

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Mrs Angela Alder  
TOWN CLERK

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
web: [www.sawbridgeworth-tc.gov.uk](http://www.sawbridgeworth-tc.gov.uk)

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 24 September 2018** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk  
18 September 2018

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

## AGENDA

Welcome by the Town Mayor

Prayers will be offered by Rabbi Irit Shilior from the Harlow Jewish Community.

**18/61 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**18/62 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Interest by Members.

**18/63 PUBLIC FORUM**

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

**18/64 MINUTES**

[📄] [🗣️]

To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 24 July 2018 (M03) [Appendix A]

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

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

[📄] [🗣️]

To receive and note the draft minutes of the Sawbridgeworth Town Action Plan and Economic Development Committee Meeting held on:  
• 10 September 2018 (P05) [Appendix B]

- 18/66 PLANNING COMMITTEE**  
To receive and note the minutes\_of the Planning Committee Meeting held on:
- [a] [b] • 23 July 2018 (P04) *[Appendix C]*
- To receive and note the draft minutes, including the comments made under delegated authority in August 2018, of the Planning Committee Meeting held on:
- [a] [b] • 10 September 2018 (P05) *[Appendix D]*
- 18/67 FINANCE & POLICY COMMITTEE**  
To receive and note the draft minutes of the Finance & Policy Committee Meeting held on:
- [a] [b] • 10 September 2018 (P05) *[Appendix E]*
- 18/68 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive Mayor's appointments and communications.
- 18/69 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 – Training report *[Appendix G]*
- 18/70 OFFICERS REPORTS**  
To receive and note reports from:
- [a] [b] • Town Clerk *[Appendix H]*
- [a] [b] • Town Projects Manager *[Appendix I]*
- 18/71 EAST HERTS DISTRICT PLAN**  
To report on any developments following the public examination of the East Herts District Plan.
- 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. *[Appendix J]*
- [a] [b]
- 18/74 BELL STREET PUBLIC CONVENIENCES**  
To receive and discuss a paper on the future of the Bell Street Public Conveniences and to decide the future involvement of the town council. *[Appendix K]*
- [a] [b]
- 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 Sargant, Gemma Felsted and Victoria Luck as Community Representatives to the management committee.
- [b]
- 18/76 MEMBERS TRAINING**  
To consider Members' training requirements for inclusion in the proposed budget for 2019/20 *[Appendix L]*
- [a]

- 18/77 DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation.
- 18/78 FINANCIAL REPORT**  
To note the current Financial Report.
- 18/79 ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.
- 18/80 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

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on Monday 23 July 2018.

#### Those present

Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

Cllr Annelise Furnace  
Cllr Don Hall  
Cllr Heather Riches

#### In attendance:

1 member of the public  
R Bowran - Town Clerk

Joanne Sargant – Town Projects Manager

Welcome by the Mayor,  
Prayers were read by Cllr Riches

#### 18/46 APOLOGIES FOR ABSENCE

Apologies for absence were received from:  
Cllr Beeching – on holiday, Cllr Burmicz – work commitment and Cllr Royie – family illness.  
Cllrs Adamopoulos, Coysten and Shaw were absent

#### 18/47 DECLARATIONS OF PECUNIARY INTEREST

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

#### 18/48 PUBLIC FORUM

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

**Mr Greg Leary** asked about progress on the reinstatement of the Elmwood footpath.

*Clerk reported that the council had now received solicitor's bill for £400 in respect of legal advice on the issue. Cllr E Buckmaster responded that the transfer of funds was being processed. Clerk sought clarification that the work could commence using council funds and anticipating reimbursement from the HCC funding source. This was given.*

*Cllr E Buckmaster mentioned a complaint by Fawbert and Barnard school about the roadway past the "Ancient Raj" site. Advice from Herts Highways was that since this is not a highway and thus will not be maintained by them, the school should consider assuming ownership and make their own markings.*

#### 18/49 MINUTES

**Resolved:** To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 25 June 2018 (M02)  
*[prop Cllr R Buckmaster; secd Cllr Burmicz]*

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

- **Resolved:** To change the date of the Finance and Policy Committee and the Planning Committee meetings from 10 June 2019 to 17 June 2019.  
*[prop Cllr E Buckmaster; secd Cllr Hall]*

**18/50 PLANNING COMMITTEE**

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

- 25 June 2018 (P02)

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

- 16 July 2018 (P03)

**18/51 AMENITIES COMMITTEE**

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

- 16 July 2018 (A01)

*Cllr E Buckmaster commented that familiarisation visits to the cemetery should be open to all members and not just the Amenities Committee. He also commented on elements of Risk Management associated with the SYPRC committee taking on the responsibility for playground inspections.*

**18/52 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications.

- o 29/6/18 Buntingford TC. reception
- o 01/7/18 Joint EHDC.(Chairman) and B/S TC (Mayor) Civic Service and Sawbo Fun on the Field Event (same day)
- o 04/7/18 Evangelical Church re revamp of adjacent building – interesting mix of attendees and shared views
- o 06/7/18 Home Instead – celebrating 10th year in Sawbo
- o 14/7/18 HCC Chairman's garden party at County Hall
- o 20/7/18 Elvis Night – B/S Mayor's charity event for Age Concern B/S
- o 24/7/18 tomorrow will be attending Spellbrook School leaver's church service at Gt.St.Mary
- o Would like to propose sending a letter of congratulation to Ruby Class at Spellbrook School for their achievement in being gaining the UK-wide Virtual Competition with the highest results out of all the participating Reception classes in the UK *This was agreed*
- o Mayor's Charity Quiz evening on Saturday 06 October at Bullfields.

