

Sawbridgeworth Town Council

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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK
Richard Bowran BSc.(Hons) MILCM

MEETING OF THE TOWN COUNCIL

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

Joanne Sargant

On behalf of the Town Clerk
20 February 2018

AGENDA

Welcome by the Town Mayor followed by Prayers

17/143 APOLOGIES FOR ABSENCE

To receive any apologies for absence

17/144 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members

17/145 PUBLIC FORUM

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

17/146 MINUTES

[📄] [👉]

To approve as a correct record the minutes of the Meeting of the Town Council held on 27 January 2018 (M07) [Appendix A]









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

17/147 AMENITIES COMMITTEE

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

[📄]

- 15 February 2018 (A02) [Appendix B]

- 17/148 PLANNING COMMITTEE**
 To receive and note the minutes of the Planning Committee Meeting held on:

 - 27 January 2018 (P12) *[Appendix C]*
 To receive and note the draft minutes of the Planning Committee Meeting held on:

 - 15 February 2018 (P13) *[Appendix D]*
- 17/149 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive the Mayor's appointments and communications
- 17/150 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
 - County Councillor *[Appendix E]*
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
- 17/150 TOWN PROJECT MANAGER'S REPORT**

 To receive and note the Town Project Manager's report for the month of February 2018. *[Appendix F]*
- 17/151 EAST HERTS DISTRICT PLAN**
 To report on any developments following the public examination of the East Herts District Plan.
 To note the Main Modifications Consultation issued by EHDC on 15 February to which the council should determine a response.
 *[Appendix G]*
 To consider the preliminary notes and comments prepared by the Clerk
 *[Appendix H]*
- 17/152 WAR MEMORIAL DELEGATION OF AUTHORITY**
 Work is about to start on the cleaning and restoration of the Sawbridgeworth War Memorial under the authority of an Archdeacon's Letter.
 To resolve to delegate the authority to release sums from Specific Reserves, currently £15,000, for this purpose to the Chairman of Finance & Policy Committee and the Town Clerk

- 17/153 SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE**
 To resolve to approve, as provided under the provisions of Article 15 of the Rules of Management of the Sawbridgeworth Young People's Recreation Centre, changes to the Rules of Management as proposed by the management committee on 17 November 2017 and 13 February 2018. Changes are shown emboldened in the attachment. *[Appendix I]*
 

17/154 ELMWOOD FOOTPATH



To report on developments relating to establishing the ownership of the footpath between Elmwood and the River Stort. *[Appendix J]*

To consider at the next meeting of Council, when legal advice has been received, whether the town council should accept responsibility for the upkeep of this footpath once it has been restored to good order using funding provided by Hertfordshire County Council.

17/155 WALKING AND CYCLING STUDY

To discuss the placing of a contract for a Walking and Cycling Study (Cllr E Buckmaster)

17/156 AgeUK PRESENTATION

To review and follow up on the presentation on 27 January 2018 by AgeUK, (Cllr Furnace)

17/157 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation

17/158 FINANCIAL REPORT

To note the current Financial Report

17/159 ACCOUNTS FOR PAYMENT

To note and approve accounts for payment

17/160 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

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

SAWBRIDGEWORTH TOWN COUNCIL

Minutes

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

Those present

Cllr Sotirios Adamopoulos
Cllr Angela Alder
Cllr Roger Beeching
Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr John Burmicz
Cllr Annelise Furnace
Cllr Don Hall
Cllr Heather Riches

In attendance:

Lisa Dale - Finance Officer

Joanne Sargent – Town Projects Manager

The meeting was preceded at 7.15pm by a presentation by Mr Simon Marlow of AgeUK Hertfordshire to launch their activities in East Hertfordshire

Welcome by the Town Mayor
Prayers were read by Cllr Beeching

The mayor thanked council staff for their continuing commitment to carrying out the business of the council in the absence of the town clerk.

17/124 APOLOGIES FOR ABSENCE

Apologies were received from:
Cllr Royle – other engagement
Cllr Shaw – work commitment
Cllr Coysten - unwell

17/125 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members
Cllr E Buckmaster explained that members were exempted from a declaration of interest in the budget discussions.

17/126 PUBLIC FORUM

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

Cllr Riches commented on donations left outside AgeConcern over week-ends, and how could the town council help to prevent this. She had spoken to Nick Kirby at EHDC who would provide fly tipping posters. The mayor had spoken with the manager who had asked whether the town council would provide CCTV coverage. Contact to be made with police and the landlord.

Cllr E Buckmaster reported that Mrs Mead and Mr Leary had asked about progress on the Elwood footpath. Contact with the neighbours has been attempted without success. Next steps to be considered

17/127 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council held on 27 November 2017 (M06)
[prop Cllr E Buckmaster; secd Cllr Beeching]

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

17/128 FINANCE & POLICY COMMITTEE

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

- 15 January 2018 (F03)

17/129 PLANNING COMMITTEE

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

- 27 November 2017 (P10)

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

- 15 January 2018 (P11)

17/130 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive the Mayor's appointments and communications

Letter from Sawbridgeworth Rotary thanking the Town Project Manager for supporting Carols on Fair Green.

Letter from East Herts Citizens Advice to the Town Clerk thanking the council for their continued support.

The last two months have been busy but also varied.

They began with a Christmas Quiz at Dunmow and the Scouts Carol service, both being very enjoyable.

Suzuki car dealers at Spellbrook annually invite children from Spellbrook school to decorate cars in their showroom. The children thoroughly enjoy this.

The winners of the Christmas competitions were presented with their prizes in the council chamber.

The new year started with another Quiz this one at Hertford.

I was also asked to welcome the new incumbent Rev. Wendy Carter to the parish of High Wych.

The first Sawbridgeworth Brownies have been taking part in various activities under the heading 'this girl can' and I was honoured to present the badges.

Last Wednesday I held a charity evening at the New Mexico it was a very enjoyable evening. That raised approximately £600.

A different tone was felt on Thursday when I attended a Holocaust Memorial gathering. This was a very thought provoking event with many people of different faiths contributing.

My next event will be my Civic Dinner in April I hope you will attend

17/131 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Eric Buckmaster reported:

An update on three important consultations:

1) **The Local Transport Plan** consultation closed on 23rd January. You can see the plan online at www.hertfordshire.gov.uk/ltp.

