

Sawbridgeworth Town Council

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



MAYOR
Cllr Salvatore Pagdades

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

TOWN CLERK
Christopher Hunt

Cllrs E Buckmaster; R Buckmaster;
Furnace; Newell; Pagdades; A Parsad-Wyatt; N Parsad-Wyatt; Penney; Rattey;
Rider; R Smith; S Smith

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 23rd February 2026** commencing at **7pm** to transact the business set out in the agenda below.

A handwritten signature in black ink, appearing to read 'Christopher Hunt'.

Town Clerk
17th February 2026

AGENDA

Welcome by the Town Mayor followed by Thought for the Day.

25/127 APOLOGIES FOR ABSENCE



To receive any apologies for absence

25/128 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

25/129 PUBLIC FORUM

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

25/130 MINUTES



To approve as a correct record the minutes of the Meeting of the town council held on 26th January 2026 (M07)
[Attached Appendix A]

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

Action	Owner	Update
To collate information in relation to agencies that can assist in emergency situations and for all councillors to have this information.	Cllr Eric Buckmaster	Completed, contact list has been developed and will form of a live document with regular reviews for accuracy.

- 25/131 PLANNING COMMITTEE**
 **To receive and note** the minutes of the Planning Committee held on 26th January 2026 (P13) *[Attached Appendix B]*
-  **To receive and note** the draft minutes of the Planning Committee held on 9th February 2026 (P014) *[Attached Appendix B]*
- 25/132 TOWN ACTION PLAN AND AMENITIES COMMITTEE**
To receive and note the minutes, from the Town Action Plan and Amenities Committee 9th February 2026 (T03) *[Attached Appendix C]*
- 25/133 WOOD WASTE BURNING INCIDENT SPRINGHALL LANE**
To receive and note Sawbridgeworth Town Council's formal escalated complaint to the MP Josh Dean regarding the Environment Agencies handling of the prolonged burning of waste wood at the field off Springhill Lane during December 2025 and January 2026 *[Attached Appendix D]*
- 25/134 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive mayor's appointments and communications
- 25/135 REPRESENTATIVES REPORTS**
  To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr R Buckmaster SYPRC, RHSO
 - Cllr A Furnace Sustainable Sawbridgeworth
 - Cllr S Penney Sports Association
- [Attached Appendix E]*
- 25/136 TOWN CLERK REPORT**
 To receive and note the Clerk's report for the month of February 2026. *[Attached Appendix F]*
- 25/137 TOWN PROJECT MANAGERS REPORT**
 To receive and note the Town Project Managers report for the month of February 2026. Verbal update from the Clerk in the absence of the officer.
- 25/138 FLY TIPPING**
 To discuss the current level of fly tipping in the Town and solutions to reduce offences.
 Cllr John Rider, Cllr Eric Buckmaster
[Attached Appendix G]
- 25/139 LOCAL GOVERNMENT REORGANISATION**
 Standing item to be updated following any updates from the consultation and news from County or District Councils.
- Consultation
 Opened: 5th February 2026
 Closes: 26th March 2026

25/140 ANNUAL TOWN MEETING DATE

To Resolve, the date of the next Annual Town Meeting, proposed date is Wednesday 22nd April 2026 due to the availability of the Hailey Centre.

25/141 FINANCIAL REPORT



To note the current Financial Report with variances
[Attached Appendix H]

25/142 ACCOUNTS FOR PAYMENT

To note and approve accounts for payment

25/143 ITEMS FOR FUTURE AGENDAS

To note any items for future agendas.

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

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 26th January 2026**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades
Cllr Angus Parsad-Wyatt

Cllr Nathan Parsad-Wyatt
Cllr Simon Penney
Cllr Greg Rattey
Cllr John Rider
Cllr Reece Smith
Cllr Steve Smith

In attendance:

4 x members of the public

Holocaust memorial candles were lit followed by a one-minute silence
Thought for the day was read by Cllr Eric Buckmaster highlighting the passing of former councillors Angela Alder and Roger Beeching .

25/110 APOLOGIES FOR ABSENCE

None received

25/111 DECLARATIONS OF PECUNIARY INTEREST

There were none.

25/112 PUBLIC FORUM

Q1. Proposed Car Parking weekend charges for Bell St Car Park This seems to be a fait accompli. What further action is STC proposing/recommending?

Cllr John Rider confirmed that the Town Council have tried to engage with East Herts District Council and when the leader Ben Crystall attends a meeting in the future this will be raised with him. He stated the work previously completed to try and stop this decision and ideas are to be discussed to reimburse users of the car park.

Cllr Greg Rattey stated the traders feel undermined and feel everything is against us and each carpark should be considered individually and not with the blanket approach that has been used.

Cllr Angus Parsad-Wyatt stated the town council has worked for two years to try to stop these charges. Ideas to alleviate the costs to residents will be sought but the reimbursement scheme may be too much for the Town Council to administer. Alternatives such as the changing of yellow lines may assist visitors and car park users.

Cllr Dawn Newell stated that people attending the Doctors Surgery at the weekend will be penalised.

Cllr Eric Buckmaster stated at numerous meetings he has raised objections at District level, but the decision went ahead anyway. "*The Listening Council*" are not listening.

Cllr Annelise stated that hard data on the effect it will have on the sports club's attendance would be useful evidence of the impact that these changes will have.

Cllr John Rider has asked for revenue figures from East Herts District Council but this has not been forthcoming.

25/113 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the town council held on 24th November 2025 (M06)
[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Annelise Furnace]

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

Action	Owner	Update
To Explore the siting of the cycle repair station at the rail station	Cllr A Furnace & Cllr A Parsad-Wyatt	The manager has been contacted regarding the cycle station and consideration is being made. Also, a planter that has been placed can now progressed. Cllr Angus Parsad-Wyatt

25/114 PLANNING COMMITTEE

RECEIVED and NOTED the minutes of the Planning Committee held on 24th November 2025 (P11)

RECEIVED and NOTED the draft minutes of the Planning Committee held on 12th January 2026 (P12)

25/115 FINANCE AND POLICY COMMITTEE

RECEIVED and NOTED the minutes of the Finance and Policy Committee held on 12th January 2026 (F03).

25/116 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications
Cllr Salvatore Pagdades advised.

- Attended the Lights of Love Service
- Attended the Ukrainian Community Christmas Party.
- Attended the Fawbert and Barnard year one Tea Party.
- Attended the official launch of the refurbished Hailey Centre.
- Attended the Leventhorpe School cultures fair.
- Met with the MP Josh Dean.

25/117 REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

County Councillor Eric Buckmaster

- Sign to be replaced in Vantorts Road that had been knocked over
- Road Markings and sunken gully has been reported at Vantorts
- Footpath 29 should be resurfaced
- Footpath repairs in Cambridge Road have been completed
- The parking restriction changes in the town centre has only had four responses to the consultation. The main thing will be further restrictions at night in the Forebury and Knight Street. Day time will see de-

restrictions and be changed to no waiting for one hour to prevent commuter parking.

- Speed indicator device will be extended to stay in place for a further five years from his locality budget.
- His area of responsibility has been the worst hit for flooding. Work is being completed with Thames Water and drainage investigation in Hoestock Road.
- Wychford Drive and land behind Rowney Gardens has had an application for an exemption from the landowner for an environmental impact assessment to build 200 homes. This will go through the call for sites and district plan processes, but we don't want any more houses in the town. The Garden Town 23,000 homes will also have a negative impact and building has not been started yet.
- Classroom air purifiers have been made available the three schools have made an application to get them.
- 40 new lime trees were planted in Pishiobury Park to create a new avenue but the planting is a bit hap hazard and this doesn't look good and it is being raised at East Herts District Council.

Cllr Reece Smith stated that flooding issues in Bullfields were improved from the recent work there.

Cllr Ruth Buckmaster asked if Spellbrook School could be considered for an air purifier which Cllr Eric Buckmaster said he would follow up on.

Cllr John Rider raised the accident Cllr Eric Buckmaster had slipping on ice in the Bell Street car park. Cllr Eric Buckmaster made enquiries with East Herts District Council who stated they grit the car park. This was at odds with information passed to Cllr John Rider following a freedom of information request.

Cllr Greg Rattey raised the issue with affinity water who were making a small repair to a leak and closed Bell Street. This caused issues with people using Bell Street and the road closed sign was removed by traders.

Cllr Annelise asked if the locations for on street EV chargers was known and could the Town Council assist in identifying these. Also if body worn cameras were available for school crossing patrol employees.

Cllr Eric Buckmaster stated he will look at these points and asked Cllr Annelise Furnace to email him these questions.

Cllr John Rider wanted to thank the officers who were looking after the footpaths as they are completing a good job. He raised footpath 22 was overgrown and will clear the path himself and make it safe and asked for willing volunteers to assist him.

District Councillor Ruth Buckmaster

DMC had been cancelled. Last Thursday she attended the Holocaust memorial service, this was attended by the Lord Lieutenant, the High Sherrif, the chair of Herts County Council and the Chair of the East Herts District Council. Rabbis from Harlow and Welwyn Garden City were also in attendance.

District Councillor Angus Parsad-Wyatt

Attended the Standards Committee meeting, the government have proposed a new code of conduct for councillors at all levels. These new codes introduce suspension and disqualification of councillors following a complaint and investigation.

Herts Police No report was read by the Mayor, Cllr Salvatore Pagdades

SYPRC Cllr Ruth Buckmaster

A film night has been arranged for February for families

RHSO Cllr Ruth Buckmaster

Held the Wassail last Saturday with over 200 people in attendance. Liz Hall attended with the Leventhorpe Choir and sang all the Wassail songs and £250 was raised. Apple juice prices will need to be raised as it cost nearly £3 per bottle to produce.

Sustainable Sawbridgeworth Cllr Annelise Furnace

First of Bob Reeds Citizen Science group tours has taken place along the Sawbridgeworth Brook. Twelve people of all ages attended
Attended the Hertfordshire Climate Change and Sustainability Group where extreme weather scenarios and local planning was discussed.

Hailey Centre Cllr Steve Smith

Open day at the Hailey went well and the result of the refurbishment is incredible. He thanked trustee Colin Gill for all the hard work getting the funding and the work completed.