**18/53 REPRESENTATIVES REPORTS**

- o County Councillor E Buckmaster reported:
  - o Hertfordshire residents are invited to take part in a consultation on flooding in the county.  
Hertfordshire County Council is reviewing the county's Local Flood Risk Management Strategy, and wants to hear residents' views by Friday 24 August.  
The council works alongside a number of organisations which have responsibility for tackling flooding in Hertfordshire, which can include advising residents on practical measures they can take to protect themselves and their property.  
The draft revised strategy includes:
    - New proposals for working with community based groups.
    - A commitment to publish the best available surface water flood risk data.

- Measures to support individuals to manage their own flood risk.
- Clarification of the circumstances under which the county council will investigate flooding.
- A new approach for helping prioritise flood risk management schemes.
- Updated policies relating to drainage.

The consultation asks a range of questions including: whether you agree with our approach to managing flood risk, what approach we should take to working with other people, and how we can best support people who are at risk of flooding.

These views will be used to update the draft strategy before it is adopted by the county council later this year.

For more information, and to take part in the consultation, visit: [www.hertfordshire.gov.uk/floodriskconsultation](http://www.hertfordshire.gov.uk/floodriskconsultation)

- o **Hertfordshire County Council pledges to reduce plastic** Hertfordshire County Council is taking a stand against single-use plastics by encouraging staff and residents to reduce the amount of plastic they use this July. The council has already taken steps to reduce single-use plastics across its main sites by removing plastic cutlery and cups from staff restaurants, and making reusable coffee cups available to staff at-cost. Eventually, disposable coffee cups will be removed from staff coffee shops altogether. There are many simple changes we can all make. Follow the Waste Aware Facebook page for tips and ideas throughout July.
- o **Young people launch video to tackle hate crime in Hertfordshire** Young people working with YC Hertfordshire launched a video on the International Day against Homophobia, Transphobia and Biphobia, to encourage the reporting of hate crime. The video was created by young people from the Who Not What group of LGBTQ young people, supported by YC Hertfordshire. It depicts a young person who is targeted because of her sexuality and, subsequently, is supported by a Hate Crime Officer to report the crime. The group of 18 and 19-year-olds created the video, following a successful bid for money from the Big Lottery Reaching Communities Fund in 2016. The money is designated to improve and promote services and support for lesbian, gay, bisexual and transgender young people in Hertfordshire. The money will be partly used to fund three videos, with the aim of increasing the confidence and emotional wellbeing of young people, as well as increase confidence in reporting incidents of victimization. Back in October the young people put their heads together to come up with an idea for a film and from there created a script and story boards.
- o **National Citizen Service (NCS) summer programme** Dozens of young people in Hertfordshire have already embarked upon a summer of learning new skills as they set off on a four-week National Citizen Service (NCS) programme with YC Hertfordshire. More than 1000 young people from Hertfordshire are taking part in the programme this summer. The programme is designed to boost young people's confidence and equip them with the skills needed as they approach adulthood. Each young person starts the programme with a week-long residential stay, during which they take part in challenges and team-building exercises. They then return to Hertfordshire, where they complete a further week-long residential, followed by a two-week social action project where the young people work in groups to plan and implement a project which benefits their local community. If you would like to visit an NCS programme this summer please contact [peter.hosler@hertfordshire.gov.uk](mailto:peter.hosler@hertfordshire.gov.uk)
- o **Hertfordshire's condom distribution scheme for young people** The new wallet distribution, which went live on 1<sup>st</sup> June, proved much more effective than C-Card when it was piloted by staff across Hertfordshire as it is much more accessible for young people. For further information about the above initiatives, or the work of YC Hertfordshire in general, please contact [peter.hosler@hertfordshire.gov.uk](mailto:peter.hosler@hertfordshire.gov.uk)
- o **At Full Council on 17 July there was a report on Hertfordshire's Strategic Plan for Children and Young People.** The plan outlines the council's vision for giving every child, young person and their family the opportunity to live happy and fulfilling lives. It has been developed through discussions with staff, young people and partners and highlights the council's ambition in relation to Children's services Outcome Bees. Be safe, Be Healthy, Be Ambitious, Be Independent, Be resilient. A web based version will be created which will include Video Clips of young people and staff talking about the support provided and the difference it made. These will be regularly updated. The three year plan will build on what we are already doing well and target our resources on those children, young people and families that really need our help and guidance.

