FOOTPATHS

Still no update on Footpath 27 from the Church to Lower Sheering Road, which has long-standing drainage issues.

TUS community litter pick held on 17 November (organised by Corinne Lewis) supported by Mint Café, Budgens and Adam Mackay; 20 volunteers, 20 bags of rubbish collected. Plan for joint pick with TUBS on 11 May next year in Spellbrook.

Clr ROYLE Reports

SAWBRIDGEWORTH SPORTS ASSOCIATION

Implications of the removal of SAWB5 from the District Plan were discussed at meeting on 30 October; mainly affects the Football Club. Leventhorpe all-weather pitch is expensive and designed for hockey (not intended for community use?). The SYPRC management committee will also be discussing how best to support them. Bowls Club needs support for improving disabled access.

Problems faced by member clubs include an ageing membership (tennis), inability to pay therefore to attract/keep players (football, cricket), expensive and distant coaching (tennis); cricket club has started strategy meetings.

Appendix G

Cllr ROYLE Reports

TOWN TWINNING

Six members responded to the Mayor of Bry's invitation to join the centenary commemoration ceremonies in Bry sur Marne; we laid two wreaths and attended a peace mass and concerts with contributions from choirs, groups and orchestras from the UK, France and Germany. The Mayor of Moosburg was in attendance. I gave our counterparts a copy of the History Society Great War book for their councils/local history societies.

Sawbridgeworth Town Council

Subject: Clerk's Report November 2018

Date: 20 November 2018

Budget 2019/20

- In preparation.

Community Transport - Sawbobus

- Sawbobus issues escalated to FIAT UK.
- New route discussions in progress.
- Routes now to be submitted to Traffic Commissioner.

Community Transport – Hire buses

- Repairs completed.

Data Controllers

- All town councillors have been registered as Data Controllers.

External Audit

- External Auditors have still not completed their task (due by 30 September)
Their performance nationally is subject of scrutiny by SLCC.

Projects

- Town Green; contact re-made with EHDC to discuss options for a market.
- Quote for Cemetery road extension received, two further tenders are required.

Public Space Protection Orders

- Response made to EHDC specifying Town Cemetery, Bullfields Recreation area, West Road Play Area, Town Green & Fair Green

War Memorial

- Phase 1 work completed, Phase 2 to be planned, see Project Manager's report.

Christmas Office and Sawbobus Hours

- | | |
|---------------------------|---|
| • 24 Dec. Christmas Eve | Office Open – Normal Sawbobus Service |
| • 25 Dec. Christmas Day | Office Closed – No Sawbobus |
| • 26 Dec. Boxing Day. | Office Closed – No Sawbobus |
| • 27 & 28 December. | Office Closed – No Sawbobus |
| • 29 Dec. Saturday. | Office Closed – Normal Sawbobus Service |
| • 31 Dec. New Year's Eve. | Office Open – Normal Sawbobus Service |
| • 01 Jan. New Year's Day. | Office Closed – No Sawbobus |
| • 02 Jan and onwards. | Office Open – Normal Sawbobus Service |

To: All Members
From: Joanne Sargant
Subject: **Town Project Manager's Report**
Date: 20th November 2018

War Memorial – Work completed on schedule, outstanding work on the replacement of the North Panel and we have received many very positive comments from family members who have relations named on the panel. The War Memorial is the property of the Town Council and it has been agreed that a sum of money will be reserved each year for ongoing essential care and refurbishment. We are looking to start a War Memorial Care Fund and will further details as this develops.

WW1 Then & Now Book Project – The book is complete and published, the resulting product is just as the group wished – a book that celebrates and records what we did 100 years on from the start of the Great War in 1914. The book is being distributed free of charge to all local schools, groups, churches etc.

Remembrance Day – Sunday 11th November 2018 at 3pm. There has been much praise to all the organisations that made this special day really remarkable. The reverse parade worked well and set the correct tone to finish our 100 year commemoration event. The refreshments raised £149.30 that has been donated to the ATC Drum, Pipe and Glockenspiel band. This year was 35th year that the Sawbridgeworth ATC 309 Squadron have paraded at our Remembrance Day Parade. We thank them greatly for their support, and in particular Andrew Passfield. Thanks also to Revd Frances Arnold and Peter Clarke who work alongside the Town Project Manager to ensure that the event runs according to plan logistically on the day.