25/118 POLICY MATTERS

To resolve policies for the future development of Town Council services to the community.

- **Resolved** to continue using the current document, Financial Regulations 2025, as recommended by the Finance, Policy and Economic Development Committee on 12th January 2026.

[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Greg Rattey]

- **Resolved** to approve the draft document, Risk Assessment 2026-2027. following the recommendation from the members of the Finance, Policy and Economic Development Committee on the 12th January 2026. Document signed by the Mayor and the Clerk.

[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Annelise Furnace]

25/119 TOWN CLERK REPORT

Received and noted: the clerk's report for the month of January 2026. The Clerk also informed members he had sold the old Sawbobus today. The Jubilee Gardens tree planting has been agreed.

25/120 BUDGET 2026-27 & DETERMINATION OF PRECEPT

1. **Resolved** to adopt the Budget for 2026-27 as recommended by the Finance and Policy Committee.

[prop Cllr Eric Buckmaster; sec'd Cllr Nathan Parsad-Wyatt]

2. **Resolved** to determine the Precept for 2026-27 and instruct the principal authority accordingly.

The precept application was signed by the Mayor Cllr Salvatore Pagdades, Cllr Annelise Furnace and Cllr Eric Buckmaster prior to be signed by the Clerk.

[prop Cllr Eric Buckmaster; sec'd Cllr Annelise Furnace]

25/121 DETERMINATION OF A MAYOR-ELECT

Resolved to designate Cllr Angus Parsad-Wyatt as mayor-elect for the civic year 2026-27. Election of a mayor to be determined by resolution at the Annual Meeting of the Town Council in May 2026.
[prop Cllr Eric Buckmaster; sec'd Cllr Reece Smith]

25/122 GRANT APPLICATIONS

To consider grant requests made by the following:

- Friends of Sawbridgeworth Neuro Centres
Amount Requested: £500 **Resolved and agreed to award £1023** from the available funds. Cllr Angus Parsad-Wyatt explained the project and the use of the Centre and the great work that they complete
[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Ruth Buckmaster]
- Sawbridgeworth Town Twinning Association
Amount Requested: £500 **Resolved and agreed**
Cllr Eric Buckmaster, Annelise Furnace and Angus Parsad-Wyatt all supported the application and the importance of the Town Twinning relationship and huge amount of volunteering that occurs to make it successful.
[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Simon Penney]
- CanalAbility
Amount Requested: £477 **Resolved and agreed**
Cllr Annelise Furnace supported this application and explained the aims of the project which will support residents
[prop Cllr Annelise Furnace; sec'd Cllr Dawn Newell]

25/123 ENVIRONMENTAL ISSUE REPORTING

To discuss the responses and future procedure to report environmental issues as per the recent burning in field behind Southbrook Allotments.

- It was agreed to raise the matter with the Ombudsman as it was generally felt the Environment Agency had not dealt with the situation to a successful conclusion.
- Cllr Eric Buckmaster stated it may be useful to collate information who to contact in what situation and for all Cllrs to hold this information
- Cllr John Rider stated he thought an emergency plan should be put in place.
- Cllr Annelise agreed with Cllr Eric Buckmaster's suggestion and had been in contact with the Fire Brigade and the Environment Agency regarding the fire incident.
Cllr J Rider, Cllr A Furnace, Cllr E Buckmaster

Action - To collate information in relation to agencies that can assist in emergency situations and for all councillors to have this information.

25/124 FINANCE MATTERS

Received and noted: the finance and variance report up to December 2025

25/125 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

25/126 ITEMS FOR FUTURE AGENDAS

Nothing raised

Meeting ended at 8:42pm

Signed.....

Date.....

<i>Action</i>	<i>Owner</i>	<i>Update</i>
To collate information in relation to agencies that can assist in emergency situations and for all councillors to have this information.	<i>Cllr Eric Buckmaster</i>	

Appendix B

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 26 January 2026** at 8.42pm.

Those present

Cllr R Buckmaster
Cllr N Parsad-Wyatt
Cllr S Penney

Cllr A Parsad-Wyatt
Cllr S Pagdades
Cllr S Smith

In attendance:
C Hunt – Town Clerk

P 25/130 APOLOGIES FOR ABSENCE

- To receive and approve any apologies for absence. No apologies received – all present.

P 25/131 PUBLIC FORUM

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

P 25/132 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/133 MINUTES

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

- 12 January 2026 (P012) [*prop'd Cllr R Buckmaster; sec'd Cllr Penney*]

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

P 25/134 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town. No update.

P 25/135 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion
- Gilston

Rowney Gardens – call for site only No application submitted to date. EHDC state no environmental impact statement required.

P 25/136 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/25/1898/FUL Land Rear of 22 London Road, Bell Mead, CM21 9ES

[Erection of new dwelling, vehicular access, and associated landscaping](#)

STC Comment: Objection. Overdevelopment of site. Support neighbours objections; concerns over loss of privacy and outlook [*prop'd Cllr R Buckmaster; sec'd Cllr Penney*]

P 25/137 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 23 January 2026.

3/25/1882/HH 10 Wheatley Close, CM21 0HS

Part demolition of garage. Erection of an annexe for ancillary use to the main dwellinghouse

STC Comment: No objection [*prop'd Cllr S Smith; sec'd Cllr Pagdades*]

3/25/1932/HH 41 Station Road, CM21 9JY

Insertion of 3 x rooflights to front and 3 x dormer windows to rear in connection with conversion of existing loft to habitable accommodation. Construction of single storey rear extension

STC Comment: No objection [*prop'd Cllr A Parsad-Wyatt; sec'd Cllr R Buckmaster*]

P 25/138 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/1452/LBC 50 Bell Street, CM21 9AN

Addition of 6no. PV solar panels onto the flat roof to improve the energy efficiency of 50 Bell Street

STC Comment: LBC – No comment

EHDC Decision: Granted

3/25/1761/HH 1 The Limes, CM21 9FB

Replace upper glazed walls and roof to existing single storey rear conservatory style extension (original to the house) with new solid walls and glazed door screen, new solid pitched roof and partially raised gable end walls

STC Comment: No objection

EHDC Decision: Granted

P 25/139 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. Noted.

11 New Street, CM21 9BA

LPA Appeal Reference: 25/00096/REFUSE

Meeting Closed at 8.52pm

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 9 February 2026** at 7pm.

Those present

Cllr R Buckmaster
Cllr S Pagdades
Cllr S Smith

Cllr A Parsad-Wyatt
Cllr S Penney

In attendance:
C Hunt – Town Clerk

P 25/140 APOLOGIES FOR ABSENCE

- To receive and approve any apologies for absence. Apologies received and accepted from Cllr N Parsad-Wyatt – work commitments [*prop'd Cllr S Smith; sec'd Cllr A Parsad-Wyatt*]

P 25/141 PUBLIC FORUM

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

P 25/142 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/143 MINUTES

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

- 26 January 2026 (P013) [*prop'd Cllr Pagdades; sec'd Cllr A Parsad-Wyatt*]

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

P 25/144 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town. There were none.

P 25/145 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion
- Gilston

PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/26/0014/ADV**Northfields House, Cambridge Road, CM21 9BZ**

[The erection of a freestanding advertisement sign detailing a newly acquired site by David Wilson Homes](#)

STC Comment: No objection [*prop'd Cllr A Parsad-Wyatt; sec'd Cllr Penney*]

3/26/0136/PNHH**40 Gilders, CM21**

[Proposed single storey rear extension; Depth extending from the original rear wall of 4.50 metres, a maximum height of 3.00 metres and an eaves height of 3.00 metres with a roof light measuring 2.00 metres by 1.00 metre](#)

STC Comment: No objection [*prop'd Cllr S Smith; sec'd Cllr Pagdades*]

LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 6 February 2026. None received.

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/1301/LBC**16 Station Road, CM21 9AZ**

Installation of secondary glazing and replacement of door

STC Comment: LBC – No comment

EHDC Decision: Granted

3/25/1569/LBC**Rose Cottage, 21 High Wych Road, CM21 0HE**

Comprehensive property refurbishment, including timber cladding treatment, structural repairs, fire safety upgrades, full window and door replacement, heating and electrical system modernisation, and interior improvements

STC Comment: LBC – No comment

EHDC Decision: Granted

3/25/1798/HH**Little Orchard, London Road, Spellbrook, CM23 4BA**

Erection of single storey rear extension

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, taken together with the previous extensions, would cumulatively result in a disproportionate addition over and above the size of the original building. Therefore, the proposal would amount to inappropriate development in the Green Belt. Very special circumstances have not been identified that would clearly outweigh the harm by reason of inappropriateness. The proposal would therefore be contrary to Policy GBR1 of the East Herts District Plan (2018) and the National Planning Policy Framework (2024)." & "The information for the proposal in the Flood Risk Assessment falls contrary to the submitted plans and proposal description. Therefore, it cannot be determined if the Flood Risk Assessment has accurately assessed the proposal as the information appears incorrect. The proposal would therefore be contrary to Policy WAT1 of the East Herts District Plan (2018)"

P 25/149 PLANNING APPEALS

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

Meeting Closed at 7.06pm

Appendix C

SAWBRIDGECWORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7:09pm on **Monday 9th February 2026**.

Those present

Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt
Cllr Simon Penney
Cllr John Rider

In attendance:

Christopher Hunt

0 x Members of the Public

T25/29 APOLOGIES FOR ABSENCE

There were none

T25/30 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T25/31 PUBLIC FORUM

No public present

T25/32 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 13th October 2025 (T02)
[prop Cllr Angus Parsad-Wyatt sec'd Cllr Dawn Newell]

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

Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	
Clerk	To request risk assessment from East Herts DC for Bell Street carpark in freezing weather conditions.	Email sent to EHDC Parking Manager, Cllr Pagdades copied in. Policy received 27 th October 2025 from

		Dominic Kingsbury, parking services manager  Car Park Winter Maintenance Policy
Clerk	To investigate if the town centre funding was still available and to send Cllr Salvatore Pagdades emails sent regarding Hostile Vehicle Mitigation to all Clerks.	Emails sent 21/10/25 to EHDC and Clerks in East Herts seeking clarity on the position of this project and Cllr Salvatore Pagdades copied in. Funding has been used in other locations for individual projects.