- o **Libraries** It was announced recently that the council will consider whether or not to deliver Libraries Services by a Public Service Mutual. This will be discussed at Cabinet Panel and Cabinet in September.
- o **Family Centre Service** launches across Hertfordshire in November 2018. Building on our successful Children's Centre, Health Visiting and School Health Nursing programmes, Family Centres bring those services together to provide families, from pre-birth through to 19 years, with the best possible start in life and support through to young adulthood.
- o **Spellbrook** I am looking into the possibility of having a speed indicator device outside Spellbrook School. I understand a Police radar team may be monitoring speeds for us to help with the process. It will need to go within the 30mph zone but will be visible long before that looking north.
- o **Vantorts/Fair Green Highways** officers will put together a package of measures for me based on the traffic report and my requests to go into the budget process for TRO's and eventual implementation. This will include, effectively, one way traffic through Sheering Mill Lane dogleg and priorities. I am also discussing at an early stage a 20mph zone for Sawbridgeworth.
- o **Nascot Lawn** in August I'll be chairing another scrutiny topic group on respite services for families of severely disabled children. This will be examining the Section 75 legal agreement terms between Herts Valleys CCG and HCC following the ceasing of funding by the CCG of Nascot Lawn.

Cllr Alder noted the lack of logic in the pedestrian crossing place at Spellbrook school being in a 40mph speed restriction. *Cllr E Buckmaster said he would review the location of the 30mph limit with Highways.*

Cllr Furnace asked if Sawbridgeworth was included in the NCS programme. *Cllr E Buckmaster signposted the e-mail contact for the scheme*

Cllr Furnace asked about the unintended consequences of traffic limitations in the Vantorts Road Fair Green area, viz. increases in speed. *Cllr E Buckmaster would review this with Highways and said that a 20mph zone was being considered.*

- o **District Councillor E Buckmaster reported:**
  - o **East Herts Portfolio** Hertford Theatre .At Full Council on Wednesday I'll introduce a paper with recommendations for the Expansion of Hertford Theatre to increase capacity and add three cinema screens to enable first release viewings. Also to integrate more with Castle Gardens.
  - o **Old River Lane and Arts Centre** Development Management Committee approved the plans last week for a new multi storey car park at Northgate End. This facilitates further work on Old River Lane where the surface car park and Charringtons House can be redeveloped. I am now chairing a steering group for the arts centre comprising officers and members of the Rhodes Trust, Bishops Stortford Town Council and East Herts.
  - o **Leisure Contract** Also at Council on Wednesday I'll be recommending a change in emphasis for the Procurement Process. We were going for a Design, Build and Operate model. The intention now is to bring the Design and Build in house and to go out to tender for the operation. We are still in dialogue with the schools for the Joint Use Pools and I recently met with the incumbent and future Head teachers of Leventhorpe.
  - o **District Plan.** Modifications now accepted by the Inspector. Anticipated Full Council in September for Adoption.

Cllr Riches asked how the CCG could approach EHDC about the allocation of housing to key workers, especially at the surgery. *Cllr E Buckmaster suggested writing to Kevin Steptoe Head of Planning and Linda Haysey, Leader of the Council and District Plan lead.*

Cllr Furnace asked how the new Leisure contract would affect the Leventhorpe Pool. *Cllr E Buckmaster said there was Government support funding to August 2019 and then need to await future direction. He had met with the outgoing and incoming heads and had useful discussions. Issues were about staffing as well as funding.*

- o **District Councillor Alder reported:**
  - o 13/7/18 Meeting with Jess Khanom and Cllr. Buckmaster re update on toilet Provision in Sawbo. Also talked about Town Green.
  - o Drew attention to the need for the Parking officer to review decision re:

- fire exit arrangements for Hailey Centre users in event of a fire.
  - 17/7/18 East Herts Executive meeting
  - 24/7/18 tomorrow will be attending PAG meeting in East Herts.
- Hertfordshire Police were not present but reported.
  - 2 burglary dwellings, 3 theft of motor vehicle offences and 3 possession of controlled drug offences since the last town council meeting.
  - Bishops Stortford and Sawbridgeworth mini Police is starting in September; schools involved initially will be Hill Mead in Bishops Stortford and Spellbrook Primary School.
  - Lots of on-going partner working with housing officers in relation to local issues. PC Marshall has attended Chelmsford county court in relation to a possession hearing for a local property. This is on-going.
  - Thank you for your continued support from town council re CCTV. It continues to aid investigations and in recent weeks has assisted with the arrest of a high risk domestic abuse offender.
  - Bishops Stortford and Sawbridgeworth police cadets now have 42 recruits ready for the launch in September.
  - Currently experiencing a theft from motor vehicle series, multiple resources are being deployed on this including covert units around the town. 7 crimes reported to date. This is a county wide trend.
  - Sawbridgeworth Pubwatch continues to run but the scheme is being updated due to the new data protection legislation, the next meeting is scheduled for 5th September and the police will reinforce the community protection warning notices at this meeting.
- Other Representatives & Champions
  - Cllr Alder attended STACC meeting at Stansted Airport and UEG – User Experience Group
  - Cllr R Buckmaster reported on the AGM of SYPRC. The main theme being “thinking of the future” and that membership of the committee must be changed.
    - Cllr E Buckmaster said it could be right that a member just does not attend meetings.
    - Clerk advised that a member appointed by resolution cannot be arbitrarily dismissed and set out options provided for in Standing Orders
    - Cllr Alder said that there should be a change in the Rules of Management which will include attendance matters.

The mayor reminded all Representatives and Champions that council needs to have regular reports on their activities on behalf of the council.