2) Just as important locally is the **Draft Minerals Plan** which includes Briggens Park on the very edge of Stanstead Abbots. This is open until 9th February. Inclusion in the adopted plan would result in a vast number of vehicle movements over a considerable period of time. In December I attended a public meeting in Stanstead Abbots designed to increase awareness and encourage a large response to the consultation. I have also posted on Facebook asking people to share. The consultation can be seen on-line and responses submitted or comments can be sent minerals.planning@hertfordshire.gov.uk.

3) Herts County Council has launched a public consultation on the next phase of the '**Inspiring Libraries**' strategy. www.hertfordshire.gov.uk/libraryconsultation.

The consultation will run until 18 February, and seeks feedback on ambitions for Hertfordshire Libraries over the next three years, and on the proposal to establish an alternative delivery model for library services. There are a number of different ways of organising and delivering library services, These include:

- a) Keeping the service in-house – run by the County Council.
- b) Operating the service through a Local Authority Trading Company.
- c) Transferring the service to a Public Service Mutual – a not for profit organisation, created and commissioned by the County Council to run the service.
- d) Outsourcing the service to a third party – an independent organisation or business.
- e) Operating the service through a joint venture – a partnership between the County Council and a third party organisation.

The full document and consultation can be found at www.hertfordshire.gov.uk/libraryconsultation.

Health Matters:

On health matters in December I chaired a scrutiny topic group of two NHS trusts. Princess Alexandra Hospital and East of England Ambulance Trust. As you know PAH has been in special measures and in financial deficit for a number of years. The estate in general is in a very poor condition. At East Herts Full Council last month I proposed a motion urging the government to support the provision of a new Health and Wellbeing Hub in the area. It was approved unanimously by council. Princess Alexandra is currently formulation an outline business case.

2018 is also designated the year of Physical Activity. It is promoted by Herts Sports Partnership and Herts County Council. The focus will be on:

- * Increasing physical activity levels
- * Shifting stubborn inactivity levels
- * Celebrating what's already happening
- * Encouraging new programmes and events.

East Herts District Council is also working with Herts County Council on a whole systems approach to tackling obesity. Workshops were arranged in December with a number of stakeholders to consider the causes of obesity and barriers to tackling it. Officers will now consider programmes that could help reduce obesity in both adults and children and encouraging healthy lifestyles in areas and circumstances where it is most prevalent.

Highways:

Winter can be a very difficult time for travelling. Bad weather may result in localised flooding or damage to roads. Residents may log problems themselves very easily on the County Council website or let me know and I can do it for you.

Swap a slipper at your Library:

This is an excellent example of collaboration with Adult Care Services and gives the libraries an opportunity to welcome new and existing visitors. Falls

at home can be a dreadful situation and sometimes these are caused by a person slipping on the floor. These slipper swap event at libraries will provide the opportunity for older folk to exchange their existing slippers for a new pair with anti-slip soles. At the same time, we hope that they will stay in the library and if it has a café attached as is the case in some libraries they will be able to enjoy and hot drink before continuing. The slipper swaps will take place locally on 1st February at Bishops Stortford

Warm Homes:

New scheme launched to help Hertfordshire residents stay warm in their homes A new scheme that provides free or discounted household improvements to help residents stay warm in their homes has been launched by Hertfordshire County Council in partnership with all 10 district and borough councils. In Hertfordshire, over 32,000 households are estimated to live in fuel poverty meaning they do not have enough money to adequately heat their home. Colder temperatures can lead to excess winter deaths. Between August 2013 and July 2016, there were 1795 excess winter deaths in Hertfordshire. The Hertfordshire Warmer Homes scheme aims to make homes easier and cheaper to heat by offering free or discounted energy efficiency measures, such as insulation and heating repair, or fuel switching advice to low-income and vulnerable households.

The Hertfordshire Warmer Homes scheme will be managed by the National Energy Foundation, using funding from the national Energy Company Obligation (ECO) and local authority contributions. It will run to 31 October 2018.

Please help us raise awareness of this scheme with the vulnerable residents you are in touch with by publicising it through your own channels. Anyone can find out more information by contacting HertsHelp on: 0300 123 4044 (local rate) or info@hertshelp.net. Alternatively, you can visit www.hertfordshire.gov.uk/hertswarmerhomes

Recycling:

'Keep calm and carry on recycling'. That's the message from the Hertfordshire Waste Partnership (HWP) following news reports about changes which will impact on the ability of the UK and other countries to trade mixed recyclables with China.

As a result HWP contractors have been investigating and diversifying by using alternative markets and consequently the amount of mixed recyclables exported to China has significantly reduced in recent months.' A significant proportion of material such as separately collected newspapers and magazines, steel and aluminium cans and textiles are sent to re-processors here in the UK. Similarly all of the organic materials collected in Hertfordshire, such as garden waste and food waste, are also processed at recycling plants in the UK including at a number of facilities in Hertfordshire. Although China has previously acted as a large market for mixed recyclables, many other countries in the region are actively engaged in the international trade in mixed recyclables.

It is very important that residents follow the advice issued by their local council on which materials can and cannot be recycled, especially at certain times of the year such as after the festive period, or Easter when contamination levels can increase significantly. This type of information is available on each local council's website, along with additional guidance, such as remembering to 'wash and squash' recyclables where necessary.

- District Councillors, Cllr Alder reported:
 - Attended meeting in Bishops Stortford concerning the budget for EHDC looking for areas where savings could be made.
 - Attended Performance Audit and Governance Scrutiny committee for a budget briefing
 - Attended a District Council meeting in December
 - Attended a Community Wellbeing Forum in Bishop's Stortford
 - Attended a Master Planning meeting regarding shaping Sawbridgeworth
 - Attended a Task and Finish group regarding the Grounds Maintenance contract for East Herts open spaces

- Attended a LEP session at County Hall.
- Carried out a partial inspection with Circle Anglia Housing which has now subsumed into Clarion Housing.
- Attended a Task and finish Group on Leisure
- Attended a District Plan briefing in Hertford
- Went to the Holocaust Memorial Day
- Went to the Shaping Sawbridgeworth planning session
- District Councillor E Buckmaster reported:
 - Residents with heating problems in Clarion housing have been solved.
 - Clarion housing have changed from a supportive response regime to a concierge service. This is the end of daily safety checks. Booked appointments will be chargeable.
- Hertfordshire Police were not present
- Other Representatives
 - Cllr Alder attended the Stansted Airport Consultative Committee and heard about the new Stansted Airport College.
 - Cllr Alder reported the launch of children's centres at the Charis Centre and presented a notice for publication.