T25/33 ALLOTMENTS

Received and noted – Allotments Officer Report

Noted - The allotment officer's report for January 2026.

T25/34 CEMETERY

Received and noted – Cemetery update from the Clerk with the planting of trees for the bio diversity off setting for the Jubilee Gardens project

T25/35 FOOTPATHS & OPEN SPACES

Cllr John Rider updated Bob Reed has been doing a walk of the brook for research which has been successful. Several paths were identified from this process as being in need of cleaning and clearing of overgrowth. Cllr John Rider had cleared a section of path and has asked for volunteers to assist in the footpath clearing and the Clerk has emailed Leventhorpe School to see if sixth form pupils would be interested.

Cllr John Rider reported that the recent issues arising from the burning of the woodpile on land adjacent to the Southbrook allotments — which caused disturbance to residents for several days — are ongoing, with the fire still smouldering. A letter has now been sent to the local MP requesting that the actions of the Environment Agency be referred to the Parliamentary and Health Service Ombudsman for review.

Cllr John Rider updated the meeting on the action arising from the Clerk's enquiry regarding the risk assessment request and the meeting with the East Herts District Council Car Park Manager. He reported that the meeting had been constructive, with several areas of the car park found to be flooded and a number of gullies uncleared, contributing to increased slip, trip, and fall risks during colder weather.

This will be reviewed further, as the car park has not previously been gritted, and East Herts District Council staff had not been

aware of the hazardous conditions created by the combination of cold weather and flooding.

T25/36 CAR PARKING CHARGES

It was agreed that the Town Council had made several representations requesting that Sawbridgeworth be treated independently from the other four towns regarding the proposed car park charges. The town's car park currently supports local sports clubs throughout the weekend, and the introduction of charges on Sundays—when parking is presently free—raised concerns about potential negative impacts.

Members noted that the introduction of charges is likely to displace vehicles into Bell Street and the surrounding residential areas. Cllr Simon Penney will attend the Sports Association meeting tomorrow to assess any changes in attendance numbers at the facilities and to identify any issues arising from displaced parking.

Cllr Dawn Newell reported that in Bishop's Stortford, the Grange Paddock car park offers 2.5 hours' free parking, which is used not only by visitors to East Herts Council facilities but also by dog walkers and people exercising on the fields. A similar arrangement exists at Hartham Common in Hertford, and Members expressed concern that sports users in Sawbridgeworth were being disproportionately penalised.

Cllr Simon Penney also noted concerns regarding the impact of new tariffs on Town Council events that rely on the car park, such as the Christmas Lights Switch-On. The Clerk confirmed that one-off Town Council events are exempt from charges; however, regular or ongoing activities, such as a market, would incur fees based on the number of car park bays required and the duration of their use. Several letters had been sent to East Herts District Council regarding with the Coffee and Cars Sunday event once a month and no response had been received but it appears these users will need to pay.

T25/37 EMERGENCY PLAN

To discuss the development of an Emergency Plan to establish a network of local contacts who can support the emergency services during incidents.

The Clerk explained that this item had arisen following the recent woodpile fire. The intention is to identify residents who have relevant skills or equipment that could be called upon by the emergency services in an emergency situation incident or extreme weather event. This also includes identifying suitable premises that could be used to support dispersed or displaced residents during an incident. A meeting had been arranged this Thursday to scope the idea and a framework to use to develop the contact details and size of the plan moving forwards.

T25/38 OPERATIONS

To receive, note and discuss matters relating to Operations.
The Clerks report was noted.

The Clerk also raised awareness of the illegal clearing of trees and drainage work on the Esbies Estate had been reported to Planning enforcement at East Herts who were taking action.

Cllr Salvatore Pagdades asked for an update on the farmer's market. The Clerk stated that this was on hold currently and discussion was had to the day the market should be held and Friday was previously agreed.

Cllr Annelise Furnace asked if thought could be made to the Sakura cherry tree project. The tree could grow to a mature height of 15–25 ft (4.5–7.5 m) and a width of 15–30 ft. The Clerk will enquire with the designer for the Jubilee Gardens could consider the planting in the project area.

ACTION – Clerk to explore if the tree can be placed in the Jubilee Gardens

T25/39 ECO AUDIT WORKING PARTY

Received and noted – Eco Group working party report and minutes. Cllr Furnace advised that referred to the report.

Discussion was had on moving to paperless agenda packs as some of the meetings have a pack with over 200 pages.

ACTION – Clerk to obtain current costs to produce packs.

T25/40 REDUCING THE COUNCILS CARBON FOOTPRINT

Update on progress in relation to the following two items.

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

The Clerk referred to his report and mentioned that a renewable energy supplier has been selected for the offices for the next three years and the new bus is using less fuel than the previous bus.

T25/41 TOWN ACTION PLAN

Cllr A Parsad-Wyatt updated the meeting with current progression on the action plan.

- The mid-point update is now on the website
- Speeding across the County has a consultation running at the moment with a view to increasing the 20mph restrictions.
- Resurfacing and potholes should be reported on the appropriate website. Many reported problems have been dealt with quickly and residents should be encouraged to report issues.
- Flooding, the key pinch points have held up under the recent poor weather. There is one area on the junction with Station Rd and Knight Street which will need work completed as it is a recurring problem.
- There are two planters at the train station that will need positioning and planting up in the Spring and are currently in storage.
- Train issues were raised as a new timetable and the start location has been extended to Ely rather than Stansted and this has increased passenger numbers and standing room

only for passengers from Sawbridgeworth. Cllr Salvatore has worked with the customer relations team and surveys have been completed. He has also raised this with the MP Josh Dean. Cllr Dawn Newell said she will raise this with the MP again as she will be meeting him soon.

- It was agreed to write as a town council to Greater Anglia to raise the issues being experienced with the train service. Cllr Salvatore Pagdades said he would write a draft letter ready to be presented at the next Full Town Council Meeting.

ACTION – Cllr Newell to raise the train overcrowding with MP Josh Dean.

ACTION – Cllr Salvatore to draft a letter to Greater Anglia regarding the recent train overcrowding issues to be presented at the next Full Town Council meeting. This is to be sent on behalf of the Town Council if agreed.

T25/42 COUNCILLOR ENGAGEMENT

- Energy Hub 28th February 2026 Bell Street Car Park 10 AM

T25/43 ITEMS FOR FUTURE AGENDAS

Cllr Salvatore asked for the train overcrowding matters be placed on this agenda.

Meeting ended at 8:16pm

ACTIONS

Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	
Clerk	To explore if the tree can be placed in the Jubilee Gardens	Email sent to the designer who can accommodate the tree.
Clerk	To obtain current costs to produce hard copy meeting packs.	
Cllr Dawn Newell	To raise the train overcrowding with MP Josh Dean.	

Cllr Salvatore Pagdades	To draft a letter to Greater Anglia regarding the recent train overcrowding issues to be presented at the next Full Town Council meeting. This is to be sent on behalf of the Town Council if agreed.	

Appendix D

Sawbridgeworth Town Council

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



Mayor
Cllr Salvatore Pagdades

E-mail: info@sawbridgeworth-tc.gov.uk
Web: www.sawbridgeworth-tc.gov.uk

TOWN CLERK
Christopher Hunt (Dip CSMP ®)

Subject: Escalated Complaint – EA Handling of Wood Waste Burning at Springhall Lane, Sawbridgeworth (CMPT22026/04504)

Dear Sir/Madam,

Sawbridgeworth Town Council submits this formal complaint regarding the Environment Agency's handling of the prolonged burning of waste wood at the field off Springhall Lane, Sawbridgeworth, during December 2025 and January 2026. This follows the Environment Agency's Stage 2 complaint response issued on **30 January 2026**, which fails to address the extensive evidence, the severity of the incident, and the prolonged harm experienced by residents.

The Council believes that the EA's investigation was incomplete, overly reliant on assumptions, and did not reflect the reality of events on the ground. The following timeline illustrates the ongoing nature of the fire, the seriousness of the nuisance, and the repeated efforts by residents and councillors to seek action.

1. Chronology of Events

9 December 2025

- Digger and heavy machinery arrived at **9:35am**; fires were lit at **10:00am**.
- Smoke immediately drifted across allotments and gardens; the woodpile was saturated due to prolonged rainfall.
- Fire engine attended at **3:10pm**.
- Residents began contacting Cllr John Rider, who notified the Town Council.
- The fire was left **unattended overnight**.
- **Historical context:** Several years earlier, when the field was originally grubbed out, multiple fires burned for four days until stopped by Fire Service and police. The woodpile subsequently stored was approx. 5ft high and across the width of the field, housing wildlife.

10 December 2025

- East Herts Council notified by a resident.
- Woodpile continued to be **fed daily**, burning after dark, and remained **unattended**.

11 December 2025

- Fire engine seen again in Springhall Lane/Vantorts Road.
- EA contacted for a second time due to heavy smoke, ash fallout, and visibility reduced to the extent neighbouring gardens could not be seen.
- At least one **asthmatic resident relocated** due to the fumes.
- Fire still burning at **11pm**, flames visible after midnight; left unattended for a **third** night.

12 December 2025

- Acrid smoke permeating homes across Bullfields, Lower Sheering Road, Knight Street (including the primary school), and Bell Street **by 9:15am**.
- Numerous residents contacted East Herts Council and dialled 999 as they did not know what was occurring.
- A resident contacted the tenant, who claimed to have a **10-ton-per-day burning licence**, although the D7 exemption was registered **after** fires began.
- EA advised residents their concerns would be escalated.
- Following escalation by councillors, Environmental Health Manager Paul Thomas-Jones confirmed complaints had been received since Wednesday and that statutory nuisance assessments were underway.
- The tenant continued adding wood; fire again left **unattended** over the weekend.

13 December 2025

- Issue escalated within EHC to Head of Environmental Health, Sara Saunders.

14–16 December 2025

- Fire still burning.
- Ash continued falling on cars and gardens; acrid odour persistent.
- Repeated updates were sent by Cllr Rider to Environmental Health.

17 December 2025

- Local newspaper published report: “Tenant Apologises After Scrub Fire Causes Smog and Acrid Smells”.
- EA incident reference obtained.
- EA advised a local enforcement officer would investigate, acknowledging evidence that the D7 licence was obtained after burning commenced.