#### 18/54 OFFICERS REPORTS

- Town Clerk added to his report preliminary details about serving Sheering with Sawbobus.
  - Cllr Alder asked if Sawbobus could serve High Wych as Herts were withdrawing school transport. *Clerk said this was possible in a revised timetable.*
  - Cllr Alder asked about developments on the use of Town Green. *Clerk responded that Cllr F Buckmaster was meeting with the EHDC assets group on 25 July and would be raising the issue of possible use by STC.*
  - Cllr E Buckmaster said there was a need to consider extending Sawbobus to Terlings, and Hunsden and Cllr Furnace talked of the need to serve the future Gilston Village. *Clerk responded that all this was possible if a second vehicle and cover for operating costs could be obtained.*
- Town Projects Manager added to her report a confirmation



that the Mariposa wedding shop had gone out of business.

**18/55 GRANT APPLICATIONS**

To consider Grant applications from:

18/55.1	Aspect Schools Partnership	Crucial Crew Project	£750
18/55.2	Sawbridgeworth PCC	Tree work in church yard	£500

**Resolved:** To make a grant of £500  
*[prop Cllr E Buckmaster; secd Cllr Furnace]*

**Resolved:** To make a grant of £500.  
*[prop Cllr Riches; secd Cllr R Buckmaster]*

The mayor declared an interest as a member of the congregation of that church.

**18/56 EAST HERTS DISTRICT PLAN**

Clerk summarised the on-going process and the timescales for adoption and calling in of the District Plan.

Cllr E Buckmaster emphasised that any consideration of related planning applications should be at a meeting held in public. All communications relating to the District Plan should be mad to him and the Clerk

Cllr Furnace asked for assurance that members of the public be made aware of planning meetings. *Clerk responded that they were informed in the normal ways but as far as the major applications were concerned extra publicity would be givon and the timetables set out on the council web-site.*

**18/57 DEPOSIT & CONSULTATION DOCUMENTS**

**Noted:** That there were no Documents for Noling and Consultation.

**18/58 FINANCIAL REPORT**

**Noted:** The current Financial Report.

**18/59 ACCOUNTS FOR PAYMENT**

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

**ITEMS FOR FUTURE AGENDAS**

**18/60** To consider any items for inclusion on future agendas.

Cllr R Buckmaster asked for the ratification of the appointment of Community Representatives to the SYPRC management committee to be placed on the September agenda and for ratification of a change in the Rules of Management of the SYPRC Management Committee.

Cllr R Buckmaster asked for the Resolution made on 21 May 2018 at M01:18/21 (concerning councillors appointed as members of the SYPRC management committee) be revisited and placed on the November agenda.

Meeting closed at 21:04

# SAWBRIDGEWORTH TOWN COUNCIL

## SAWBRIDGEWORTH TOWN ACTION PLAN AND ECONOMIC DEVELOPMENT COMMITTEE

### Minutes

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 10 September 2018**.

#### Those present

Cllr Angela Alder  
Cllr Ruth Buckmaster

Cllr Heather Riches  
Cllr David Royle  
Cllr Don Hall (*from 18.15*)

#### In attendance:

R Bowran – Town Clerk

J Sargant – Town Projects Manager

Clerk advised that as this was a new committee, and there was no previous chairman, members would need to choose one of their number to open the meeting and introduce the first item on the agenda. Members chose Cllr Royle for this role.

#### **S 18/01 ELECTION OF CHAIRMAN**

To elect a Chairman of the Committee for the year 2018/19

*Resolved:* That Cllr Royle be Chairman of the Committee for the year 2018/19. [*prop Cllr R Buckmaster; secd Cllr Riches*]

Cllr Royle then took the chair

#### **S 18/02 ELECTION OF VICE CHAIRMAN**

To elect a Vice Chairman of the Committee for the year 2018/19

*Resolved:* That Cllr Riches be Vice Chairman of the Committee for the year 2018/19. [*prop Cllr Alder; secd Cllr R Buckmaster*]

#### **S 18/03 APOLOGIES FOR ABSENCE**

To receive any apologies for absence

Apologise received from Cllr Burmicz - business commitment and from Cllr Hall

#### **S 18/04 DECLARATIONS OF INTEREST**

To receive Declarations of Interest by Members.

There were none

#### **S 18/05 TERMS OF REFERENCE**

To consider Terms of Reference for the committee and recommend their adoption by council.

Draft Terms of Reference were examined and after some discussion it was decided to consider them further, forward individual thoughts to the Clerk who would then consolidate them ready for presentation to council for adoption.

Cllr Hall arrived at 18:15.

**S 18/06 TOWN ACTION PLAN**

To review and monitor progress made against the Town Action Plan.

The STAP, as tabled at the ATM in April 2018, was reviewed and it was agreed that it would be re-presented at the meeting of the STAPED committee on 12 November. This meeting will have a wider publicity to attract parishioners and in order that they could have an input.

It was suggested to the Clerk that a more user friendly version of the STAP should be produced. It was recommended that the action tables should appear first, followed by the Wish Lists and the SWOT analyses. This was agreed.

**F 18/07 ECONOMIC DEVELOPMENT**

To review proposals for promoting economic development in the town.