16/132 DETERMINATION OF A MAYOR-ELECT

Resolved: That Cllr Alder be nominated as mayor-elect for the civic year 2018-19. Election of a mayor will be by resolution at the Annual Town Meeting in May 2018.
[prop Cllr E Buckmaster; secd Cllr Burmicz]

16/133 BUDGET 2018-19 & DETERMINATION OF PRECEPT

1. To consider the Recommendation of the Finance & Policy Committee and adopt a Budget for 2018-19

Chairman of Finance and Policy Committee Cllr Eric Buckmaster introduced the budget discussion:

This time last year I told you that owing to a significant difference in the direction of travel in our income and expenditure we should set a medium term financial plan to ensure we are able to balance our budgets. This would involve increases in precept of 8% for 3 years followed by a year at 4% and enable us to maintain the level of services to which residents have become accustomed. The principle thereafter is to track inflation as far as possible.

During the last year we have undertaken a review of staff job roles with the help of an independent consultant and new salaries and contracts were agreed. We have a framework for periodic review and increases will be based on the nationally agreed awards which could be 2% or more this year. The budget includes provision of a part time receptionist for 12 months. My proposal is that the contract period stays at 12 months and is subject to review each year.

In keeping to the spirit of the principles we agreed in 2017 the proposed budget for 2018/2019 is for an increase in precept of 8.67% although the additional homes in the council tax base serve to bring in a precept income of 10% more. You can see this on page 15 of your budget pack. There is a small but inconsequential error in the 2017/18 figures. The council tax

base should show 3,699 not 3649 and the band D equivalent precept should be £72.42 not £73.4 but they calculate the same end result.

On page 15 you can also see in the closing reserves section that we are maintaining our general reserve at 26% of precept or £76,000, our Sawbobus capital reserve at £43,000 and War Memorial Reserve at 15,000. Officers now believe, following further discussions with a contractor, that this sum is more than adequate. Furthermore we shall apply to other bodies such as the War Memorials Trust for grant funding in order to minimise the cost to the council.

Our New Homes Bonus is tapering away at just £18,000 this coming year and thereafter will be insignificant. It should be noted that a large proportion of our New Homes Bonus had been used to provide an hour free parking for residents in support of local business. East Herts currently provides 30 minutes free parking.

The budget continues to make provision for discretionary grants and also of direct grants for community organisations but at a reduced level. Rivers Heritage Site and Orchard Group is now largely self-sufficient but we retain a budget of £2,000 as custodians of the site for grass cutting and tree work.

We have a record of providing successful events for residents so Christmas Lights, Fun on the Field, and Town Selfie walk will continue. Any other events or markets will need to be self-funding.

My expectation is that the grant from East Herts for Sawbobus will continue for the coming year. I do not see it as a risk to our budget since the service is dependent on partnership and will continue through the support of the District and/or the willingness of residents to provide it. Additional income is expected to come through recovering concessionary fares through section 22 permits and reluctantly through fares for residents of lower sheering since we no longer receive a grant from Epping Forest.

We are free to set our precept currently without restriction but the financial context sheet I have provided shows us the relationship between our demand and council tax as a whole. From the declared intentions of other authorities we can see that Sawbridgeworth Band D will increase by £97.42 to £1,726.76. Our portion of the increase is just £6.28 per annum. While this is a small fraction of the total increase we should be mindful that as members we are accountable to the public, that we act responsibly, and can demonstrate that we provide value for money.

Subject to my stated proposals for the War Memorial, and the provision of receptionist cover I recommend the budget as shown in the papers.

Cllr Beeching commended the budget especially as the NHB Grant had been reduced. He commended the work of the Amenities committee in phasing planned work.

Cllr Riches queried the cost of storage premises

Resolved: To adopt the budget for 2018-19.
[prop Cllr E Buckmaster; secd Cllr Alder]

2. **Resolved:** To determine the Precept for 2018-19 at £294,701 and instruct the principal authority accordingly.
[prop Cllr E Buckmaster; secd Cllr Alder]

16/134 GRANT APPLICATIONS

To consider grant requests made by the following:

1. East Herts Citizens Advice Service
This is CAB asking for an annual contribution. Service had gone this year from once a week to once a month because of a lack of councillors and a lower demand for the service in Sawbridgeworth.
Resolved: To make a grant of £500
[prop Cllr Burmicz; secd Cllr Furnace]
2. Al's Adventures in Wasteland
A second application asking for further support for this initiative as a contribution to the on-going costs of setting up the project. Since a grant had been made to this project within the last year it was agreed that no further grant be made
3. The Wellbeloved Club
An application for assistance in setting up a new Sunday lunch club to be held in the Hailey Centre. Addresses loneliness and isolation issues. Relying on crowdfunding for extra moneys.
Resolved: To make a grant of £250
[prop Cllr Beeching; secd Cllr Hall]
4. Keech Hospice Care
NHS commissioned hospice based in Luton but serving Herts, Beds and Milton Keynes. This is a day support service for pre-school children with a life threatening condition. Support requested for their Tots and Toys Group.
Resolved: To make a grant of £500
[prop Cllr Alder; secd Cllr Adamopoulos]

17/135 TOWN PROJECT MANAGER'S REPORT

To receive the Town Project Manager's report verbally for the months of December 2017 and January 2018.

- Bakers Walk project to rejuvenate the passage way. Friday 28 April is proposed launch day. Schools are closely involved in the preparation of artwork.
- War Memorial progress. Memorial has consent from the diocese to progress with initial specialist cleaning. This will be publicised.

17/137 EAST HERTS DISTRICT PLAN

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

- Examination in public has taken place.
- Extraordinary meeting of EHDC on 06 February to consider modifications that are needed

- Approved District Plan expected in May.
- Master planning programme was detailed but has revealed no major changes for Sawbridgeworth.
- One specific objective is to secure s106 funding for Sawbobs expansion, community centres and securing amenity land as a community asset.
- Leader of EHDC has been insistent that the developers must conform to local wishes.

17/138 GENERAL DATA PROTECTION REGULATIONS

Noted: The town council's responsibilities under the General Data Protection Regulations (GDPR) which will come into force on 25 May 2018.

Resolved: That a Policy be drawn up requiring that all e-mail correspondence to and from Members must use the town council's allocated addresses.