18 December 2025

- Fire still smouldering; additional resident complaints received.

19–23 December 2025

- Ongoing smouldering.
- Daily reports submitted to Environmental Health by Cllr Rider, including concerns about the ineffective initial letter sent to the tenant and the community being left exposed to extensive air pollution.

27 December 2025

- Fire still smouldering.

- Concerns raised about possible underground burning given proximity to an old Victorian tip containing heavy metals.
- Given heavy rain and frost, the continued smouldering was abnormal.

30 December 2025

- Cllr Furnace contacted EA again for updates.

1 January 2026

- Stage 1 EA complaint response issued. Councillors were dissatisfied and requested escalation to Stage 2.

6 January 2026

- Despite **-7°C** temperatures overnight, the pile continued smouldering with **3-4ft smoke**.

10 January 2026

- Following heavy rainfall during a storm, the fire was still smouldering.
- No contact received from EA or EHC.

12 January 2026

- Fire still smouldering.
- Environmental Health reiterated that without “new fires”, they were unable to act.

14 January 2026

- Confirmation that the complaint had been escalated to Stage 2.

15 January 2026

- Fire still smouldering.
- Herts Fire Service advised residents to call 999 if smoke persisted.
- Environmental Health Officer visited but viewed only from the allotment gates; photographs show smoke but view obstructed.
- Cllr Rider challenged the adequacy of the visit and reiterated that the fire burned intensely for 6 days and smouldered for 6 weeks.

16-19 January 2026

- Fire still smouldering; EA responded to further queries from councillors.

25 January 2026

- Fire Service attended in a non-emergency capacity; confirmed smouldering but no flames.
- Confirmed no underground burning and no non-wood waste.

26 January 2026

- Fire still smouldering.
- Matter discussed at Full Town Council Meeting.

30 January 2026

- Fire still smouldering.
-

2. Grounds for Complaint

Using the above timeline, the Council identifies the following concerns:

A. EA did not review or request extensive available evidence

No officer contacted residents or councillors for:

- photos,
- videos,
- witness accounts,
- health impact reports.

B. EA conclusions conflict with the 6-week smouldering documented in daily reports

The fire demonstrably continued until **30 January**, not **19 December** as implied by EA assumptions.

C. The D7 exemption was granted after burning began

Despite this irregularity, no enforcement action or inspection followed deregistration.

D. Prolonged and severe nuisance was not acknowledged

Smoke affected a wide area including:

- homes,
- schools,
- gardens,
- vulnerable residents (including at least one asthmatic individual).

E. EA officers visited only from a distance

This resulted in:

- incomplete observations,
- incorrect conclusions,
- failure to appreciate the scale of the nuisance.

F. Lack of multi-agency coordination delayed action

Key information was not shared with EA until **15 December**, by which time the fire had burned for nearly a week.

3. Request for Independent Review

The Council requests that an independent complaints body review whether the EA:

1. Investigated the incident appropriately and in proportion to its severity;
2. Correctly applied and enforced D7 exemption rules;
3. Failed to properly assess evidence or seek information from complainants;
4. Followed its incident response policy correctly;
5. Should improve procedures for handling large-scale burning, smoke nuisance, and multi-agency coordination.

We stand ready to provide all evidence, including photographs, videos, contemporaneous logs, and resident statements.

Yours sincerely,

Chris Hunt

Town Clerk

Sawbridgeworth Town Council

Appendix E

E Buckmaster County Councillor Report February 2026

Road Works (planned) or Drainage Works across Sawbridgeworth and villages

Affinity Water & Cadent Gas have various maintenance planned across the area. Check on One Network [Causeway one.network](#) select 3 months.

Lawrence Avenue Sawbridgeworth Footway Works 23 Feb 07:30 - 14 Mar 16:00 GMT,
Northfield Road opposite house 5 south to house 1 Millfields

West Road S278 Agreement Works: Creation of new vehicular access and associated verge works. Near junction with Rochester Avenue 30th March to 10th April

West Road Carrying out S278 works including the construction of a zebra crossing and resurfacing 26 May 07:30 - 29 May 18:00

High Wych Lane Surface Dressing Prep under road closure between 24 Feb - 26 Feb 07:30 - 18:00

High Wych Lane Drainage works Gully CCTV and Vactor Works from High Wych Road to Mansfield C161 High Wych Road to 3U47 Bakers Lane 27 Apr 09:30 - 29 Apr 15:00

Eastwick Road Rolling lane to carry out street cleansing, sweeping and litter picking

Between the junction of Church Lane and the Fifth Avenue Roundabout 27 Feb 09:00 - 2 Mar 15:00 GMT

Hunsdon High Street High Street Drainage Works and Civils Now moved to later in the year

Widford Nether St. Surface Dressing under road closure between 11th-13th April 07:30 - 18:00
From Hawthorn Cottage To Lambs Cottage

Stanstead Abbots Cadent Gas. Extensive work locally. As above Check on One Network [Causeway one.network](#) select 3 months.

Gritting of Bell Street Car Park from the Parking Manager

Following on from our recent meeting and walkabout in the car park I can confirm the car park will be included in the car park gritting service and added to the list of eligible car parks in the Winter Maintenance policy.

Areas to be gritted when weather conditions dictate:

- Section A where a drain is present in the vehicle route between the adjacent parking bays. The drain is not flush with the surrounding area of the car park surface. I observed a significant amount of rainwater sitting above the drain and extending around the surface area. I have reported this matter to our Facilities Management department.

When combined with the drain's central location and natural walking route towards the Doctors' surgery from the Pay & Display machine, demographic of customers - in respect of age - attending the surgery, and absence of marked pedestrian walkway, led me to conclude that the area would benefit from gritting (de-icing salt).

- All three P&D machines around the base areas.
- The path adjacent to the 1st P&D in Section A, where a surface depression was observed. 1 metre away from the boundary of the car park across the width of the path. I've reported the condition of the path to the Facilities Management department for review.
- The area near the car park exit onto Bell Street from Section B will be gritted (two - three metres deep into car park, across the entire width). There's a mild gradient in this area.
- The central area of Section B where I had observed mild surface depressions immediately around underground service covers that are centrally located with natural pedestrian walking route towards the shops.

This is a level of service that I believe will be adequate at this time to improve the operation of the car park and reduce the risk of slips in the areas recently assessed.

I would welcome your feedback and the reporting of any incidents arising elsewhere in the car park.

As there are freezing temperatures forecast tonight, I've instructed our contractor to visit Bell Street car park as well as the other eligible car parks.

Retail and Town Centre Study Engagement

The Retail Group have been commissioned to undertake a Retail and Town Centre Study on behalf of the Council

This study will identify the health of the five town centres and prepare a growth strategy for each of them, and assess retail needs across the district to inform the new District Plan. As part of this work, the consultants will be undertaking three main areas of engagement, which will commence in late January/ February. These include household surveys, business surveys and stakeholder engagement.

The household surveys will be conducted through targeted telephone and online surveys within specific catchment areas around the town centres. These surveys will seek to understand household retail and leisure patterns and behaviours, whilst also capturing data on likes, dislikes and potential improvements in relation to town centres and retail in the area.

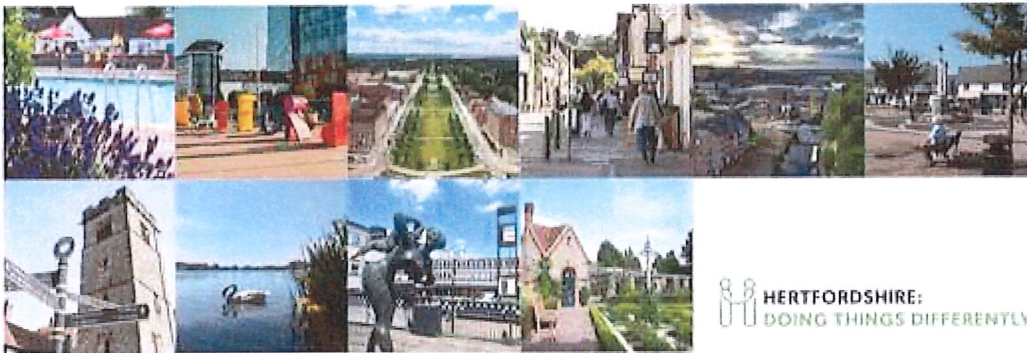
The consultants will also be surveying businesses through an in-person engagement activity. Businesses that trade in each town will be visited face-to-face and asked to fill out a confidential survey to understand their views. This will focus on the challenges they face trading in the towns, as well as improvements they would like to see.

Additionally, a range of stakeholders with a particular interest in each of the five town centres, as well as a more district wide interest, will be surveyed. Each stakeholder will be contacted for their views and aspirations on how the place, town or district needs to improve for the benefit of all, or their vested interests. The number of stakeholders will vary depending on and according to the types present in or near the town. Examples may include BID's, business and trade associations, heritage societies, landlords, major employers, relevant council officers and elected members.

A press release will be issued before these engagement activities take place so that any contacted individual or business is made aware of the purpose of the study. If you have any questions or recommendations for stakeholders that should be directly contacted, please get in touch with Maria Hennessy in the planning policy team – maria.hennessy@eastherts.gov.uk

Central Government invites Hertfordshire residents to have their say on Local Government Reorganisation

Hertfordshire councils are changing. Government Consultation



Residents and organisations across Hertfordshire are being urged to have their say on proposals to change the structure of local government in the county

In February 2025, the Government invited councils to submit proposals for local government reorganisation to simplify local government and reduce costs. The Government has today (5 February 2026) launched a seven-week statutory consultation on the proposals.

In Hertfordshire, there are currently two types of council delivering services (although parish and town councils also operate in some areas):

- District/borough councils provide services such as social housing and homelessness support, leisure services, town planning, street cleansing, waste and recycling collections, community and cultural centres, and council tax and business rates collection.
- The county council is responsible for services including children's social care, education (including special educational needs), libraries, highways, recycling centres, public health and trading standards

Under the Government's plan, these councils will be replaced by new unitary councils that will deliver all services currently provided by the county council and the district/borough councils.

Following a series of engagement events for residents and stakeholders, plus an online survey, Hertfordshire's 11 councils, together with the Police and Crime Commissioner, submitted proposals for two, three and four unitary council models for the Government to consider.