Christmas Lights Switch On - Saturday 24th November – Verbal report if necessary

Future Dates for the diary

Sunday 30th June 2019 – Fun on the Field

Appendix J

Members Training

Member	Training Course	Provider	Cost 2019/20
S Adamopoulos	-		£100 (av.)
A Alder	None specific		£100 (av.)
R Beeching	-		£100 (av.)
E Buckmaster	Risk Assessment	HAPTC	£50
	Good Governance for Councils	HAPTC	£40
R Buckmaster	Planning	HAPTC	£40
J Burmicz	-		£100 (av.)
P Coysten	-		£100 (av.)
A Furnace	New Councillor part 2	HAPTC	£40
	Finance	HAPTC	£40
	Action Plans and Business Plans	HAPTC	£50
D Hall	-		£100 (av.)
H Riches	Code of Conduct	HAPTC	£40
	Roles & Responsibilities in Councils	HAPTC	£40
	New Councillor part 2	HAPTC	£40
	Data Protection	HAPTC	£40
	Planning	HAPTC	£40
	Dealing with Challenging People	HAPTC	£50
D Royle	Finance	HAPTC	£40
	Open Spaces	HAPTC	£50
	Footpaths and Rights of Way	HAPTC	£50
M Shaw	-		£100 (av.)
All, incl. new intake May 19	New Councillor parts 1 & 2	HAPTC	£500

Total course costs say: £1,750

Travel costs: 40 miles @0.45 = £18.

Av. 3 courses per member

3 x 12 x £18

Total travel costs say: £650

Total Budget say: £2,400

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE (SYPRC)

RULES OF MANAGEMENT

1. SYPRC shall be managed by a Committee of 10 and a maximum of 12 members, consisting of:

(a) four Members of the Sawbridgeworth Town Council, and

(b) a minimum of six other members, representing the community and/or hirers. The Committee may co-opt additional members from the community/hirers as necessary.

The town council representatives of the Management Committee (the Committee) shall be appointed at the Annual Meeting of the Sawbridgeworth Town Council and confirmed at the SYPRC AGM. Nominations for the other members may be received before or at the AGM and voted on at the AGM. The Committee may also make recommendations. The Chairman and other officers shall be appointed from the Committee at the AGM.

Committee members are expected to give their apologies in writing to the Secretary if they are unable to attend a meeting. Members who do not attend three consecutive meetings may be replaced by the Committee.

2. An Annual General Meeting shall be held by the end of July each year, following the Annual Meeting of Sawbridgeworth Town Council in May, to receive the Chairman's and Centre Manager's Report and the audited Accounts for the previous financial year. Notice of the Annual General Meeting shall be given to SYPRC hirers and Sawbridgeworth residents 14 days before the date set for the meeting. The Committee will make arrangements to publicise the AGM as widely as possible, using social media and posters, etc. and notice of the meetings shall also be displayed on the Town Council's website and Notice Boards.

The following Committee officers will be elected at the AGM from the Committee members, to hold office until the next Annual General Meeting: Chairman, Vice-Chairman; Treasurer; Secretary.

3. All residents of the Parish of Sawbridgeworth are entitled to attend the Annual General Meeting.

4. The Secretary, on the signed application of not less than seven Members of the Committee, shall call an Extraordinary Meeting of the Committee within 10 days of the receipt of such an application.

5. No business shall be transacted at a Committee Meeting unless there is a quorum of four members.

6. Subject to the Scheme made by the Secretary of State for Education and Science dated 25 November 1969 (hereinafter called the Scheme), the Committee shall:

- (a) manage the SYPRC, specifying the terms and conditions for the use of the Centre and Playing Field;
- (b) be responsible for the employment and dismissal of paid staff, and
- (c) be responsible for the insurance, maintenance, repair and improvement of the property, including grass cutting and the weekly inspection of the playground equipment
- (d) be responsible for fund raising and applying for grants, loans etc. for the purpose of improving the property and the field
- (e) be responsible for consulting with hirers, and potential hirers, and specifically with young people resident in Sawbridgeworth up to the age of 22, on improvements to the building and field and the facilities and activities offered by SYPRC.

7. Subject to the provisions of the Scheme, the property, land, or any part of it, may be used by such organisations, groups or individuals as the Committee may determine, subject to the payment of expenses and the costs of the maintenance and use of the Centre and otherwise upon such terms as may be specified by the Committee.

8. Priority of use is for young people who have not reached the age of 22, but in particular those who have not reached the age of 17.

9. Finance

- (a) An account shall be opened at a recognised bank into which all income received on behalf of the Committee shall be paid;
- (b) The Committee be authorised to open an investment account(s) with a recognised bank into which income from (a) above may be paid.
- (c) The Committee shall not incur any item of expenditure exceeding £2,000 without the prior consent of the Town Council.
- (d) Authority to sign cheques shall be given to any three of the following, one of whom shall be a Member of the Sawbridgeworth Town Council: Chairman; Vice-Chairman; Treasurer; Secretary.
- (e) The Accounts shall be made up to 31 December in each year and duly certified in such form as the Charity Commissioners may require.

10. These Rules (and any amendment thereof) will be reviewed by the Committee annually at the first meeting following the AGM and are subject to the approval of the Sawbridgeworth Town Council, as SYPRC Trustees, who have the sole power to make, alter and revoke at any time without notice the rules for the regulation and management of the SYPRC or any part thereof

11. If any of the Rules are inconsistent with any provision of the Scheme, the latter shall prevail.

Agreed by the Committee onand approved by the Sawbridgeworth Town Council on