[prop Cllr Adamopoulos; sec'd Cllr Furnace]

17/139 DEPOSIT & CONSULTATION DOCUMENTS

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

17/140 FINANCIAL REPORT

Noted: The current Financial Report

17/141 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

17/142 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- To review and follow up on the presentation by AgeUK,

Meeting Closed at 20:50

SAWBRIDGEWORTH TOWN COUNCIL

AMENITIES 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 12 February 2018**.

Those present

Cllr Angela Alder	Cllr Pat Coysten
Cllr Roger Beeching	Cllr Heather Riches
<i>Cllr Ruth Buckmaster – ex-officio</i>	

In attendance: Joanne Sargent – Town Projects Manager
One member of the public

A17/20 APOLOGIES FOR ABSENCE

Apology for absence was received from Cllr Burmicz – business commitment. –
Cllr Adamopoulos was absent

A17/21 PUBLIC FORUM

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

A17/22 DECLARATIONS OF INTEREST

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

A17/23 MINUTES

To approve as a correct record the minutes of the Committee Meeting held on 16 October 2017 (A02)
[prop Cllr Alder; Secd Cllr R Buckmaster]

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

A17/24 REPORTS

To accept and deal with matters arising on written and oral reports:

- Allotments – Budgeted income 2018/19 is £3,030 and Expenditure £1,940. Increase in price of £1 per rod effective September 2018. Noted the level of concessions. Waiting list 11, mainly for specific sites. See if we can get another site on the west of the town, up to 30 plots. Future work programme set. Extension of water line scheduled 23 February on Southbrook. Inspection form now in place for Town Ranger to complete on a monthly basis, one site per week. Vermin is still a problem on Bullfields and Southbrook, rats are being shot.
- Cemetery – Report made on number of numbers of graves and spaces available. F Section nearly full so new K Section is being prepared. G Section no longer in fashion. Future project is for roadway extension, tender to be published. Spoil piles are to be planted. Tree fallen in Section E through storm damage but

cleared away within 24 hours. ERB's are now being issued for 50 years. Transfers have not been made in the past and take some time to resolve.

- Civic Amenities – No further comments.
- Footpaths and Open Spaces – Elmwood footpath queries. Updates are being given, solicitors advise on the difficulty in establishing absolute ownership. Ultimately a council decision to take responsibility. Concern has been expressed about ivy climbing on a number of trees, professional opinion that this not necessarily an issue.
- Operations - No further action to report as Clerk absent on sick leave.

A17/25 ITEMS FOR DISCUSSION AND DECISION

To discuss any further matters relating to current projects

- Citizens Awards – Now rebranded Community Champion Awards. Clerk to contact Rivers as sponsors. Mayor said she had been in contact. No change to process, just change the name. Application forms and publicity to be reviewed.
- Floral Displays – Same for 2018 as 2017 but recognised poor baskets. Need for review of a change of style for 2019. Also need to be aware of HCC requirements for licensing.
- Future Markets – Survey interlinked with the Town Action Plan and Masterplanning. Meeting arranged with WENTA as a support network for local businesses. Needs to be included in Shaping Sawbridgeworth.
- Christmas Lights – Nothing to report at this meeting.

A17/26 NEXT MEETING

To note that the date for the next meeting of the Committee has been scheduled for Monday 14 May 2018.

Meeting Closed at 20:57

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8.45 pm on **Monday 29 January 2018**.

Those present

Cllr Ruth Buckmaster
ex Officio Cllr Angela Alder

Cllr Don Hall

In attendance
Lisa Dale – Planning Officer

P 17/87 APOLOGIES FOR ABSENCE

Received from Cllr Coysten – unwell, Cllr Royle – other commitment & Cllr Shaw – work commitments.

P 17/88 PUBLIC FORUM

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

P 17/89 DECLARATIONS OF PECUNIARY INTEREST

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

P 17/90 MINUTES

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

- 15 January 2018 (P11)
[prop Cllr Hall; secd Cllr Alder]

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

P 17/91 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/17/2985/HH 13 Burnside, CM21 0EP

Demolition of garage, erection of a two storey side extension to be used as an annexe with separate access, and new vehicular access to the rear providing two parking spaces

Applicant: Mrs Sharon Jobson

STC Comment: No objection

3/18/0018/VAR The Ancient Raj, Knight Street, CM21 9AX

Variation of condition 2 (Approved plans) of planning permission 3/16/1507/FUL – Demolition of restaurant and 3no garages/stores. Erection of 2no two bedroomed dwellings and 2no 3 bedroomed dwellings with associated landscaping and parking – To allow for bedrooms within the loft space of plots 1, 2 and 3 with no1 velux windows to the front slope of each property and 2no velux windows to the rear roof slope of each property

Applicant: Eden Rock Construction

STC Comment: No comment until further information of what is being applied for has been received

3/18/0095/HH 6 Brookfields, CM21 0EJ

Erection of cart lodge and store, porch extension and garage conversion to habitable space

Applicant: Mr Trevor Goodchild

STC Comment: No objection

P 17/92 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 26 January 2018
None received.

3/17/2120/FUL Coach House, Redricks Lane

Change of use from existing agricultural buildings to commercial shooting range and associated offices

Applicant: Mr Matthew Greenall

STC Comment: No objection

3/18/0066/FUL Basement Ground and Part First Floors Pishiobury House

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

Applicant: M & D Developments

STC Comment: No objection

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

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

Applicant: Williams

STC Comment: No objection

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

1 no. externally illuminated hanging sign

Applicant: Mr Millar

STC Comment: No comment

3/18/0139/FUL Rivers Hospital, High Wych Road, CM21 0HH
Single storey extension to chemo unit
Applicant: Ramsay Health Care UK Ltd
STC Comment: No objection

P 17/93 PLANNING DECISIONS MADE BY EHDC
To receive Planning Decisions from EHDC

3/17/2476/FUL 68 Gilders, CM21 0EH
Extensions, alterations and subdivision of dwelling to create 1no. additional dwelling with associated car parking and landscaping. Creation of vehicular crossover
Applicant: Mr D Davidson
STC Comment: Objection. Overdevelopment – not in keeping with street scene; contrary to Policy ENV1
EHDC Decision: Refused. Contrary to ENV1

3/17/2598/HH Rose Cottage, 32A Vantorts Road, CM21 9NB
Two storey rear extension
Applicant: Mr Jim Rex
STC Comment: Objection. The proposal by reason of an additional extension represents an overdevelopment of the site.
EHDC Decision: Granted

3/17/2693/FUL & Basement, Ground & Part First Floors, Pishiobury House,
3/17/2694/LBC Pishiobury Drive, CM21 0AF
Conversion of ground floor to create 2no. 2 bedroom ground floor apartments (associated with LPA 3/14/1748/FP & LPA 3/15/0683/LBC for conversion from office to form 6 residential units).
Applicant: M & D Developments
STC Comment: No objection.
EHDC Decision: Refused. Contrary to policy ENV1 of the East Herts Local Plan.