Full details of the three proposals, including business cases, financial analysis, maps showing the proposed boundaries, and a link to the Government's consultation are available at: www.hertfordshire-lgr.co.uk

Paper copies of the Government's consultation will also be available in council receptions and in Hertfordshire libraries.

The Government's consultation will close on 26 March 2026.

The Leaders of the 11 Hertfordshire councils said:

"We are committed to working together to deliver services that are as simple to access, accountable, and sustainable as possible for our 1.2 million residents.

"We have worked together throughout this process, listening to local communities and developing evidence-based proposals that reflect what matters most to people across our county.

"This statutory consultation is your opportunity to tell Central Government what you think. We encourage you to get involved and make your voice heard."

A decision from the Government is expected in summer 2026.

Latest data shows Hertfordshire County Council expecting to 'overspend' by £1.4 million by end of 2025-2026

Hertfordshire County Council is forecasting a £1.4 million overspend for 2025-2026, as it enters the final months of the financial year. This figure presented to the resources and performance cabinet panel on 28 January is a significant improvement from the £6.2 million overspend predicted in September. The authority, which operates on a £1.2 billion revenue budget, notes that the most intense financial pressures continue to come from adult and children's social care due to rising demand and costs.

Residents in county areas face sweeping council service cuts as government funding covers just 2p in every £1 of new costs.

This 'Fair Funding Formula' is expected to reduce Government Funding for Hertfordshire by £42m per year.

New analysis has revealed that almost all the increase in funding for council services in county and rural areas over the next three years will be reliant on residents paying maximum council tax rises for the foreseeable future. New analysis by the County Councils Network (CCN) shows that county and large rural unitary councils will be spending £7bn more a year on services by 2028/29, the highest cost pressures of any part of England. Yet under the government's Fair Funding Review and provisional finance settlement, new government grants for county and unitary councils will total just £133m over the next three years - around 2% of their increased costs. With millions being redirected away from county areas under the reforms, council leaders accuse the government of 'cherry picking' which areas to prioritise. As a result of those government proposals and rapidly rising costs, the changes mean that government funding will cover just 2p for every £1 of additional costs for the 39 county and unitary councils in England, compared to 42p for every £1 in costs for urban metropolitan borough councils.

Consequently, county and unitary councils say they will have little option other than to keep raising council tax for the foreseeable future, with their income now largely reliant on local taxation. They will also have to reduce spend on local services, as a new survey from CCN reveals.

Eight in ten county and unitary councils are now more likely to reduce spending on bin collection, recycling, and tips and six in ten now plan to cut bus subsidies, children's centres and youth services. Half are now more likely to reduce road repairs.

Hertfordshire County Council to launch cost-cutting e-pass system at recycling centres

Hertfordshire waste officials have drawn up cost-cutting plans that would require residents to register for an e-pass to access the county's network of recycling centres. I originally introduced Residents Only for Hertfordshire, in line with a number of other Local Authorities. It was estimated that it was costing Hertfordshire Tax payers around £400,000 through cross border waste in our centres. At the same time I arranged reciprocal arrangements with Essex and Cambridgeshire to maintain the convenience of our residents with closer proximity to Centres across the border eg using Harlow in Essex. The E-pass will be a one time registration with a traffic light system to ensure compliance.

Dry weather has helped to reduce waste disposal costs

Hertfordshire County Council expects a £500,000 underspend in waste disposal costs for 2025/26, largely due to "exceptional dry weather" that significantly reduced green garden waste, alongside local changes that cut residual waste and increased food-waste collections. The county council is currently scrutinising budget proposals for the 2026/27 financial year, which are scheduled to be formally considered by a meeting of the full council on 17 February.

Following on with this theme, efficiencies through capital investments in Waste Service produce significant savings for upcoming County Council budget.

The coming opening of the Eastern Waste Transfer Station in Westmill along with upgrades to the Waterdale (Watford) station along with improvements to Recycling Centres are expected to reduce waste disposal costs by around £2m. The Council has also received around £10m towards waste disposal from the Extended Producer Responsibility Scheme, where producers of packaging pay towards the waste generated. However, a big issue looming for 2028 is the Emissions Trading Scheme by which emitters such as councils incinerating waste for energy will have to pay a tax amounting to an unknown quantity of £millions based on market spot prices. I have asked the administration to ensure they prepare for this rather than leave it for the new unitary council.

A new scheme has launched in Hertfordshire to encourage local businesses and organisations to make their services more accessible for people living with dementia.

The Dementia Friendly Hertfordshire Accreditation Scheme offers support and advice to local organisations, helping them make small but meaningful changes like training for staff, clearer signage, and quieter environments to create dementia-friendly spaces.

Businesses and organisations who complete the accreditation will appear on an interactive map on the Memory Support Hertfordshire website. This will help families and carers of people with dementia discover friendly local places, from cafés and hairdressers to sports venues and public services, enabling them to participate in and keep connected to their local community.

Funded by Hertfordshire County Council, developed by the Mental Health, Learning Disability, and Neurodiversity Health and Care Partnership (MHLDN), and delivered by Memory Support Hertfordshire, the initiative is the first digital scheme of its kind in the East of England, replacing the former nationwide scheme run by Alzheimer's Society.

Businesses and organisations across Hertfordshire were involved in a pilot of the scheme at the end of 2025, including Watford Football Club.

Hertfordshire Nature Summit sets out ambitious plans for county-wide nature recovery

I am pleased to have chaired the Board for the Local Nature Recovery Partnership and to see the strategy formalised

Hertfordshire has taken a major step forward in accelerating nature recovery following a highly successful county-wide Nature Summit hosted by the Hertfordshire Nature Recovery Partnership (HNRP). Held at Hatfield Park, the summit brought together land managers, planners, community and charity groups, councillors, local government officers and residents to explore how collective action can reverse nature loss and support a greener, more resilient Hertfordshire.

The event was considerably oversubscribed, with around 120 delegates attending on the day and a further 40 people on the waiting list. To ensure wider access, the event was recorded and will be made publicly available shortly for those unable to attend.

The summit marked the start of delivery of Hertfordshire's Local Nature Recovery Strategy, which identifies where and how nature recovery can have the greatest impact across the county. The strategy provides a shared evidence base to guide investment, planning and partnership working, supporting the council's Corporate Plan ambition to grow a greener Hertfordshire alongside sustainable growth and healthier communities.

The keynote address was delivered by High Sheriff Nicholas Buxton, who spoke on his theme '*nurture through nature*', highlighting the importance of engaging with nature to support health and wellbeing and the vital role this plays for individuals and communities.

The event programme was structured around three key themes:

- setting the local context and explaining the Local Nature Recovery Strategy
- delivering meaningful nature recovery projects in practice
- scaling up nature recovery across Hertfordshire

Presentations showcased best practice from landscape-scale initiatives to linear habitats, urban and community-led projects, underlining the value of partnership working at every level.

Delegates also heard how the strategy can be applied in practice, including a worked example on a large site, and learned from collaborative approaches used elsewhere in the country.

During the summit, the Hertfordshire Nature Recovery Partnership also announced the appointment of its new co-directors, Peter Mitchell and Becki Ingram, who will lead the partnership's work on delivery of the Local Nature Recovery Strategy. They will focus on

developing the HNRP into a delivery-focused partnership, with Gascoyne Estates as lead partner, working to stimulate local private investment in nature projects and deliver landscape-scale nature recovery across Hertfordshire.

Public consultation from MHCLG: -[Reducing the prevalence of private estate management arrangements - GOV.UK](#)

If you have residents that have expressed concerns to yourself about living in private non-adopted streets and associated charges, feel free to share the above weblink with them, so these Hertfordshire residents have the opportunity to influence Central Government on future policy on infrastructure provision by developers and/or landlords. **This public consultation will last for 12 weeks from 18th December to Thursday 12th March 2026.**

Dmc report for town council meeting

On 11th February the DMC viewed two applications.

The first was

3/24/0284/OUT

This was 36 houses in High Cross Village Thunderidge.

There was much discussion over this development as it is in a small village. But as East Herts only has 3.7 year housing supply it is weighted in favour of the development. It took a long while before it went to the vote with it being passed 4 for 3 against and 3 abstention.

The second application 3/25/0917/FUL

This is for a Battery Storage System (BESS) in Stocking Pelham.

You may recall there was a previous application for a BESS in Stocking Pelham. This area now has an electric substation, a solar farm and 5 BESS.

There is concern over the cumulative impact of all these systems in this area.

After much discussion in which I raised the question when does it become too many BESS's in an area, the application was passed 8 for 3 against.

This meeting went on past the 10.00 pm cut off but it was voted to continue.

Appendix F

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Town Action Plan and Amenities Committee
From: Christopher Hunt
Subject: Clerks Report February 2026
Date: 23rd February 2026

Town Clerk's Report – Full Council Meeting

1. Staffing Update

We currently have three members of staff on long-term sick leave. One member of staff has come back on a phased return following a short period of sickness.

2. Sawbobus Community Transport

The leased Sawbobus vehicle continues to perform well, and feedback from both passengers and drivers has been very positive.

The old Sawbobus has now been sold, in line with the previously agreed decision to dispose of the asset.

The Council retains the older Transit vehicle, which remains in use as a backup bus and as a vehicle available for hire by local community groups. It is currently used regularly by the church.

3. Jubilee Gardens Project

The planning application for Jubilee Gardens has now been accepted by East Herts Council. The Biodiversity Net Gain (BNG) offset location for our development at the Cemetery is being considered.

4. West Road Allotments

The new entrance gate has been installed to secure the site from unauthorised vehicle access.

Ground preparation will take place this month so that new tenants can take over their plots as scheduled.

Appendix G

1. Reforming the Waste Carriers, Brokers & Dealers System

The UK government (through the Department for Environment, Food & Rural Affairs – Defra) has published plans to overhaul how waste carriers, brokers and dealers are regulated in England. These reforms aim to strengthen enforcement, improve regulatory oversight and tackle waste crime more effectively.

Key changes proposed

Move from a registration system to environmental permits:

- The current “waste carriers, brokers and dealers” registration system will be replaced by a permit-based regime under the Environmental Permitting Regulations.

New terminology:

- Terms like waste carriers, brokers and dealers (CBD) are being replaced with waste transporters and waste controllers to better reflect roles and responsibilities.