Chairman mentioned a proposal for a presentation by Mr Richard Morris, CEO of "Giving Street", on how his organisation helps companies, customers and communities thrive together. It was agreed that this could precede the meeting of council on 24 September.

Chairman mentioned a schedule he had prepared of shops and services in Sawbridgeworth, and asked what STC could do to promote retailers and service providers. Also asked what support STC could expect from the Inspector's comments about economic vibrancy in the proposed District Plan and in particular the EHDC Planning Department.

It was pointed out that currently the public perception, engendered partly in social media and partly by other means, of what was going on in the town was not necessarily the true situation and needed to be countered.

**S 18/08 ITEMS FOR FUTURE AGENDAS**

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

Meeting Closed at 19:10

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 9:00 pm on Monday 23 July 2018.

#### Those present

Cllr Ruth Buckmaster  
Cllr Heather Riches  
*ex Officio Cllr Angela Alder*

Cllr Don Hall

#### In attendance:

Richard Bowran – Town Clerk

Lisa Dale – Planning Officer

- P 18/25 APOLOGIES FOR ABSENCE**  
Apologies received from Cllr Royle. Cllrs Coysten and Shaw absent
- P 18/26 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 18/27 DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members. There were none.
- P 18/28 MINUTES**  
To approve as a correct record the minutes of the Meeting held on:  
• 16 July 2018 (P03) ) [*prop Cllr Alder ; secd Cllr Hall*]  
  
To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 18/29 PLANNING APPLICATIONS RECEIVED FROM EHDC**  
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee. There were none.
- P 18/30 LATE PLANNING APPLICATIONS**  
To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 20 July 2018.

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**3/18/1400/HH 23 Elmwood, CM21 9NN**  
Single storey rear extension (amended)  
**Applicant:** Mr L Gardner  
**STC Comment:** No objection

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**3/18/1559/HH**      **12 Heron Close, CM21 0BB**  
Single storey rear extension  
**Applicant:** Mr A Crossley  
**STC Comment:** No objection

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**P 18/31**      **PLANNING DECISIONS MADE BY EHDC**  
To receive Planning Decisions from EHDC

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**3/18/1205/LBC**      **118 Sheering Mill Lane, CM21 9ND**  
Removal of 2 windows and installation of 1 set of painted timber bi-fold doors to rear elevation  
**Applicant:** Mr Tayler  
**STC Comment:** No comment  
**EHDC Decision:** Granted

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**P 18/32**      **PLANNING APPEALS**  
To receive notification from EHDC of Planning Appeals. There were none

Meeting Closed at 21:13

# 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 10 September 2018**.

#### Those present

Cllr Ruth Buckmaster  
Cllr Don Hall  
Cllr David Royle

Cllr Pat Coysten  
Cllr Heather Riches

#### In attendance:

Richard Bowran – Town Clerk  
Cllr Eric Buckmaster

- P 18/33      APOLOGIES FOR ABSENCE**  
No apologies received. Cllr Shaw absent
- P 18/34      PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 18/35      DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members. There were none.
- P 18/36      MINUTES**  
To approve as a correct record the minutes of the Meeting held on:  
• 23 July 2018 (P04) ) [*prop Cllr Alder ; secd Cllr Riches*]  
  
To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 18/37      DELEGATED POWERS**  
Report on comments made under delegated powers meeting held on 17 August 2018

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**3/18/1508/FUL      1-10 Bells Walk, London Road, CM21 9JG**  
External refurbishment works to the property and enclosing walkway to the front elevation  
**Applicant:** IMLY Developments  
**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.

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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

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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)

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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 K Emery  
**STC Comment:** No objection

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**P 18/38**            **PLANNING APPLICATIONS RECEIVED FROM EHDC**  
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

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**3/18/1348/HH**            **The Farmhouse, Three Mile Pond, Cambridge Road**  
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.

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**3/18/1523/FUL**            **(SAWB3) Land at Chalks Farm, South of West Road**  
Development of 200 homes with associated access, landscaping, parking, private amenity space, public open space and allotments  
**Applicant:** Barratt David Wilson Homes North Thames

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**3/18/1752/FUL**            **72-74 Cambridge Road, CM21 9BU**  
Two storey rear extensions and insertion of a first floor flank elevation window at No.74  
**Applicant:** Mr & Mrs Frid  
**STC Comment:** No objection.

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**3/18/1760/FUL (SAWB2) Land North of West Road**

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

**Applicant:** Taylor Wimpey (North Thames)

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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 David Needham

**STC Comment:** No objection.

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**3/18/1781/HH Burton House, Burtons Mill Lane**

Replacement of hedge and gate

**Applicant:** Miss Marie Heath

**STC Comment:** No objection.

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**3/18/1838/HH Spinney House, Rowneybury, Harlow Road**

Erection of detached garage and store

**Applicant:** Unknown

**STC Comment:** No objection.

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**3/18/1863/HH 29 Station Road, CM21 9JY**

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

**Applicant:** Mr Colin Hardy

**STC Comment:** No objection.

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**3/18/1907/CUAPN Tednambury Farm, Tednambury, Spellbrook, CM23 4BD**

Change of use from agricultural to a flexible use under B1/B8 office/storage use

**Applicant:** Sworders

**STC Comment:** No objection.

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**3/18/1934/FUL Jacobs Neurological Centre, Capio Rivers Hospital**

Erection of Two Storey (20x Bed) Ward Extension and associated car parking

**Applicant:** Ramsay Health Care UK Ltd

**STC Comment:** No objection.

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**3/18/1935/FUL Jacobs Neurological Centre, Capio Rivers Hospital**

Installation of 2no. two storey portacabins with external staircase

**Applicant:** Ramsay Health Care UK Ltd

**STC Comment:** No objection.

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**P 18/39 LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 7 September 2018. There were none.

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**P 18/40 PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC

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**3/18/0548/HH Dawn, 1 Walnut Tree Ave, CM21 9JR**

Single storey rear extension

**Applicant:** Mrs Victoria Graney

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/0945/FUL 1 Duckling Lane, CM21 9QA**

Change of use from offices to a single dwelling

**Applicant:** Mr Graham Sessions

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/0959/FUL Land off Spellbrook Lane West, Spellbrook**

Erection of 5 no. dwellings with associated garages, access roads and landscaping

**Applicant:** Mr A Poulton

**STC Comment:** No objection

**EHDC Decision:** Refused. "The proposal constitutes inappropriate development in the Metropolitan Green Belt and other harm is identified in respect of adverse impact on openness and adverse impact on the character of the area. Very special circumstances have not been identified that would clearly outweigh the harm by reason of inappropriateness, and the other identified harm. The proposal would therefore be contrary to Policies GBC1, OSV3 and ENV1 of the East Herts Local Plan Second Review April 2007, Policies GBR1, VILL2 and DES4 of the emerging East Herts District Plan and the National Planning Policy Framework"

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**3/18/1049/HH 16 Walnut Tree Crescent, CM21 9EB**

Conversion of single storey bungalow to two storey dwelling with single storey garage extension and open canopy

**Applicant:** Mr Karl Fuller

**STC Comment:** Objection. Overdevelopment of site. Contrary to Policy ENV1.

**EHDC Decision:** Granted

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**3/18/1205/LBC 118 Sheering Mill Lane, CM21 9ND**

Removal of 2 windows and installation of 1 set of painted timber bi-fold doors to rear elevation

**Applicant:** Mr Tayler

**STC Comment:** No comment

**EHDC Decision:** Granted

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**3/18/1223/FUL**      **Parsonage Farm Boarding Kennels, CM21 0ND**  
Demolition of kennels and cattery and the erection of 1 no.3 bedroomed dwelling  
(Amended scheme to planning application ref: 3/18/0299)  
**Applicant:** Mrs Paula Harding  
**STC Comment:** No objection to 3/18/0299  
**EHDC Decision:** Granted

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**3/18/1236/FUL**      **47 Bell Street, CM21 9AR**  
Change of use of ground floor unit from Retail (A1) to Non-residential institution (D1)  
(Physiotherapy)  
**Applicant:** Choice Physio  
**STC Comment:** Objection. The proposal for change of use from A1 to other than A1  
appears to be contrary to Policy STC4 (II)  
**EHDC Decision:** Granted

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**3/18/1262/HH**      **66 High Wych Road, CM21 0HG**  
Change flat roof canopy to pitched roof to front elevation  
**Applicant:** Mr & Mrs Moretti  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/18/1279/HH**      **9 Rowney Gardens, CM21 0AT**  
First floor side extension over existing garage and alterations to fenestration  
**Applicant:** Mr Lincoln Atkins  
**STC Comment:** Plans do not correctly represent application. Encroachment beyond  
original front footprint and pitch roof to front.  
**EHDC Decision:** Granted

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**3/18/1296/HH**      **8 Knight Street, CM21 9AT**  
Loft conversion with rear dormer and replacement front dormer  
**Applicant:** Dr Steen Terp  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/18/1322/FUL**      **Land Adjacent to Sevens Spellbrook, CM23 4AY**  
Proposed detached 4 bedroom dwelling  
**Applicant:** Mr & Mrs David Mowbray  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/18/1341/FUL**      **13 Rowney Wood, CM21 0HR**  
Sub-division of the existing detached two-bedroom bungalow into two semi-detached two-  
bedroom bungalows, removal of the conservatory and single garage to the right hand side  
and extend the properties to the rear and right hand side. Provision of three parking  
spaces  
**Applicant:** Mr Mike Allen  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/18/1400/HH**      **23 Elmwood, CM21 9NN**

Single storey rear extension

**Applicant:** Mr Lee Gardner

**STC Comment:** No objection to amended plan

**EHDC Decision:** Granted

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**3/18/1415/HH**      **10 Stoneleigh, CM21 0BT**

Removal of conservatory. Proposed part two storey/part single storey side extension

**Applicant:** Mr & Mrs Kozan Ali

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/1428/HH**      **10 Brook Road, CM21 9HA**

Single storey rear extension and associated internal alterations.

**Applicant:** Mr Simon Taylor

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/1516/PNHH**      **11 East Drive, CM21 9EU**

Single storey rear extension. Depth 8 metres, Maximum height 3 metres, Eaves height 3 metres

**Applicant:** Mr Robert Montague

**STC Comment:** Objection. Overdevelopment of site.

**EHDC Decision:** The proposed single storey rear extension would not fall within the scope of Schedule 2, Part 1, Class A (j)(iii) of the Town and Country Planning (General Permitted Development)(England) order 2015 (as amended). Planning permission is therefore required

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**P 18/41      PLANNING APPEALS**

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

Meeting Closed at 20:05

# SAWBRIDGECWORTH 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 8.05 pm on **Monday 10 September 2018**.

#### Those present

Cllr Angela Alder	Cllr Roger Beeching
Cllr Eric Buckmaster	Cllr Ruth Buckmaster
Cllr Annelise Furnace	Cllr David Royle
<i>Ex Officio – Cllr Heather Riches</i>	

In attendance:

R Bowran – Town Clerk

#### F 18/12 APOLOGIES FOR ABSENCE

To receive any apologies for absence.  
There were none.

#### F 18/13 DECLARATIONS OF INTEREST

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

#### F 18/14 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 11 June 2018 (F01)  
*[prop Cllr Alder; secd Cllr R Buckmaster]*

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

#### F 18/15 STAFF MATTERS

To consider any matters relating to members of staff.

**Noted:** The appointment of G Howell as a General Hand on a one year contract with a limit of 416 hours in the year.

#### F 18/16 FINANCE MATTERS

To consider any matters relating to the finances of the Council

Management Accounts, five months to 31 August 2018, were discussed and a number of questions and points of clarification were asked and received responses.

**Resolved:** To approve the management accounts for the period to 31 August 2018 *[prop Cllr Beeching; secd Cllr R Buckmaster]*

The budget process for 2019/20 was initiated with preliminary assumptions and a call for projects from the various committees. Agreed that Town Projects Manager would present a budget paper relating to the Christmas Lights Festival and Fun on the Field events. Agreed that preliminary budget sums for STAP, convenience maintenance and Town Green would be included. Assumption remains of an 8% increase in precept.

**F 18/17 POLICY MATTERS**

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

The model standard Standing Orders advocated by NALC were received. Suggested that all references to persons should be multi gender.

**Agreed** that the new Standing Orders, tailored to STC usage, be presented to council for consideration and adoption.

To consider sponsoring a Member to attend the annual conference of the National Association of Local Councils in October 2018. Cllr E Buckmaster to circulate notices of conferences and training courses external to HAPTC to all Members.

Clerk was asked to keep a log of all courses attended by Members. Cllrs E Buckmaster and Royle to devise a form to ascertain Members' needs.

Cllr Beeching suggested that in-house training for several Members at a time could represent better value for money.

**Agreed** that there would be no attendance this year but that future attendance would be included in the Member's training plan for 2019/20.

**F 18/18 COMMUNICATION MATTERS**

To consider any matters relating to council communications

The establishment of a "Communications Workshop"

**Agreed** that this would be deferred to the next civic year.

To receive a report on the Communications Training course attended by Cllrs R Buckmaster and Royle in June.

**Agreed** that a written report should be presented to Members at the next council meeting on 24 September.

**F 18/19 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

There were none.

Meeting Closed at 21:20

## Appendix F

To: All Members  
From: Cllr Eric Buckmaster  
Subject: **County Report**  
Date: 24<sup>th</sup> September 2018

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**To be circulated at meeting**

## Agenda 18/69 : Appendix G

### TRAINING REPORT

<b>Name:</b> Ruth Buckmaster and David Royle	<b>Course Attended:</b> HAPTC COMMUNITY ENGAGEMENT	<b>Date:</b> 13 June 2018
<b>Summary</b> The initial exercise was to look at our own parish profile, followed by exercises on how councils might engage with different groups, dealing with conflict, constructing an action plan, the importance of transparency and raising the council profile.		
<ul style="list-style-type: none"><li>• Range of councils of all sizes, mostly smaller</li><li>• NALC Communications toolkit provided: effective communication; community leadership</li><li>• Advice sheet on community consultation</li><li>• Shared ideas with other councils, a number of which we already do</li><li>• Additional website links provided by HAPTC</li></ul>		
<b>Engagement ideas:</b> Suggestion box Special meetings Flyers Bus ads Pew leaflets Clubs and organisations Ideas competition; jigsaw, assemble photos Walkabouts/informal chats Questionnaires/surveys/apps Twitter, mail chimp Newsletters and e-bulletins Maps Voting boxes in shops Participatory budgeting: priorities and proposals from Council to residents; voting Beer mat messages, with pens for suggestions Cf Brambley, Sharnbrook, Ratcliffe and Welwyn Parish examples and community engagement strategies		
<b>Actions</b> <ul style="list-style-type: none"><li>• Consider application to new STAP/Economic vibrancy committee ToR</li><li>• Consider a community strategy?</li><li>• Explore participatory budgeting?</li><li>• See also LGiU Community Collaboration guide, De Montfort/NALC/ etc. July 2017 review of the role and work of the councillor and HAPTC links.</li></ul>		

## Sawbridgeworth Town Council

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Subject: **Clerk's Report August/September 2018**

Date: 18 September 2018

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### **Community Transport - Sawbobus**

- Sawbobus off the road for a third time awaiting repair. Now off road for 95 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 scheduled to start week commencing 17 September and will take 3.5 days.

### **Projects**

- Bell Street Conveniences meeting now taken place with EHDC. Project revisited and proposal to be made to council in September 2018.
- 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.