3/17/2710/HH Grooms Cottage, 15A Bell Street, CM21 9AR
Demolition of existing conservatory and erection of part two storey/part single storey addition
Applicant: Mr W Jenks
STC Comment: No objection.
EHDC Decision: Granted

3/17/2753/HH 132 Cambridge Road, CM21 9BU
Proposed single storey side extension, insert first floor rear roof light and alterations to fenestration
Applicant: Mr T Lee
STC Comment: No objection.
EHDC Decision: Granted

3/17/2768/HH **30 Bell Street, CM21 9AN**
Demolition and replacement of single storey rear extension
Applicant: Mr Chris Page
STC Comment: No objection.
EHDC Decision: Refused. Contrary to policies ENV1, ENV5 & ENV6 and BH6

P 17/94 **PLANNING APPEALS**
To receive notification from EHDC of Planning Appeals

LPA Appeal Reference:
17/00123/REFUSE **24 Pishiobury Drive, CM21 0AE**
Demolition of existing dwelling and erection of 2no. dwellings – amended application

Meeting Closed at 21:21

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30pm on **Monday 12 February 2018**.

Those present

Cllr Pat Coysten
Cllr Ruth Buckmaster
ex Officio Cllr Angela Alder

Cllr Don Hall
Cllr David Royle

In attendance
Lisa Dale - Planning Officer
Joanne Sargent - Town Projects Manager

P 17/95 APOLOGIES FOR ABSENCE

No apologies received.
Cllr Shaw was absent.

P 17/96 PUBLIC FORUM

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

P 17/97 DECLARATIONS OF PECUNIARY INTEREST

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

P 17/98 MINUTES

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

- 29 January 2018 (P12)
[prop Cllr Buckmaster; secd Cllr Hall]

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

P 17/99 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

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

Demolition of car port, ground floor extension to side, two storey rear extension, raising of roof and alterations to fenestration

Applicant: Mr & Mrs Dawkins

STC Comment: No objection

3/18/0018/VAR The Ancient Raj, Knight Street, CM21 9AX

Variation of condition 2 (Approved plans) of planning permission 3/16/1507/FUL – Demolition of restaurant and 3no garages/stores. Erection of 2no two bedroomed dwellings and 2no 3 bedroomed dwellings with associated landscaping and parking – To allow for bedrooms within the loft space of plots 1, 2 and 3 with no1 velux windows to the front slope of each property and 2no velux windows to the rear roof slope of each property

Applicant: Eden Rock Construction

STC Comment: Objection. Added dormer windows overlook the adjacent school. This is contrary to Local Adopted Plan 2007, Policy ENV1(d)

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

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

Applicant: Mrs Ayse Casey

STC Comment: No objection

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

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

Applicant: Titan Management

STC Comment: No objection. Concerns of neighbours noted

3/18/0187/OUT Land Adj. to Alston Oak, Harlow Rd, CM21 0AJ

Outline application for the erection of 4 no. dwellings with all matters reserved

Applicant: Mr Azam Mirza

STC Comment: Objection. Neighbours objections noted. Overdevelopment of site. Infringing on greenbelt. This is contrary to Local Adopted Plan 2007, Policy ENV1(a) and GBC1 in that there are no "very special circumstances" where it should be permitted

P 17/100 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 09 February 2018
None received.

P 17/101 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC

3/17/2727/HH 14 The Forebury, CM21 9BD

Roof extension to facilitate loft conversion with the insertion of rooflights in side and front roof elevations and rear dormer window

Applicant: Mrs Louise Johansen

STC Comment: Objection. This proposal is incompatible with the street scene

EHDC Decision: Granted

3/17/2758/HH 41 School Lane, CM21 9FA

Two storey side extension

Applicant: Ryan Wicks

STC Comment: No objection

EHDC Decision: Granted

3/17/2791/FUL **Spellbrook Farm, London Rd, Spellbrook, CM23 4AX**
Demolition of barn and erection of 3 no. houses
Applicant: Mr Steve Allan
STC Comment: No objection
EHDC Decision: Granted

3/17/2985/HH **13 Burnside, CM21 0EP**
Demolition of garage, erection of a two storey side extension to be used as an annexe with separate access, and new vehicular access to the rear providing two parking spaces
Applicant: Mrs Sharon Jobson
EHDC Decision: Granted

P 17/102 **PLANNING APPEALS**
To receive notification from EHDC of Planning Appeals
None received.

Meeting Closed at 20:00

County councillor report February 2018**Current Consultations:**

Waste Consultation. Hertfordshire County Council, as Waste Planning Authority for Hertfordshire, is seeking the views of all interested parties on the way forward for waste planning in the county.

This Initial Consultation is the first consultation that Hertfordshire County Council has published during the process of reviewing the county's existing Waste Local Plan (WLP). The existing Local Plan covers the period 2011-2026 and comprises two documents:

- ⑦ Waste Core Strategy and Development Management Policies document (adopted November 2012); and
- ⑦ Waste Site Allocations document (adopted July 2014).

This Initial Consultation is being published for consultation for an eight-week period starting at **9am on 5 February 2018** and ending at **5pm on 30 March 2018**. Please ensure that your responses reach us by the closing date.

Online Consultation Portal: <http://hertscc-consult.objective.co.uk/portal>

Email response forms: waste.planning@hertfordshire.gov.uk

Address for printed forms: Minerals and Waste Policy Team, Spatial Planning and Economy, CHN 216, Hertfordshire County Council, County Hall, Pegs Lane, Hertford, SG13 8DN.
Phone no. for queries: 0300 123 4040

Update on Year of Physical Activity. It is promoted by Herts Sports Partnership and Herts County Council. The focus will be on:

- * Increasing physical activity levels
- * Shifting stubborn inactivity levels
- * Celebrating what's already happening
- * Encouraging new programmes and events.