Technical competence requirement:

- Operators may need to demonstrate technical competence to get a permit — raising standards across the sector.

Enhanced checks and enforcement powers:

- The reforms are designed to give the Environment Agency stronger powers to refuse, review or revoke permits, and to respond more proportionately to risk.

Fees & charging:

- The permit regime will have application and monitoring charges aligned with other environmental permitting fees.

Who must eventually comply:

Currently registered upper-tier operators will need to apply for a permit at renewal, and lower-tier operators will need an exemption or permit once the new system comes into force.

2. Digital Waste Tracking (DWT) Requirements

Alongside waste-carrier reforms, the UK is introducing a Digital Waste Tracking Service which will significantly change reporting and compliance obligations:

Timeline & scope

Digital tracking mandatory from:

Initially expected by April/October 2026 for waste receiving sites, but recent updates suggest the **full mandatory rollout (including waste carriers and brokers) is now planned for October 2027. This applies to permitted/licensed sites first, with phased extension to other operators.

What it means for carriers:

Waste carriers, brokers, dealers and other operators will be required to digitally record movements of waste, replacing much of the traditional paper Duty of Care system.

3. Regulatory & Enforcement Focus

Beyond the specific carrier reforms, there's an ongoing push to crack down on waste crime, influence how operators are monitored, and align compliance across waste-related legislation:

- Government and regulatory bodies are sharpening enforcement powers and encouraging reporting of illegal waste activity.
- Waste logistics and tracking reforms are part of a broader strategy to reduce illegal dumping and improve traceability.

Reform / Change	Expected implementation
Waste carrier/broker/dealer system reform (new permits)	Phased in after policy implementation linked to existing registration renewal cycles
Digital Waste Tracking mandatory rollout	October 2027 (phased approach)
Current carrier registrations remain valid until permits/exemptions are adopted	Transitional period applies

Summary

In short, the major upcoming changes for waste carriers in the UK include:

1. Replacement of the registration regime with a permit system under the Environmental Permitting Regulations.
2. New technical competence and compliance requirements for carriers and waste controllers.
3. A phased rollout of Digital Waste Tracking, meaning much tighter and digital compliance reporting by carriers.
4. Strengthened enforcement powers to tackle waste crime and improve regulatory oversight.

Appendix H

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Committee
From: Christopher Hunt
Subject: Income and expenditure report
Date: 17th February 2026

Executive Summary

This report explains variances from Month 6 in this financial year 2025/26. I will note any variance over 100%

Budget code	Budgeted	Expenditure	Variance	Explanation
200 General Administration				
4070 Subscriptions	£2,860	£3,896	£1,036	Subscription to 100 parishes and rises in costs
4081 Travel Expenses	£550	£603	£53	Petrol claims and parking for cover staff
4090 IT Development	£1,500	£1,570	£70	Website upgrade and licensing
4140 Office Equipment	£1,500	£2,032	£503	2 x new laptops for Joanne and Laura.
4115 Insurance	£11,000	£17,315	£6,315	Proportionate as this crosses over financial years and overspend journalled over to next years budget.
220 Grants				
Grants - 137	£75	£104	£29	Extra VE Day Wreaths
300 Civic Centre				
1400				
4415 Water	£650	£1,064	£1,414	New meters fitted and re reading required, currently under dispute.
400 Bullfields Allotment				
Maintenance	£700	£850	£150	Land Clearance sub contracted labour needed
410 Bellmead Allotments				
4415 Water	£100	£147	£47	Higher water usage and reading showing underestimated pricing from supplier.
420 Vantorts Allotment				
4415 Water	£120	£274	£154	Estimated as meter cannot be located, under review with supplier.
440 Cemetery				

4045 Subcontracted Labour	£1,000	£3,135	£2,135	Cover for long term sick ranger.
4415 Water	£150	£178		Dry summer and new trees needed to be watered
670 River Day				
Event Cost	£150	£170	£20	Small overspend on toilet hire
800 Bus GL61				
4800 Fuel	£550	£1,160	£610	Bus used to cover SawboBus whilst under repair. Less fuel used in SawboBus so accounting figures overall not affected.
4810 Tax and Insurance	£1,290	£1,455	£165	Increase in insurance
820 Ranger Truck #2 SY65				
Net Expenditure	£3,952	£3,830	£122	Increase in insurance



Sawbridgeworth Town Clerk

Detailed Income & Expenditure by Budget Heading 01/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4000 Salaries	184,019	243,480	59,461		59,461	75.6%	
4035 NIC - Employers	14,657	31,270	16,613		16,613	46.9%	
4040 Pension Employers	13,751	32,070	18,319		18,319	42.9%	
Staff :- Indirect Expenditure	<u>212,426</u>	<u>306,820</u>	<u>94,394</u>	<u>0</u>	<u>94,394</u>	<u>69.2%</u>	<u>0</u>
Net Expenditure	<u>(212,426)</u>	<u>(306,820)</u>	<u>(94,394)</u>				
<u>200 General Administration</u>							
1076 Precept	479,835	479,835	0			100.0%	
1090 Interest Received	4,426	6,000	1,574			73.8%	
1999 Miscellaneous Income	53	0	(53)			0.0%	
General Administration :- Income	<u>484,314</u>	<u>485,835</u>	<u>1,521</u>			<u>99.7%</u>	<u>0</u>
4070 Subscriptions	3,896	2,860	(1,036)		(1,036)	136.2%	
4075 IT Support	11,363	13,000	1,637		1,637	87.4%	
4080 Training (Members)	111	500	389		389	22.2%	
4081 Travel Expenses	603	550	(53)		(53)	109.6%	
4082 Training (Staff)	80	1,000	920		920	8.0%	
4083 Clerks Expenses	0	100	100		100	0.0%	
4090 IT Development	1,570	1,500	(70)		(70)	104.7%	
4095 Photocopy Charges	1,235	1,500	265		265	82.3%	
4100 Telephone/Broadband	1,314	2,500	1,186		1,186	52.6%	
4105 Postage	514	800	286		286	64.3%	
4110 Stationery	358	1,000	642		642	35.8%	
4115 Insurance	17,315	11,000	(6,315)		(6,315)	157.4%	
4120 Bank Charges	263	500	237		237	52.6%	
4125 Repairs & Renewals	528	750	222		222	70.4%	
4130 Staff Care	1,238	1,600	362		362	77.4%	
4135 Office Care	1,617	3,000	1,383		1,383	53.9%	
4140 Office Equipment	2,032	1,500	(532)		(532)	135.5%	
4180 Accountancy Services	0	3,000	3,000		3,000	0.0%	
4185 Audit	200	3,565	3,365		3,365	5.6%	
4190 Professional Fees	4,342	6,000	1,658		1,658	72.4%	
4195 Tourism	344	1,000	656		656	34.4%	
4200 Web-site	581	1,500	919		919	38.8%	
4201 Web-site development	961	1,500	539		539	64.1%	
4215 Town Signs	0	500	500		500	0.0%	
4670 Event Costs	18	0	(18)		(18)	0.0%	
4990 Contingency	40	2,000	1,960		1,960	2.0%	
General Administration :- Indirect Expenditure	<u>50,525</u>	<u>62,725</u>	<u>12,200</u>	<u>0</u>	<u>12,200</u>	<u>80.6%</u>	<u>0</u>
Net Income over Expenditure	<u>433,788</u>	<u>423,110</u>	<u>(10,678)</u>				

Detailed Income & Expenditure by Budget Heading 01/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	4,515	5,000	485			90.3%	
Democratic Services :- Income	<u>4,515</u>	<u>5,000</u>	<u>485</u>			<u>90.3%</u>	<u>0</u>
4310 Election Expenses	0	3,000	3,000		3,000	0.0%	
4315 Mayor's Allowance	1,459	1,500	41		41	97.2%	
4330 Civic Events	746	3,000	2,254		2,254	24.9%	
4335 Civic Dinner Expenditure	4,138	5,000	862		862	82.8%	
Democratic Services :- Indirect Expenditure	<u>6,343</u>	<u>12,500</u>	<u>6,157</u>	<u>0</u>	<u>6,157</u>	<u>50.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,827)</u>	<u>(7,500)</u>	<u>(5,673)</u>				
<u>220 Grants</u>							
4350 Grants - SYPRC	(1,000)	1,000	2,000		2,000	(100.0%)	
4355 Grants - The Hailey Centre	1,000	1,000	0		0	100.0%	
4370 Grants - S137	104	75	(29)		(29)	138.7%	
4375 Freedom of the Town	488	1,500	1,012		1,012	32.5%	
4380 Grants - Other	1,000	3,500	2,500		2,500	28.6%	
Grants :- Indirect Expenditure	<u>1,592</u>	<u>7,075</u>	<u>5,483</u>	<u>0</u>	<u>5,483</u>	<u>22.5%</u>	<u>0</u>
Net Expenditure	<u>(1,592)</u>	<u>(7,075)</u>	<u>(5,483)</u>				
<u>300 Civic Centre</u>							
1400 Rental Income	1,060	800	(260)			132.4%	
Civic Centre :- Income	<u>1,060</u>	<u>800</u>	<u>(260)</u>			<u>132.4%</u>	<u>0</u>
4405 Rates	13,598	14,000	402		402	97.1%	
4410 Heat & Light	6,516	10,000	3,484		3,484	65.2%	
4415 Water	2,064	650	(1,414)		(1,414)	317.5%	
4420 Maintenance	4,321	5,000	679		679	86.4%	
4425 Fixtures & Fittings	235	0	(235)		(235)	0.0%	
4445 New Equipment	242	5,000	4,758		4,758	4.8%	
Civic Centre :- Indirect Expenditure	<u>26,976</u>	<u>34,650</u>	<u>7,674</u>	<u>0</u>	<u>7,674</u>	<u>77.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(25,917)</u>	<u>(33,850)</u>	<u>(7,933)</u>				
<u>320 Hailey Centre</u>							
4420 Maintenance	2,091	5,000	2,909		2,909	41.8%	
Hailey Centre :- Indirect Expenditure	<u>2,091</u>	<u>5,000</u>	<u>2,909</u>	<u>0</u>	<u>2,909</u>	<u>41.8%</u>	<u>0</u>
Net Expenditure	<u>(2,091)</u>	<u>(5,000)</u>	<u>(2,909)</u>				