### **Finance**

- Council now has a facility which will accept payments by credit or debit card.

### **Civic Centre**

- Chamber and reception redecorated as part of the planned maintenance programme

### **War Memorial**

- Work commenced, see Project Manager's report.



To: All Members  
From: Joanne Sargant  
Subject: **Town Project Manager's Report**  
Date: 17<sup>th</sup> September 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. The promotional logobugs have all been delivered and assemblies in schools are taking place w/c 17<sup>th</sup> September with Sam from HCC.

**War Memorial** – Lodge and Sons have commenced work on Tuesday 11<sup>th</sup> September with the removal of the North Panel for complete replacement. A schedule of the work will then be in place so that the war memorial will be completed by November 11<sup>th</sup> 2018. The North, South and West panels will all be worked in this first phase of works and the East panel will require major refurbishment over the next few years, this work will only be able to be carried out with the financial support of a large grant from the War Memorials Trust.

**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 with a small exhibition and tea and coffee can be purchased 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 29<sup>th</sup> September – Town Selfie Walk

Saturday 24<sup>th</sup> November – Christmas Lights Switch On

Sunday 7<sup>th</sup> July 2019 – Fun on the Field

To: All Members  
From: Town Clerk  
Subject: **Cycling and Walking Plan – Final Version**  
Date: 24<sup>th</sup> September 2018

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**Contained in Members Pack – full and final version enclosed.**

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: Members of Council  
From: Richard Bowran  
Subject: Bell Street Conveniences  
Date: 14 September 2018

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### Introduction

Discussions with East Herts District Council, the owners and maintainers of the facility, have been taking place for almost five years with the objective of improving the quality and cleanliness of the Bell Street Conveniences.

A proposition with costed designs was sent to EHDC in September 2013. It emphasised the design criteria that the town council wanted. A capital sum of £70,000 was provided for in the EHDC budget for 2014/15 and has been carried forward since then, less £2,600 which has been spent by EHDC on consultancy.

We were advised that no progress could be made until an SLA (Service Level Agreement) and a premises lease were agreed. The second version of both documents are now with STC for review and comment.

### The Current Position.

Following a meeting with EHDC Head of Operations Jess Khanom, and Project Manager James Gardner on 13 July, EHDC has established a number of principles relating to the project.

1. EHDC will not transfer the asset to STC, but will make the premises available by a lease arrangement. A "peppercorn" rent will be demanded. It is not clear at the moment whether the lease will be for the whole or just part of the premises
2. EHDC has now recognised that STC's need to commission an installation which minimises maintenance costs makes their own consultant's proposals in 2015 non-viable.
3. EHDC has provided for a sum of £10,000 in the FY's 2018/19 and 2019/20 for the on-going annual maintenance of the existing facility.

4. EHDC is seeking to establish a "spend to save" arrangement. That is to recover the capital cost invested in the project by the savings in their revenue costs over the next 7 to 10 years depending on how the financial equation works out.

### **Agreed Actions**

1. STC to contact the two preferred suppliers, Danfo and Healthmatic, to establish their continued interest and refresh their proposals, including quotations for on-going maintenance.
2. STC to review a draft SLA prepared by EHDC.
3. STC to review a draft lease agreement prepared by EHDC.
4. EHDC to provide a quotation for the annual management and maintenance of the facility from the current waste services contractor.
5. STC to consider the revenue obligation of maintaining the facility for the next 10 Years.

### **Suppliers' Options**

- **In General**

The town needs upgraded facilities which will be easy and inexpensive to maintain in a satisfactory condition.

- Both suppliers
  - would undertake a supply and install contract.
  - have quoted capital costs within the remaining sums available from EHDC.
  - have quoted for daily maintenance including all consumables
  - advocate programmable electronic locking and charging systems

- **Healthmatic**

Has proposed modern version of a conventional layout in materials which will withstand intense usage.

- Capital cost                   £ 64,466
- Annual maintenance       £ 9,842

- **Danfo**

Has proposed a modular metallic system which they claim will better survive the wear and tear of usage.

- Capital cost                   £ 62,675
- Annual maintenance       £ 8,990

- **EHDC**  
Has proposed an upgrade of the existing installation similar to the refurbishment commissioned near Hertford Castle.
  - Capital cost                      Not Known
  - Annual maintenance      Deferred to STC's supplier as North and East Herts new waste contractors have expressed no interest.

### **Opinion**

- The "deal" is predicated upon the principle that EHDC will use the capital sums at their disposal to rework the facility and that the town council will take on the responsibility for maintenance and cleaning.
- Members will need to decide on whether to commit the revenue budget for the next 10 years for the upkeep and maintenance of the facility.
- The key question is not which of the two design options to take as they both fall within the EHDC reserved budget and can be decided by a Members' working party.
- The immediate question is, having eliminated STC office and ground worker involvement to a great extent, whether members are willing to resolve to include the maintenance commitment in the budget for the next 10 years.

### **Conclusion**

I seek members' opinion and advice on the way to proceed.

## Appendix L

To: All Members  
From: Town Clerk  
Subject: Members Training - **Agenda Item 18/76**  
Date: 24<sup>th</sup> September 2018

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**No information submitted for Members Pack by publication date.**