Herts Sports and Physical Activity Partnership (HSP) is working with a local social enterprise Apex in the Community and the Sports Development Officers to recruit 200 volunteer HertsYOPA18 Champions.

Accredited training will be provided, in conjunction with the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) and #TeamHerts Volunteering. Volunteers will gain an insight into their role, expectations, safeguarding, behaviour change and wider volunteering opportunities.

Graduates will receive a HertsYOPA18 branded polo shirt and be linked up with their local Sports Development Officer who will arrange local volunteering opportunities .

All Champions will be encouraged to link with their local parkrun event and raise awareness of Hertfordshire's Year of Physical Activity 2018 in their local community, encouraging local groups and organisations to broaden their local offers.

They will also be supported to continue as volunteers in sport and physical activity programmes beyond December 2018.

Flytipping

There was some serious fly-tipping on the A414 near Eastwick. This was eventually cleared. I had some discussions with both County and District as to whether or not height barriers or obstacles could be put in place but sadly not owing for the need for public access. I am informed now that CCTV cameras will be installed by East Herts to discourage and apprehend perpetrators.

Potholes and other issues.

Residents and Councillors can go online to register Highways faults whether they be potholes or faulty lights. The link is <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/report-a-problem/>

East Herts Article 4 Directions. There are 42 Conservation areas across the district. There has been some concern that with the arrival of permitted development rights there could be damage done to our Conservation areas in our towns and villages. Following a pilot in Bishops Stortford we decided at Executive this month that Article 4 directions will need to apply to all of our conservation areas. This means that now there will be a local land charge that will apply so that owners within a conservation area who would otherwise have permitted development rights will need to engage with the council by applying for planning permission. The process for introducing additional Article 4 directions could take up to 2 years and will start in the Ware plus south west area, followed by Hertford, Buntingford plus north, then Sawbridgeworth plus south east. Once introduced they will be monitored to ensure their effectiveness in preserving and enhancing conservation areas.

Removal of council tax discounts In recent years we have gradually reduced the period of time in which discounts apply for empty homes. There are several hundred empty homes in the district at any one time. It is in everyone's interest to bring these back into use as soon as possible. The Executive is therefore recommending to full council that from April the discount for all empty and unfurnished properties be removed including those undergoing refurbishment and repairs.

Ongoing

Warm Homes:

New scheme launched to help Hertfordshire residents stay warm in their homes

A new scheme that provides free or discounted household improvements to help residents stay warm in their homes has been launched by Hertfordshire County Council in partnership with all 10 district and borough councils.

In Hertfordshire, over 32,000 households are estimated to live in fuel poverty meaning they do not have enough money to adequately heat their home. Colder temperatures can lead to excess winter deaths. Between August 2013 and July 2016, there were 1795 excess winter deaths in Hertfordshire. The Hertfordshire Warmer Homes scheme aims to make homes easier and cheaper to heat by offering free or discounted energy efficiency measures, such as insulation and heating repair, or fuel switching advice to low-income and vulnerable households.

The Hertfordshire Warmer Homes scheme will be managed by the National Energy Foundation, using funding from the national Energy Company Obligation (ECO) and local authority contributions. It will run to 31 October 2018.

Please help us raise awareness of this scheme with the vulnerable residents you are in touch with by publicising it through your own channels. Anyone can find out more information by contacting HertsHelp on: 0300 123 4044 (local rate) or info@hertshelp.net. Alternatively, please visit www.hertfordshire.gov.uk/hertswarmerhomes

Recycling:

'Keep calm and carry on recycling'. That's the message from the Hertfordshire Waste Partnership (HWP) following news reports about changes which will impact on the ability of the UK and other countries to trade mixed recyclables with China.

As a result HWP contractors have been investigating and diversifying by using alternative markets and consequently the amount of mixed recyclables exported to China has significantly reduced in recent months.'

A significant proportion of material such as separately collected newspapers and magazines, steel and aluminium cans and textiles are sent to re-processors here in the UK. Similarly all of the organic materials collected in Hertfordshire, such as garden waste and food waste, are also processed at recycling plants in the UK including at a number of facilities in Hertfordshire. Although China has previously acted as a large market for mixed recyclables, many other countries in the region are actively engaged in the international trade in mixed recyclables.

It is very important that residents follow the advice issued by their local council on which materials can and cannot be recycled, especially at certain times of the year such as after the festive period, or Easter when contamination levels can increase significantly. This type of information is available on each local council's website, along with additional guidance, such as remembering to 'wash and squash' recyclables where necessary.

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

Bakers Walk School Council Project – Schools now have the materials to start their art projects. Initially the schools decided that the theme of their artwork would be the history of their school, however I think that some of these ideas may have changed. The finished art boards will be collected from the schools on Wednesday 21st March and taken to Menor Photographic at the Maltings where they will be photographed and tuned into digital images and then reproduced onto finished Foamex printed panels. The Tesco Community Champions are prepared for their decorating task to tidy up the area before the new artwork is fixed and Dulux shop will be sponsoring the paint and materials. The date fixed for the presentation of the panels is Friday 20th April 2018 (time TBC)

War Memorial – Lodge & Sons have been appointed to clean the war memorial so that they can see the full extent of the work that is required to be carried out in order to prepare a valuation.

Research Projects in Progress:

- Markets and Economic Vibrancy of the town – Ongoing – Meeting with Richard Lapido from Wenta (Wenta is a social enterprise that provides a 'one-stop-shop' for business support in Hertfordshire) I approached them to enquire about town centre support for towns that have seen a downturn in economic vibrancy. This is an initial stage meeting to introduce the town and present the current situation, hopefully we can then identify some key areas for further research and sign post businesses to Wenta.
- Walking buses: Re The Travel Challenge ~ Research in progress to feedback at the Travel Challenge group meeting on March 8th at Mandevilla.

Future Dates for the diary

Saturday 28th April 2018 – Civic Dinner

Sunday 3rd June – Civic Service at Great St Mary's 3pm

Sunday 1st July 2018 – Fun on the Field

Saturday 29th September – Town Selfie Walk

Saturday 24th November – Christmas Lights Switch On

SAWBRIDGEWORTH TOWN COUNCIL MEMORANDUM FROM THE TOWN CLERK

TO: ALL MEMBERS
FROM: RICHARD BOWRAN
SUBJECT: DISTRICT PLAN - MAIN MODIFICATION
DATE: 19 FEBRUARY 2018

Introduction

We've now seen a copy of the consultation document relating to the main modifications to the District Plan.