Detailed Income & Expenditure by Budget Heading 01/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>330 Other Rented Accommodation</u>							
4400 Rent	4,000	4,800	800		800	83.3%	
Other Rented Accommodation :- Indirect Expenditure	<u>4,000</u>	<u>4,800</u>	<u>800</u>	<u>0</u>	<u>800</u>	<u>83.3%</u>	<u>0</u>
Net Expenditure	<u>(4,000)</u>	<u>(4,800)</u>	<u>(800)</u>				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	1,248	910	(338)			137.1%	
1510 Allotment Water Income	122	200	78			61.0%	
Bullfield Allotments :- Income	<u>1,370</u>	<u>1,110</u>	<u>(260)</u>			<u>123.4%</u>	<u>0</u>
4415 Water	421	600	179		179	70.2%	
4420 Maintenance	850	700	(150)		(150)	121.4%	
Bullfield Allotments :- Indirect Expenditure	<u>1,271</u>	<u>1,300</u>	<u>29</u>	<u>0</u>	<u>29</u>	<u>97.8%</u>	<u>0</u>
Net Income over Expenditure	<u>99</u>	<u>(190)</u>	<u>(289)</u>				
<u>410 Bellmead Allotments</u>							
1500 Allotment Rent Income	308	250	(58)			123.1%	
1510 Allotment Water Income	27	30	3			90.0%	
Bellmead Allotments :- Income	<u>335</u>	<u>280</u>	<u>(55)</u>			<u>119.6%</u>	<u>0</u>
4415 Water	147	100	(47)		(47)	146.9%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>147</u>	<u>350</u>	<u>203</u>	<u>0</u>	<u>203</u>	<u>42.0%</u>	<u>0</u>
Net Income over Expenditure	<u>188</u>	<u>(70)</u>	<u>(258)</u>				
<u>420 Vantorts Allotments</u>							
1500 Allotment Rent Income	250	175	(75)			142.6%	
1510 Allotment Water Income	24	25	1			96.0%	
Vantorts Allotments :- Income	<u>274</u>	<u>200</u>	<u>(74)</u>			<u>136.8%</u>	<u>0</u>
4415 Water	274	120	(154)		(154)	228.6%	
4420 Maintenance	0	250	250		250	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>274</u>	<u>370</u>	<u>96</u>	<u>0</u>	<u>96</u>	<u>74.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1)</u>	<u>(170)</u>	<u>(169)</u>				
<u>430 Southbrook Allotments</u>							
1500 Allotment Rent Income	1,182	1,290	108			91.6%	

Detailed Income & Expenditure by Budget Heading 01/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1510 Allotment Water Income	150	170	20			88.2%	
Southbrook Allotments :- Income	1,332	1,460	128			91.2%	0
4415 Water	602	500	(102)		(102)	120.4%	
4420 Maintenance	280	700	420		420	40.0%	
Southbrook Allotments :- Indirect Expenditure	882	1,200	318	0	318	73.5%	0
Net Income over Expenditure	450	260	(190)				
<u>435 West Road Allotment</u>							
1500 Allotment Rent Income	0	640	640			0.0%	
1510 Allotment Water Income	0	200	200			0.0%	
West Road Allotment :- Income	0	840	840			0.0%	0
4415 Water	0	600	600		600	0.0%	
4416 Set Up Costs -Allotments	2,039	3,500	1,461		1,461	58.3%	
West Road Allotment :- Indirect Expenditure	2,039	4,100	2,061	0	2,061	49.7%	0
Net Income over Expenditure	(2,039)	(3,260)	(1,221)				
<u>440 Cemetery</u>							
1550 Burial Fees	24,620	48,400	23,780			50.9%	
1560 Memorial Fees	1,580	2,500	920			63.2%	
1570 Grave Digging Income	1,500	2,600	1,100			57.7%	
1580 Tree Sales	1,816	3,000	1,184			60.5%	
1581 Bench Sales	3,087	3,500	413			88.2%	
1582 Memorial Plaque Sales	380	1,200	820			31.7%	
Cemetery :- Income	32,983	61,200	28,217			53.9%	0
4045 Subcontracted Labour	3,135	1,000	(2,135)		(2,135)	313.5%	
4415 Water	178	150	(28)		(28)	118.5%	
4420 Maintenance	174	5,000	4,826		4,826	3.5%	
4440 New Area (Spinney)	0	3,000	3,000		3,000	0.0%	
4520 Skip Hire	2,320	2,500	180		180	92.8%	
4530 Trees	409	550	141		141	74.3%	
4531 Benches	2,092	2,000	(92)		(92)	104.6%	
4532 Plaques	769	550	(219)		(219)	139.8%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	9,077	15,250	6,173	0	6,173	59.5%	0
Net Income over Expenditure	23,906	45,950	22,044				

Detailed Income & Expenditure by Budget Heading 01/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>450 Playground</u>							
4420 Maintenance	1,404	2,000	596		596	70.2%	
4421 New Equipment -Playground	0	4,000	4,000		4,000	0.0%	
Playground :- Indirect Expenditure	<u>1,404</u>	<u>6,000</u>	<u>4,596</u>	<u>0</u>	<u>4,596</u>	<u>23.4%</u>	<u>0</u>
Net Expenditure	<u>(1,404)</u>	<u>(6,000)</u>	<u>(4,596)</u>				
<u>460 Rivers Heritage Site & Orchard</u>							
4700 RHSOG	2,433	3,000	567		567	81.1%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	<u>2,433</u>	<u>3,000</u>	<u>567</u>	<u>0</u>	<u>567</u>	<u>81.1%</u>	<u>0</u>
Net Expenditure	<u>(2,433)</u>	<u>(3,000)</u>	<u>(567)</u>				
<u>500 Groundsman</u>							
1603 Conveniences coin operation	373	800	427			46.6%	
1610 Sub Contract Watering	276	275	(1)			100.4%	
Groundsman :- Income	<u>649</u>	<u>1,075</u>	<u>426</u>			<u>60.4%</u>	<u>0</u>
4600 Planters	500	1,000	500		500	50.0%	
4601 Bell St Conveniences Cleaning	101	800	699		699	12.7%	
4602 Bell St Convenience Repairs	1,065	5,000	3,936		3,936	21.3%	
4615 Ranger's Mower	1,457	2,000	543		543	72.8%	
4620 Ranger's Tools	1,429	3,000	1,571		1,571	47.6%	
4625 Mower Replacement	0	12,000	12,000		12,000	0.0%	
4630 CCTV Maintenance Agreement	2,636	3,000	364		364	87.9%	
4635 CCTV Extension	217	3,000	2,783		2,783	7.2%	
Groundsman :- Indirect Expenditure	<u>7,406</u>	<u>29,800</u>	<u>22,394</u>	<u>0</u>	<u>22,394</u>	<u>24.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,757)</u>	<u>(28,725)</u>	<u>(21,968)</u>				
<u>600 Fun on the Field</u>							
1670 Event Income	350	900	550			38.9%	
Fun on the Field :- Income	<u>350</u>	<u>900</u>	<u>550</u>			<u>38.9%</u>	<u>0</u>
4045 Subcontracted Labour	0	800	800		800	0.0%	
4670 Event Costs	1,221	1,000	(221)		(221)	122.1%	
4675 Publicity	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	<u>1,221</u>	<u>2,000</u>	<u>779</u>	<u>0</u>	<u>779</u>	<u>61.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(871)</u>	<u>(1,100)</u>	<u>(229)</u>				