We note that responses have to be submitted by 29 March. We have scheduled full council meetings on 26 February and 26 March.

Background

An overall observation is that the inspector's requirement for modifications reflects very largely the feelings that we have had throughout the process that the Planning Policy Team has been out of touch with the local situation.

Main Modifications

There are 184 pages of main modifications.

MM/8/01. Inspector calls for Collaborative Masterplans to involve the Town Council. She clearly recognised the fact that despite our input from public meetings the District Plan has been prepared without proper input from our consultations.

It is vitally important therefore that developers reflect the ambitions of the town not only with respect to character, design and layout, but also the District's policies regarding maintaining and improving the health and wellbeing of residents.

MM/8/03. Noted that the Inspector has called for the inclusion of retail and employment development to be directed to the town centre. This was a sad omission from the original Plan which said there was little opportunity for Sawbridgeworth.

This is especially important in light of the potential blight that the Gilston/Harlow North development may well bring. There is opportunity for niche/alternative shopping and services in the town.

MM/8/02 Item 8.1 Removal of Green Space. This was done without any consultation or explanation to local members. The removal of the site conflicts with MM8/8/10(i) new public amenity space. The space required to serve 500 additional homes, e.g. recreation and allotments would impose great pressure on the 3 sites to increase housing density.

The omission of recreation sites would conflict with the core principles of the National Planning Policy Framework 'take account of and support local strategies (East Herts Health and Wellbeing Strategy) to improve health, social and cultural wellbeing for all, and deliver sufficient community and cultural facilities and services to meet local needs'.

It would also conflict with the core principle 'promote mixed use developments, and encourage multiple benefits from the use of land in urban and rural areas, recognising that some open land can perform many functions (such as for wildlife, recreation, flood risk mitigation, carbon storage, or food production).'

MM/8/05 noted that the site allocation is replaced with an updated version, the removed land to remain in the green belt. Within the removed land under the control of the developer consideration should have been given to including recreation space and allotments which are permitted uses of green belt. A third of children leaving primary school are obese.

As stated the lack of adequate public amenity space conflicts with the core principle in the NPPF that sustainable development should support local strategies to improve health. East Herts District Council's own Health and Wellbeing Strategy specifically exists to inform activity across all services and formulation of policies including the District Plan.

'Policies can cover issues such as the provision of walking and cycling routes, access to **community facilities and provision for children's play and recreation for all ages**'.

MM/8/08. Noted the Statements of Common Ground belatedly signed in October 2017 setting out agreements with the various developers in advance of any Masterplans and hence any proper consultation with the town/Town Council.

Number of dwellings.

MM/3/01 notes that the level of need in East Herts has increased by 2,068 units. Linked to this is the modification the Sawbridgeworth will contribute a **minimum** of 500 units in the period to 2022.

Minor Changes

There are 77 pages of "minor changes"

MC/PM/03. In the document, which is not open to consultation, affecting Sawbridgeworth is the deletion of Policy SAWB5, the provision of the 14 hectare Sports Pitch provision. This is now not apparently deliverable. We must therefore be especially mindful of Policy CFFR1 which seeks to provide open spaces and recreation facilities. The removal of Sports pitch provision is contrary to the East Herts Open Spaces and Sports Facilities Assessment which is designed to inform the District Plan and guide requirements arising from the new housing need. It refers specifically to Paragraph 70 of the NPPF: positive planning for the provision and use of shared space including community facilities and sports venues to enhance the sustainability of communities and residential environments.

MC/PM/04. Also in the document, not open to consultation, affecting Sawbridgeworth is the deletion of the Green Spaces allocation linked to SAWB3. This has apparently been signed off as point 4.1 in an SoCG on 30 October 2017 between EHDC (Cllr Haysey, Leader) and Barratt North London (Redacted Senior Design and Planning Manager). This is a significant and serious omission which. Noted that Point 6.13 (Quantum of Development) is still an outstanding matter. We must therefore be especially mindful of Policy NE4 which seeks to protect the Green Infrastructure.

Other Points

We should perhaps note that the EHDC Brownfield Site Register only includes one location in our parish: Spellbrook Farm permission for 3 units.

So far I have not considered or commented upon issues relating to Policy **DES1** Masterplans, **DEL3** Monitoring. This should be a role for the master planning group.

Neither have I examined the implication relating to Air Quality, Green Infrastructure, Climate Change, Community and Wellbeing, Economy, Historic Environment, Landscape, Transport and Water. These are all related to infrastructure issues and these will be addressed by Masterplans.

Summary

It is easy to be cynical about the approach that has been taken. The number of changes that have been triggered by the Inspector reflect the fact that although a massive body of work has been undertaken, the District Plan has not been particularly well prepared.

The Inspector will view the output of this consultation under the following heads:

- **Positively Prepared.** I have no doubt that the objective of the planning team was to do this. In my view they have **failed** to collect valid information upon which to achieve this.
- **Justified.** Certainly not. The Plan has **not** considered all the reasonable alternatives.
- **Effective.** Probably as it stands. Assumes that all 500 units will be constructed in Sawbridgeworth by 2022.
- **Consistent with national policy.** Certainly **not** in respect of some aspects of sustainable development as stated in the NPPF.

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE

RULES OF MANAGEMENT

1. The Sawbridgeworth Young People's Recreational Centre shall be managed by a Committee of ten members constituted as follows:

- (a) four Members of the Sawbridgeworth Town Council, and
- (b) six other members.

The **Management** Committee shall be appointed at the Annual Meeting of the Sawbridgeworth Town Council. The Committee may make recommendations for l(b) above.

The Chairman shall be appointed from the Committee at the first meeting following the AGM.

2. At the first meeting of the Management Committee after the Statutory Annual Meeting of the Sawbridgeworth Town Council Members shall elect from amongst their number the following officers to hold office until the next Annual General Meeting: Vice-Chairman; Treasurer; Secretary.
3. **An Annual General Meeting shall be held by the end of July each year, following the Annual Meeting of Sawbridgeworth Town Council in May,** to receive the Report and Accounts of the Committee. Notice of the Annual General Meeting shall be given by affixing to some conspicuous place or places within the Parish of Sawbridgeworth a written notice of such a meeting 14 days before the date set for the said meeting. The said Notice shall also be displayed on the Town Council's Notice Boards.
4. Proper accounts in relation to the Sawbridgeworth Young People's Recreational Centre shall, in each year, be made out in such form as the Secretary of State may require, and presented to the Annual General Meeting.
5. All inhabitants of the age of 18 and upwards of the Parish of Sawbridgeworth are entitled to attend the Annual General Meeting.
6. The Secretary, on the signed application of not less than seven Members of the Committee, shall call an Extraordinary Meeting of the Committee within ten days of the receipt of such an application.
7. No business shall be transacted at a Committee Meeting unless there is a quorum of four members.
8. Subject to the Scheme made by the Secretary of State for Education and Science (hereinafter called the Scheme), the Committee shall:

- (a) administer the Sawbridgeworth Young People's Recreational Centre specifying the terms and conditions for the use of the Playing Field;
 - (b) be responsible for the employment and dismissal of paid staff, and
 - (c) be responsible for the insurance, maintenance, repair and improvement of the property.
9. The property, or any part thereof, may be used by such bodies or persons as the Committee may determine, subject to the payment of expenses incidental to the maintenance and use thereof and otherwise upon such terms as may be specified by the Management Committee.
10. The land to be used by persons who have not attained the age of 22, but in particular those who have not attained the age of 17.
11. (a) An account shall be opened at a recognised bank into which all monies received on behalf of the Committee shall be paid forthwith;
- (b) The Committee be authorised to open an investment account(s) with a recognised bank into which monies from (a) above may be paid.
12. The Committee shall not incur any item of expenditure exceeding £2,000 without the prior consent of the Town Council.
13. Authority to sign cheques shall be given to any three of the following, one of whom shall be a Member of the Sawbridgeworth Town Council and any two of the following: Chairman; Vice-Chairman; Treasurer; Secretary.
14. The Accounts shall be made up to 31 December in each year and duly certified in such form as the Charity Commissioners may require.
15. These Rules (and any amendment thereof) are subject to the approval of the Sawbridgeworth Town Council, as Sawbridgeworth Young People's Recreational Centre Trustees, who have the sole power to make, alter and revoke at any time without notice the rules for the regulation and management of the Sawbridgeworth Young People's Recreational Centre or any part thereof
16. If any of the Rules are inconsistent with any provision of the Scheme, the latter shall prevail.

Amended at the Annual Meeting of Sawbridgeworth Town Council on 30 May 2006 and updated at SYPRC Committee Meetings on 17 November 2017 and 13 February 2018

SAWBRIDGEWORTH TOWN COUNCIL
MEMORANDUM FROM THE TOWN CLERK

TO: ALL MEMBERS
FROM: RICHARD BOWRAN
SUBJECT: ELMWOOD TO RIVER STORT FOOTPATH
DATE: 19 FEBRUARY 2018

Introduction

We have been lobbied persistently by a number of residents who wish the Town Council to institute repairs to and maintain the permissive footpath he links the Elmwood Estate to the River Stort.

Background

The key issue is to establish who owns the land over which the footpath passes. For the last 18 months we have been researching this. Put simply East Herts District Council and Hertfordshire County Council deny any responsibility for footpath.

The footpath lies on land registered to two named individuals. Those individuals have passed an interest in the land to two other individuals who we have been unable to contact. A charge on the land gives a right of way over the land to "Sawbridgeworth Council". There was some faulty conveyancing involved. This is not ownership.

Actions

Cllr E Buckmaster has advised that Hertfordshire County Council will meet the cost of restoring the footpath to a useable condition, but the County Council will accept no responsibility for its on-going upkeep.

Sawbridgeworth Town Council will have to decide whether to adopt this footpath and budget for its upkeep in the future. It will also have to decide whether to apply for a Modification Order from Hertfordshire County Council to establish a permanent right of use.

Summary

We have now consulted TeesLaw to assist us in understanding our legal position. All relevant papers have been made available to them. We are awaiting their advice.

A paper with a proposition will be put to council at the meeting on 26 March for members to make a decision.

Sawbridgeworth Town Council

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



MAYOR
Cllr Ruth Buckmaster

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

TOWN CLERK
Richard Bowran BSc.(Hons) MILCM

To: Cllrs R Buckmaster, Coysten, Hall, Royle and Shaw

PLANNING COMMITTEE MEETING

You are invited to attend a meeting of the Planning Committee of Sawbridgeworth Town Council which will take place on **Monday 26 February 2018** after the meeting of council at about 20:30 at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

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

Town Clerk
20 February 2018

AGENDA

- P 17/103 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- P 17/104 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee
- P 17/105 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members
- P 17/106 MINUTES**
To approve as a correct record the minutes of the Meeting held on:
• 12 February 2018 (P13)

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda.
- P 17/107 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee

3/18/0211/HH **9 Church Walk, CM21 9BJ**
Demolition of detached outbuildings; erection of part single storey, part two storey rear extension
Applicant: Mrs Sarah Stevenson-Jones

P 17/108 LATE PLANNING APPLICATIONS

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

P 17/109 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC

3/17/2847/HH **42 School Lane, CM21 9FA**
Single storey front extension linking house and garage and conversion of half of the garage into a habitable space with a new roof over with two dormers. (Amended scheme to 3/17/2244/HH)
Applicant: Mrs Nazanin Warren.
STC Comment: No objection.
EHDC Decision: Granted.

3/17/2869/HH **47 Burnside, CM21 0EP**
Demolition of garage replaced with a two storey side extension, single storey rear extension and single storey front infill porch extension
Applicant: Mr David Ashton.
STC Comment: No objection.
EHDC Decision: Granted.

3/17/2912/HH & Hill Cottage, 37 London Road, CM21 9EH
3/17/2913/LBC
Refurbishment to existing annex building for residential use. Installation of wood burning stove with flue. Alterations to fenestration.
Applicant: Johnson.
STC Comment: No objection.
EHDC Decision: Granted.

3/18/0095/HH **6 Brookfields, CM21 0EJ**
Erection of cart lodge and store, porch extension and garage conversion to habitable space
Applicant: Mr Trevor Goodchild.
STC Comment: No objection.
EHDC Decision: Refused. "The proposed carport by reason of its size, scale and siting would be detrimental to the character and appearance of the area, contrary to Policy ENV1 of the East Herts Local Plan Second Review, April 2007 and contrary to national planning policy guidance set out in the NPPF."

P 17/110 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals

Plans are no longer available in the Council Office for inspection.
They are available on-line on the East Herts District Council web-site.

Members of the public and press are cordially invited to attend all meetings of the Council and its committees.