Detailed Income & Expenditure by Budget Heading 01/02/2026

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
610 Events General							
4670 Event Costs	626	1,000	374		374	62.6%	
4672 RHSO 300	0	500	500		500	0.0%	
4673 VE Day	4,646	5,000	354		354	92.9%	
Events General :- Indirect Expenditure	<u>5,272</u>	<u>6,500</u>	<u>1,228</u>	<u>0</u>	<u>1,228</u>	<u>81.1%</u>	<u>0</u>
Net Expenditure	<u>(5,272)</u>	<u>(6,500)</u>	<u>(1,228)</u>				
620 Christmas Festival							
1670 Event Income	1,355	800	(555)			169.4%	
Christmas Festival :- Income	<u>1,355</u>	<u>800</u>	<u>(555)</u>			<u>169.4%</u>	<u>0</u>
4045 Subcontracted Labour	1,985	1,700	(285)		(285)	116.8%	
4670 Event Costs	2,204	1,000	(1,204)		(1,204)	220.4%	
4675 Publicity	14	500	486		486	2.8%	
4685 Christmas Lights	12,098	15,000	2,902		2,902	80.7%	
4690 Competitions	290	1,000	710		710	29.0%	
Christmas Festival :- Indirect Expenditure	<u>16,592</u>	<u>19,200</u>	<u>2,608</u>	<u>0</u>	<u>2,608</u>	<u>86.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(15,237)</u>	<u>(18,400)</u>	<u>(3,163)</u>				
630 Markets							
1670 Event Income	0	8,000	8,000			0.0%	
Markets :- Income	<u>0</u>	<u>8,000</u>	<u>8,000</u>			<u>0.0%</u>	<u>0</u>
4674 Car Park Hire	0	9,000	9,000		9,000	0.0%	
4675 Publicity	0	4,000	4,000		4,000	0.0%	
Markets :- Indirect Expenditure	<u>0</u>	<u>13,000</u>	<u>13,000</u>	<u>0</u>	<u>13,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				
640 Projects							
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Jubilee Gardens	26,413	100,000	73,587		73,587	26.4%	
4725 Fair Green	0	2,000	2,000		2,000	0.0%	
4735 Remembrance Day	150	400	250		250	37.5%	
4740 War Memorial	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	<u>26,563</u>	<u>105,400</u>	<u>78,837</u>	<u>0</u>	<u>78,837</u>	<u>25.2%</u>	<u>0</u>
Net Expenditure	<u>(26,563)</u>	<u>(105,400)</u>	<u>(78,837)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>660 Town Selfie Walk</u>							
4670 Event Costs	373	575	202		202	64.8%	
4675 Publicity	0	200	200		200	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>373</u>	<u>1,775</u>	<u>1,402</u>	<u>0</u>	<u>1,402</u>	<u>21.0%</u>	<u>0</u>
Net Expenditure	<u>(373)</u>	<u>(1,775)</u>	<u>(1,402)</u>				
<u>670 River Day</u>							
1670 Event Income	40	50	10			80.0%	
River Day :- Income	<u>40</u>	<u>50</u>	<u>10</u>			<u>80.0%</u>	<u>0</u>
4670 Event Costs	170	150	(20)		(20)	113.3%	
River Day :- Indirect Expenditure	<u>170</u>	<u>150</u>	<u>(20)</u>	<u>0</u>	<u>(20)</u>	<u>113.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(130)</u>	<u>(100)</u>	<u>30</u>				
<u>700 Sawbobus</u>							
1150 Grants Received	6,950	6,000	(950)			115.8%	
1800 Fares	4,856	10,000	5,144			48.6%	
1820 Fuel Rebate	1,081	1,300	219			83.1%	
1830 Sponsorship	5,000	6,000	1,000			83.3%	
1831 Sale of Vehicle	7,100	0	(7,100)			0.0%	
Sawbobus :- Income	<u>24,986</u>	<u>23,300</u>	<u>(1,686)</u>			<u>107.2%</u>	<u>0</u>
4029 Salary Recharge	22,252	31,345	9,093		9,093	71.0%	
4045 Subcontracted Labour	1,505	1,000	(505)		(505)	150.5%	
4800 Fuel	5,173	8,500	3,327		3,327	60.9%	
4805 Vehicle Maintenance	5,237	6,000	763		763	87.3%	
4810 Vehicle Tax & Insurance	2,104	1,550	(554)		(554)	135.7%	
Sawbobus :- Indirect Expenditure	<u>36,271</u>	<u>48,395</u>	<u>12,124</u>	<u>0</u>	<u>12,124</u>	<u>74.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,285)</u>	<u>(25,095)</u>	<u>(13,810)</u>				
<u>800 Heffer GL61</u>							
1830 Sponsorship	500	0	(500)			0.0%	
1850 Vehicle Hire Income	386	500	114			77.3%	
Heffer GL61 :- Income	<u>886</u>	<u>500</u>	<u>(386)</u>			<u>177.3%</u>	<u>0</u>
4800 Fuel	1,160	550	(610)		(610)	210.9%	
4805 Vehicle Maintenance	1,699	1,250	(449)		(449)	135.9%	
4810 Vehicle Tax & Insurance	1,628	1,290	(338)		(338)	126.2%	
Heffer GL61 :- Indirect Expenditure	<u>4,487</u>	<u>3,090</u>	<u>(1,397)</u>	<u>0</u>	<u>(1,397)</u>	<u>145.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,601)</u>	<u>(2,590)</u>	<u>1,011</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>810 Rangers Truck #1 WG64</u>							
4800 Fuel	763	2,000	1,237		1,237	38.1%	
4805 Vehicle Maintenance	455	1,500	1,045		1,045	30.4%	
4810 Vehicle Tax & Insurance	1,289	1,070	(219)		(219)	120.5%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>2,508</u>	<u>4,570</u>	<u>2,062</u>	<u>0</u>	<u>2,062</u>	<u>54.9%</u>	<u>0</u>
Net Expenditure	<u>(2,508)</u>	<u>(4,570)</u>	<u>(2,062)</u>				
<u>820 Rangers Truck #2 SY65</u>							
4800 Fuel	1,060	1,250	190		190	84.8%	
4805 Vehicle Maintenance	1,602	1,500	(102)		(102)	106.8%	
4810 Vehicle Tax & Insurance	1,289	1,080	(209)		(209)	119.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>3,952</u>	<u>3,830</u>	<u>(122)</u>	<u>0</u>	<u>(122)</u>	<u>103.2%</u>	<u>0</u>
Net Expenditure	<u>(3,952)</u>	<u>(3,830)</u>	<u>122</u>				
<u>910 Town Action Plan</u>							
4910 Town Action Plan Costs	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
Grand Totals:- Income	554,448	591,350	36,902			93.8%	
Expenditure	426,294	703,350	277,056	0	277,056	60.6%	
Net Income over Expenditure	<u>128,154</u>	<u>(112,000)</u>	<u>(240,154)</u>				
Movement to/(from) Gen Reserve	<u>128,154</u>	<u>(112,000)</u>	<u>(240,154)</u>				

Bank Reconciliation up to 30/01/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
26/09/2025	Direct		-181.20		-181.20	☐	Receipt(s) Banked
30/09/2025	8644	181.20			181.20	☐	Techwyse
16/12/2025	8700	560.32		560.32		R ☒	NEST
02/01/2026	DD	1,360.00		1,360.00		R ☒	East Herts District Council
02/01/2026	DD1	400.00		400.00		R ☒	Oakridge Nursery
05/01/2026	Direct		331.70	331.70		R ☒	Receipt(s) Banked
08/01/2026	8749	50.40		50.40		R ☒	Sandra Lovatt
08/01/2026	8748	106.24		106.24		R ☒	Carter, Laura
12/01/2026	dd1	124.16		124.16		R ☒	The Fuelcard Company
12/01/2026	dd2	184.66		184.66		R ☒	Everflow Water
13/01/2026	38.70	38.70		38.70		R ☒	Hunt, Christopher
15/01/2026	dd3	57.60		57.60		R ☒	Affinity One Security Solution
15/01/2026	dd4	28.08		28.08		R ☒	Quartix Limited
15/01/2026	8770					R ☒	Carter, Laura
15/01/2026	8771					R ☒	Sargant, Joanne
15/01/2026	8772					R ☒	Parrish, Stephen
15/01/2026	8773					R ☒	Dale, Lisa
15/01/2026	8774					R ☒	Jones, John
15/01/2026	8775					R ☒	Derrick, Viv
15/01/2026	8776					R ☒	Hunt, Christopher
15/01/2026	8777					R ☒	Robinson, Adrian
15/01/2026	8778					R ☒	Bull, Peter
15/01/2026	8780					R ☒	Lovatt, Sandra
15/01/2026	8779					R ☒	Crank, Darren
16/01/2026	8729	7,281.35		7,281.35		R ☒	HMRC
16/01/2026	8730	3,074.76		3,074.76		R ☒	Herts County Council
16/01/2026	Direct		1,310.00	1,310.00		R ☒	Receipt(s) Banked
19/01/2026	dd5	40.56		40.56		R ☒	Vatix
19/01/2026	dd6	186.69		186.69		R ☒	The Fuelcard Company
19/01/2026	dd7	27.66		27.66		R ☒	Lloyds Bank plc
19/01/2026	8731	584.82		584.82		R ☒	NEST
20/01/2026	8753	450.00		450.00		R ☒	Gary Woods Garden & Property M
20/01/2026	dd8	760.30		760.30		R ☒	EDF Energy
20/01/2026	Direct		34.93	34.93		R ☒	Receipt(s) Banked
22/01/2026	dd9	271.32		271.32		R ☒	Engie Gas
22/01/2026	COLEMN6959		840.00	840.00		R ☒	Receipt(s) Banked
22/01/2026	500442		330.20	330.20		R ☒	Receipt(s) Banked
26/01/2026	dd10	154.94		154.94		R ☒	The Fuelcard Company
26/01/2026	BCARD1	9.99		9.99		R ☒	ILIFFE MEDIA
26/01/2026	BCARD2	6.64		6.64		R ☒	Click 4 Bargain Limited
26/01/2026	BCARD3	60.00		60.00		R ☒	Next Retail Limited
26/01/2026	BCARD4	7.59		7.59		R ☒	Amazon Business EU S.a.r.l
26/01/2026	BCARD5	347.50		347.50		R ☒	DVLA Vehicle Licensing Online
26/01/2026	BCARD6	85.01		85.01		R ☒	Amazon.co.uk
26/01/2026	BCARD7	19.97		19.97		R ☒	Amazon Business EU S.a.r.l
26/01/2026	BCARD18	19.97		19.97		R ☒	Amazon Business EU S.a.r.l
26/01/2026	BCARD9	19.97		19.97		R ☒	Amazon Business EU S.a.r.l
26/01/2026	BCARD10	19.99		19.99		R ☒	Red Route Products Ltd

Bank Reconciliation up to 30/01/2026 for Cashbook No 1 - Current Account

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26/01/2026	BCARD11	9.49		9.49		R ☐	Nyalkaran Limited
26/01/2026	Direct		7,100.01	7,100.01		R ☐	Receipt(s) Banked
27/01/2026	8757	361.44		361.44		R ☐	Ricoh UK Limited
27/01/2026	8758	924.00		924.00		R ☐	Lodge & Sons (Builders) Limite
27/01/2026	8759	720.00		720.00		R ☐	Alley Cat Car and Van Rentals
27/01/2026	8760	402.00		402.00		R ☐	Alley Cat Car and Van Rentals
27/01/2026	8761	35.00		35.00		R ☐	SDH Window Cleaning
27/01/2026	8762	354.00		354.00		R ☐	Froom & Co Limited
27/01/2026	8763	1,946.00		1,946.00		R ☐	M E Maintenance Limited
27/01/2026	8764	26.40		26.40		R ☐	Create Identitjee Limited
27/01/2026	8765	222.00		222.00		R ☐	Herts Tool Co
27/01/2026	8766	354.00		354.00		R ☐	Froom & Co Limited
27/01/2026	8767	188.40		188.40		R ☐	Herts Tool Co
27/01/2026	8768	1,110.00		1,110.00		R ☐	J Hall
27/01/2026	8769	240.00		240.00		R ☐	Pro Plumbing
28/01/2026	dd11	286.82		286.82		R ☐	Citation Limited
28/01/2026	8756	1,000.00		1,000.00		R ☐	Hailey Centre
28/01/2026	8784	52.00		52.00		R ☐	Information Commissioner's Off
28/01/2026	8785	500.00		500.00		R ☐	Manor of Groves
28/01/2026	8754	20.00		20.00		R ☐	Chloe Allen
28/01/2026	8755	20.00		20.00		R ☐	Olivia Ponting
29/01/2026	Direct		105.00	105.00		R ☐	Receipt(s) Banked
30/01/2026	dd12	220.84		220.84		R ☐	Onecom Limited
		<u>44,485.11</u>	<u>9,870.64</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate