

# Sawbridgeworth Town Council

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



**MAYOR**  
Cllr Mrs Angela Alder

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

**TOWN CLERK**  
Richard Bowran BSc.(Hons) PSLCC

## **A G E N D A**

and supporting papers for the meeting on

**Monday 29 April 2019**

-----  
**Meeting of the Town Council**

**at 7.30 pm**

-----  
Followed by

**Planning Committee**

At about 8.30pm  
-----

Where a matter arises at a meeting which relates to an interest which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

Where a matter arises at a meeting which relates to a pecuniary interest, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

A member only has to declare his/her interest if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds a pecuniary interest which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

# Sawbridgeworth Town Council

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



MAYOR

Cllr Mrs Angela Alder

TOWN CLERK

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

web: [www.sawbridgeworth-tc.gov.uk](http://www.sawbridgeworth-tc.gov.uk)

Richard Bowran BSc.(Hons) PSLCC

## MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 29 April 2019** at 7.30pm at The Council Office, 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  
23 April 2019

## AGENDA

The meeting will be preceded at 19:30 by a presentation by Sophie Childs from NCS, the National Citizen Service.

Welcome by the Town Mayor  
Followed by prayers

### **18/173 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

### **18/174 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members.

### **18/175 PUBLIC FORUM**

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

### **18/176 MINUTES**

[PDF] [V]

To approve as a correct record the minutes of the Meeting of the Town Council held on 25 March 2018 (M09) [Appendix A]

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

### **18/177 PLANNING COMMITTEE**

[PDF]

To receive and note the minutes of the Planning Committee Meeting held on: 25 March 2019 (P16) [Appendix B]

[PDF]

To receive and note the draft minutes of the Planning Committee Meeting held on: 15 April 2019 (P17) [Appendix C]

- 18/178 FINANCE & POLICY COMMITTEE**  
To receive and note the draft minutes of the Finance & Policy Committee Meeting held on: 15 April 2019 (F04) *[Appendix D]*  
[📄]
- 18/179 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive Mayor's appointments and communications.
- 18/180 REPRESENTATIVES AND CHAMPIONS REPORTS**  
To receive reports from:
  - County Cllr Eric Buckmaster
  - District Cllr Angela Alder
  - District Cllr Eric Buckmaster
  - Hertfordshire Police
  - Other Representatives & Champions
    - Cllr Royle *[Appendix E]*  
[📄]
- 18/181 OFFICERS REPORTS**  
To receive and note report from: Town Clerk and Town Projects Manager *[Appendix F]*  
[📄]
- 18/182 EAST HERTS DISTRICT PLAN**  
To report on any developments following the adoption of the East Herts District Plan 2018.
- 18/183 EXPANSION OF TOWN CCTV SYSTEM**  
To review proposals for enhancements and additions to the town CCTV system. To decide whether to proceed with the stage 1 upgrade at a cost of £5,011. Sum to be vired from another account, not yet determined.  
[👉]
- 18/184 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**  
To respond to a request from the SYPRC management committee to increase the spending limit before reporting to council. Spending limit is currently £2,000.  
[👉]
- 18/185 DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation.
- 18/186 FINANCIAL REPORT**  
To note the current Financial Report.
- 18/187 ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.
- 18/188 ITEMS FOR FUTURE AGENDAS**  
To consider any items for inclusion on future agendas.

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

# SAWBRIDGEWORTH TOWN COUNCIL

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

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 25 February 2019**.

### Those present

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

Cllr Don Hall  
Cllr Annelise Furnace  
Cllr Heather Riches  
Cllr David Royle  
Cllr Mike Shaw

### In attendance:

Emma Vandore – BS Independent  
R Bowran - Town Clerk

Joanne Sargent – Town Projects Manager

Welcome by the Town Mayor.

Prayers were said by Cllr Furnace.

The Mayor reminded Members that we had now entered a state of Purdah which precedes the local elections on 02 May.

### 18/154 APOLOGIES FOR ABSENCE

Received from Cllr Burmicz – business commitment.  
Cllr Adamopoulos and Cllr Coysten were absent.

### 18/155 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest by Members.

### 18/156 PUBLIC FORUM

There were no representations from members of the public on matters within the remit of the Town Council.

### 18/157 MINUTES

**Resolved:** To approve as a correct record the minutes of the Meeting of the Town Council held on 25 February 2019 (M08)  
[prop Cllr R Buckmaster; secd Cllr Furnace]

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

### 18/158 PLANNING COMMITTEE

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

- 25 February 2019 (P14)

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

- 04 March 2019 (P14A)

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

- 11 March 2019 (P15)

---

<sup>1</sup> These are draft minutes and are subject to alteration before the next meeting of council

**18/159 STAP & ECONOMIC DEVELOPMENT COMMITTEE**

***Received and Noted:*** The draft minutes of the STAP & Economic Development Committee Meeting held on:

- 11 March 2019 (A03)

**18/160 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications.

Mayor presented correspondence from:

- Herts police, thanks for loan of minibus for former Ch. Insp MacDonald's funeral
- St Mary's PCC, thanks for use of chamber for leaving lunch for Rev Frances Arnold
- Citizens Advice for grant
- Keech Hospice Care for grant

Mayor's month:

- 2<sup>nd</sup> March Many thanks to those of you who attended the Information morning regarding standing for election to the Town Council. It was much appreciated and a number of people have expressed an interest in standing.
- 5<sup>th</sup> March I felt very privileged to be invited to attend the award ceremony at Portcullis House when Mandeville School won the School Travel challenge trophy beating all participating Primary Schools in England – a really fine achievement reflecting the community involvement of all the primary schools in Sawbridgeworth.
- 12<sup>th</sup> March I chaired the Sawbridgeworth Primary Schools' School Council meeting – always an interesting meeting hearing the views of our younger citizens.
- 16<sup>th</sup> March I attended the Scout's AGM and heard a lot about the activities on offer to our young people via the Scout movement. I was pleased that Cllr. Eric Buckmaster attended together with Cllrs Furnace and Riches.
- 20<sup>th</sup> March Saw the Spring in Your Step initiative with a relay cycled, walked or scooted with all the primary schools in the town participating starting with Spellbrook who carried the torch to Mandeville School then on to Reedings then on to Fawbert & Barnard with those children walking to the Council Chamber where they had refreshments and then the Moving Mums fitness group ran on to High Wych School and the pupils there carried the torch on the final lap around the playground. Buster appeared at all the schools much to the delight of the children especially when Buster tried his hand on the scooter leg – unfortunately we did not manage to get a picture of this rather hilarious episode.
- 22<sup>nd</sup> March Ron and I went to the Harlow Civic dinner which was most enjoyable.
- 24<sup>th</sup> March Ron accompanied me to the Borough of Broxbourne Civic Service which we thoroughly enjoyed.
- I am now looking forward to my civic dinner next Saturday which has now reached capacity numbers.

**18/161 REPRESENTATIVES AND CHAMPIONS REPORTS**

To receive reports from:

County Cllr Eric Buckmaster report summarised:

- Response to Minerals Local Plan Review
- Hospital Trust scrutiny
- Future of Princess Alexandra Hospital
- Hertfordshire air pollution service
- Contracts for the provision of Drug and Alcohol services
- Community Rehabilitation Services for Adults
- Feeling Good Week
- Secondary school places announced for 2019
- Meeting with HCC on Education at Mandeville

- District Cllr Angela Alder report summarised:
  - District Council meeting when the Council Tax for the year 2019/20 was agreed.
  - The financial aim for East Herts, is to minimise the burden on local council tax and business rate payers and is the key driver to deliver a financial return which contributes to the council spending plans and to support priority outcomes in the local community.
  - The Financial Sustainability Strategy Group now Board's proposal was adopted as the key methodology for delivering the Medium Term Financial Plan 2020 onwards.
  - It was further agreed that a capital sum of £3m be made available to invest in commercial income generating activity that achieves the Financial Sustainability Board's key requirements.
  - I attended Hertfordshire Older People's Network at Welwyn Garden City – this group is aimed at getting older people who have previously felt lonely and isolated to share their experience in coping with their situation and how they overcame their problem with those currently suffering from loneliness.
  - In the evening I attended the Financial Sustainability Group meeting.
  - I attended the Performance, Audit and Governance Scrutiny Committee meeting when we received a report from Broxbourne and East Herts CVS on their activities in relation to the use of the Service Level Agreement (SLA) monies.
  - Other items considered at the meeting covered the 2018-19 Audit Plan, the Shared Anti-fraud Service, Annual Review of Risk Management and the work programme going forward.
  - I attend a Dementia Training session followed by the Community Forum Group where the various Champions share the work they are doing in the community.
  - I attended the DMC meeting at Hertford as a Ward member for Sawbridgeworth to express the concerns of the Town Council with regard to SAWB3. Both Cllr Buckmaster and myself were unsuccessful in persuading the Committee to acknowledge the legitimate reason for our wish to be part of the legal agreement in respect of the development particularly in regard to the Allotment site where it is anticipated that the Town Council will have the financial and management responsibility for the efficient running of the site going forward. A very disappointing outcome from the Town's viewpoint.
- District Cllr Eric Buckmaster report summarised:
  - Old River Lane proposals
  - Expansion of Hertford Theatre
  - Appointment of Richard Cassidy as new CEO of EHDC.
- Hertfordshire Police reported in absentia
  - There are no matters in the area that are critical and no exceptional crimes reported since last month
- Other Representatives & Champions
- Cllr Royle –
  - SCHOOLS Town council briefing meeting and school

town council meetings: The first Town School Council meeting was held on 12 March, chaired by the Mayor and attended by three of the four primary schools. We talked about Town Action Plan issues and recycling and invited the schools to contribute further ideas for the new Action Plan. The next meeting is scheduled for June.

- All but one school have now confirmed a date for a town council briefing in the Chamber.
  - I have arranged a meeting at Leventhorpe to discuss closer community links.
  - Recycling: I understand that an enhanced recycling 'offer' is imminent from East Herts Council, but doesn't currently include food or green waste.
  - FOOTPATHS AND OPEN SPACES Footpath 21: I have reported a tree blocking the twitchell to HCC following the recent storms. It was established that the clearance work off Springhall Lane is to restore the land to a meadow.
  - SAWBRIDGEWORTH SPORTS ASSOCIATION Arising from the EHVHCBC meeting (see below) I passed on to SSA the idea of tackling dementia, memory loss, depression through sport and sporting memories (<http://www.sportingmemories.org.uk/>.)
  - SYPRC I attended the East Herts Village Halls and Community Buildings Consortium meeting at Tewin. Claire Pullen and the social prescribing coordinator did presentations on EHC grants and EHC's support for Connecting lives, 'chatter tables' in coffee shops; community hubs in halls or elsewhere for the 40 plus age group providing health and social services support (two-year project presented by social prescribing coordinator; £30k from HCC this year and next); 'warm hubs' and 'frail hubs'
  - TOWN TWINNING A party from Moosburg is visiting us from 5-7 April; guests from Bry will be here from 13-15 September and we will visit Moosburg from 25-27 October.
- Cllr R Buckmaster – Sawbridgeworth YPRC. No report as committee has not met since last council meeting.
  - Cllr R Buckmaster – Sawbridgeworth Memorial Hall Trust. No report as committee has not met since last council meeting
  - Cllr E Buckmaster – May Fayre.
  - Cllr Alder – HAPTC. Board meeting of HAPTC. A presentation by the member from the Luton Airport area. A consultation paper will be issued later this year outlining the Airports Authorities views on future development of the aviation industry.

## 18/162 OFFICERS REPORTS

***Received and noted:*** reports from:

- Town Clerk and Town Projects Manager

To discuss any updates and matters arising from the report

Cllr Beeching asked for an update on Christmas Lighting

*Clerk responded that he had attended the annual briefing by HCC and Ringway. Rules on licensing are being tightened.*

Cllr R Buckmaster asked if Sawbobus would be running down Knight Street on 18 May for the Big Breakfast

*Clerk confirmed that no change to the Guide to Timings was planned.*



Cllr Furnace asked for an update on the repairs to the Sheering Lock bridge

*Clerk responded that a briefing from Essex Highways suggested that repairs were likely to be in June 2019.*

Cllr Furnace asked about tree preservation orders at the site next to Springhall Lane

*Clerk agreed that he would raise the issue with East Herts District Council.*

Cllr Royle asked for an update on the Elmwood footpath

*Clerk confirmed that the process has commenced to establishing the footpath as a Right of Way.*

Cllr Shaw asked if we has any response to the invitation to the Policed and Crime Commissioner to attend a council meeting.

*Clerk responded that we hadn't, and agreed to issue a further invitation.*

The Mayor asked about the future of the Fun-on-the-Field event.

*Clerk responded that the viability of the event was being considered and the costs and benefits were being scrutinised before any conclusion could be reached.*

#### **18/163 EAST HERTS DISTRICT PLAN**

To report on any developments following the adoption of the East Herts District Plan 2018.

- SAWB2 – considered by EHDC Development Management Committee on 13 February.
- SAWB3 – considered by EHDC Development Management Committee on 20 March.
- SAWB4 – Consultation received 13 February and to be considered by Planning Committee on 04 March.

Cllr E Buckmaster said that a Steering Group should have an on-going monitoring role – EHDC leader Cllr Haysey has said that the Masterplanning process should continue. The delegation of authority to the planning officer over s106 determination leaves many unanswered questions.

#### **18/164 BELL STREET CONVENIENCES**

**Resolved 1:** To accept the quotation from Healthmatic in the sum of £59,456 for the refurbishment and upgrade of the Bell Street conveniences. This sum to be provided by East Herts District Council. [*prop Cllr Alder; secd Cllr Beeching*]

**Resolved 2:** To accept in principle the proposal from Healthmatic in the sum of £13,900 for the provision of a dry toilet unit for the cemetery and to authorise the Clerk to explore the use of the balance of the capital sums available from the East Herts District Council. [*prop Cllr Alder; secd Cllr Riches*]

#### **18/165 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**

Request by SYPRC management committee to increase the spending limit of £2,000 requiring notification to the managing trustees. (Cllr R Buckmaster)

Instead of the agenda item Chair of the SYPRC management

committee wanted to seek consent to spend £2,900 on redecoration of the centre. Since this was from the SYPRC's own funds this was tacitly agreed.

**Agreed:** That the proposal to increase the £2,000 limited be deferred until after the management committee had met to determine what limit should be sought.

**18/166 SUSTAINABLE TRAVEL TOWNS**

To consider the Transport Research Laboratory report on Sustainable Travel Towns. (Cllr A Furnace)

Reference was made to this initiative being progressed by the Shaping Stortford Group. There was a difference of views about whether the close physical relationship between Sawbridgeworth and Bishops Stortford constituted an internal link between towns.

It was agreed that Sawbridgeworth would initially register their interest in becoming a Sustainable Travel Town.

**18/167 EXTENSION OF CEMETERY ROADWAYS**

To consider tenders received for the extension of the roadways in the town cemetery and determine which project or projects to approve.

**Resolved:** To accept the tender from RA Swann for Projects 1 & 2 in the sum of £20,502.

*[prop Cllr E Buckmaster; secd Cllr R Buckmaster]*

**18/168 ADDITION TO CCTV SYSTEM**

To consider a quotation from Sunstone for enhancements to the town CCTV system. Stage 1 is to upgrade existing server at a cost of £5,011. Stage 2 is to provide additional high definition cameras at the West Road junction. This has not yet been quoted for but an estimate is for a further £5,000.

**Agreed:** To consider these proposals further at a future council meeting.

**18/169 DEPOSIT & CONSULTATION DOCUMENTS**

There were no Documents for Noting and Consultation.

**18/170 FINANCIAL REPORT**

**Received and Noted:** The current Financial Report.

**18/171 ACCOUNTS FOR PAYMENT**

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

**18/172 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

- Presentation by Sophie Childs from NCS, the National Citizen Service.
- Review of enhancements and additions to the town CCTV system

Meeting closed at 21:20

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

Of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, and Sawbridgeworth at 21:25 on **Monday 25 March 2019**

#### Those present

Cllr Ruth Buckmaster  
Cllr Don Hall

Cllr Heather Riches  
Cllr David Royle

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

#### **P 18/139 APOLOGIES FOR ABSENCE**

To receive any apologies for absence. Apologies received from Cllr Shaw. Cllr Coysten was absent.

#### **P 18/140 PUBLIC FORUM**

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

#### **P 18/141 DECLARATIONS OF PECUNIARY INTEREST**

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

#### **P 18/142 MINUTES**

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

- 11 March 2019 (P15) [*prop Cllr Royle; secd Cllr Riches*]

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

#### **P 18/143 PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

---

**3/18/1523/FUL (SAWB3) Land at Chalks Farm, South of West Rd, Sawbridgeworth**  
Development of 200 homes with associated access, landscaping, parking, private amenity space, public open space and allotments

**Applicant:** Barratt David Wilson North Thames

**STC Comment:** Objection made to the DMC on Wednesday 20 March 2019

---

**3/19/0127/FUL 41 School Lane, CM21 9FA**

Change of use of amenity land to driveway and the erection of a 1.2 – 1.5 metre high retaining wall – Amendment to LPA's Approval 3/17/1398/FUL

**Applicant:** Unknown

**STC Comment:** No objection

---

---

**3/19/0406/FUL      Land Adj The Chestnuts, Redricks Lane, CM21 9RL**  
Demolition of swimming pool and enclosure. Erection of 1 no.3 bedroomed bungalow, with the creation of vehicular access, parking and landscaping  
**Applicant:** Unknown  
**STC Comment:** Objection. Infringing on greenbelt and appears contrary to District Plan Policy HOU11 (GBR1)

---

**3/19/0518/FUL      Land West of Farlea, Spellbrook Lane West, Spellbrook**  
Construction of 1 no. detached infill dwelling  
**Applicant:** Mr Peter Bada  
**STC Comment:** No objection

---

**3/19/0532/HH      3 Forebury Avenue, CM21 9BG**  
Double storey side and second storey rear extension with changes to fenestration  
**Applicant:** Unknown  
**STC Comment:** No objection

---

**P 18/144      LATE PLANNING APPLICATIONS**  
To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 22 March 2019.

---

**3/18/2770/HH      30 Bell Street, CM21**  
Single storey rear extension  
**Applicant:** Mr C Page  
**STC Comment:** No objection

---

**3/19/0624/PNHH      8 Beechfield, CM21**  
Single storey rear extension. Depth 6.0 metres, Maximum height 4.0 metres, Eaves height 2.9 metres  
**Applicant:** Mr Ben Halabi  
**STC Comment:** No objection

---

**P 18/145      PLANNING DECISIONS MADE BY EHDC**  
To receive Planning Decisions from EHDC

---

**3/18/2507/HH      11 Stoneleigh, CM21 0BT**  
Two storey side extension, erection of porch, conversion to garage and replacement of tiles. Insertion of door and window to flank elevation and alterations to fenestration.  
**Applicant:** Mr Navin Sood  
**STC Comment:** No objection  
**EHDC Decision:** Granted

---

---

**3/18/2693/HH            19 West Road, CM21 0BJ**

Single storey side and rear extension, alteration to roof at first floor and insertion of dormer windows to front

**Applicant:** Mr Adrian Hibbert

**STC Comment:** Objection. The extent and design of the proposed alterations, massing and appearance, would appear to be contrary to Policies HOU11(a) and HOU11(d) of the District Plan 2018.

**EHDC Decision:** Granted

---

**3/19/0195/LBC            Ground Floor Flats, Pishiobury House, Pishiobury Drive, CM21 0AF**

Subdivision of existing ground floor bedroom with part glazed partitions to create two bedrooms

**Applicant:** M & D Developments

**STC Comment:** No comment.

**EHDC Decision:** Refused. "The proposed subdivision of the one ground floor apartment to create a no.3 bedroomed ground floor apartment would have a strong and negative impact upon this Listed Building by distorting the proportions of the Drawing room of the approved permission lpa ref 3/15/0683/LBC and would therefore harm the special interest and significance of this Grade II\* Listed Building contrary to section 16 of the National Planning Policy Framework"

---

**3/19/0210/HH            23 Hampton Gardens, CM21 0AN**

Conversion of garage and alterations to fenestration

**Applicant:** Ms Hannah Bruce

**STC Comment:** No objection

**EHDC Decision:** Granted

---

## **P 18/146            PLANNING APPEALS**

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

Meeting Closed at 21:38

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

Of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, and Sawbridgeworth at 19:30 on **Monday 15 April 2019**

#### Those present

Cllr Ruth Buckmaster  
Cllr Don Hall

Cllr Heather Riches  
Cllr David Royle

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

#### **P 18/147      APOLOGIES FOR ABSENCE**

To receive any apologies for absence. Apologies received from Cllr Coysten. Cllr Shaw was absent.

#### **P 18/148      PUBLIC FORUM**

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

#### **P 18/149      DECLARATIONS OF PECUNIARY INTEREST**

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

#### **P 18/150      MINUTES**

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

- 25 March 2019 (P16) [*prop Cllr Riches; secd Cllr Hall*]

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

#### **P 18/151      PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

---

#### **3/19/0377/FUL      Tanit, Spellbrook Lane, East Spellbrook**

Change of use from House in Multiple Occupation with 6 bedrooms (use class C4) to Larger House in Multiple Occupation with 7 bedrooms (retrospective)

**Applicant:** Mr M Gostelow

**STC Comment:** Objection. Appears to be overcrowding of property with no proper means of emergency escape.

---

#### **3/19/0596/LBC      The Stables, 3 Great Hyde Hall, Hatfield Heath Road, CM21 9JA**

Replacement of windows and patio doors

**Applicant:** Mrs Kathleen Webb

**STC Comment:** No comment

---

**3/19/0655/HH**      **39 Pishiobury Drive, CM21 0AD**  
Erection of two storey front extension and addition to rear at first floor  
**Applicant:** Mr Khaled Labadedi  
**STC Comment:** No objection

---

**P 18/152**      **LATE PLANNING APPLICATIONS**  
To deal with Planning Applications received from EHDC following the  
Publication of this Agenda and received before 12 April 2019.

---

**3/19/0711/FUL**      **24 Church Walk, CM21 9BJ**  
Demolition and replacement 4 bedroomed dwelling with associated parking  
**Applicant:** Mrs Mary Shipman  
**STC Comment:** No objection

---

**P 18/153**      **PLANNING DECISIONS MADE BY EHDC**  
To receive Planning Decisions from EHDC

---

**3/18/2769/LBC**      **30 Bell Street, CM21 9AN**  
Single storey rear extension  
**Applicant:** Mr C Page  
**STC Comment:** No objection  
**EHDC Decision:** Granted

---

**3/19/0018/HH**      **60 Elmwood, CM21 9NW**  
Part garage conversion, first floor side extension and construction of roof over front porch.  
**Applicant:** Mrs Brennan  
**STC Comment:** No objection  
**EHDC Decision:** Granted

---

**3/19/0208/HH**      **102 Cambridge Road, CM21 9BU**  
Part two storey, part single storey rear and side extension to include the insertion of a flue  
**Applicant:** Mr C Hughes  
**STC Comment:** No objection  
**EHDC Decision:** Granted

---

**3/19/0284/FUL**      **Flat 1, Pishiobury House, Pishiobury Drive, CM21 0AF**  
Subdivision of bedroom (in ground floor Flat 1) with part glazed partitions to create two bedrooms  
**Applicant:** M & D Developments  
**STC Comment:** No objection.  
**EHDC Decision:** Application withdrawn by Applicant/Agent

---

---

**3/19/0307/HH          Penrhyn, London Road, Spellbrook**

Erection of a balcony at first floor rear elevation

**Applicant:** Mr & Mrs I Hussein

**STC Comment:** No objection

**EHDC Decision:** Refused. "The proposed development, cumulatively with the previous additions, would constitute inappropriate development within the Green Belt. The harm by reason of its inappropriateness is not clearly outweighed by other considerations, nor have very special circumstances been demonstrated. The proposal is therefore contrary to policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework" & "The proposed balcony by reason of its siting and design relates poorly to the existing dwelling and fails to maintain the character and appearance of the dwelling. The proposal is therefore contrary to Policies HOU11 and DES4 of the East Herts District Plan 2018"

---

**P 18/154          PLANNING APPEALS**

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

Meeting Closed at 19:40



# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE AND POLICY COMMITTEE

### Minutes<sup>1</sup>

of the meeting of the Finance and Policy Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:10 on **Monday 15 April 2019**.

#### **Those present**

Cllr Angela Alder  
Cllr Eric Buckmaster

Cllr Ruth Buckmaster  
Cllr David Royle  
*Ex Officio – Cllr Heather Riches*

In attendance:  
R Bowran – Town Clerk

#### **F 18/28 APOLOGIES FOR ABSENCE**

Apologies for absence received from:  
Cllr Furnace – holiday and Cllr Beeching – unwell.

#### **F 18/29 DECLARATIONS OF INTEREST**

There were no Declarations of Interest by Members

#### **F 18/30 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Finance and Policy Committee held on 14 January 2019 (F03)  
*[prop Cllr Alder; secd Cllr R Buckmaster]*

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

#### **F 18/31 STAFF MATTERS**

There were no matters to consider relating to members of staff.

#### **F 18/32 FINANCE MATTERS**

Having examined and discussed the draft Balance Sheet and Income and Expenditure account for the year to 31 March 2019;

**Resolved:** To approve management accounts for the twelve month period to 31 March 2019. To write off the sum of £23 on the Santander bank account which is irrecoverable. To note proposed movements in Ear Marked Reserves.  
*[prop Cllr R Buckmaster; secd Cllr Royle]*

#### **F 18/33 POLICY MATTERS**

There were no matters to consider relating to policies for the future development of Town Council services to the community.

#### **F 18/34 COMMUNICATION MATTERS**

There were no matters to consider relating to council communications

#### **F 18/35 ITEMS FOR FUTURE AGENDAS**

There were no matters for inclusion on future agendas.

Meeting Closed at 20:30

---

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

### **SCHOOLS**

**Town council briefing and school town council meetings:** Leventhorpe School Council are coming to the Council on 23 April for a briefing on what we do and they will also make a presentation of their own. I will report on anything significant on 29<sup>th</sup>. Briefing sessions have been arranged for the remaining infants, junior and primary schools in May and June.

**Recycling:** I currently don't have any information on the response to and take-up of the recent recycling 'offer' from East Herts Council.

### **FOOTPATHS AND OPEN SPACES**

Corinne Lewis organised a successful and well-supported litter pick on Saturday 30 March using equipment borrowed from TUBS. There are plans to purchase 'our own' equipment with a grant, which could be made available to other community groups.

### **SAWBRIDGEWORTH SPORTS ASSOCIATION**

The AGM is being held on 23 April. I will report on any matters arising at Council on 29<sup>th</sup>.

### **TOWN TWINNING**

We had a successful visit from Moosburg from 5-7 April, which included a visit to Wimpole Hall and a dinner at the Hailey Centre.

I have sent a message of sympathy/solidarity to the Mayor of Bry-sur-Marne and our town twinning committee contacts there following the tragic fire at Notre Dame.

**David Royle 190419**

---

# Sawbridgeworth Town Council

---

Subject: **Clerk's Report April 2019**

Date: 23 April 2019

---

## **Bell Street Conveniences.**

- Quotation from Healthmatic accepted. Now waiting for a meeting with James Gardner, EHDC on 26 April to progress financing and planning issues.

## **CCTV in Sawbridgeworth**

- Quotes received for upgrade to CCTV infrastructure.
- Additional quote being sought for enhanced CCTV cameras to cover the London Road / West Road area.

## **Cemetery Development**

- Quote for Cemetery road extension accepted and now waiting for a start date.
- On-going management of site by TPM

## **Community Transport - Sawbobus**

- Sawbobus is now to be returned to Rochdale for extensive investigations and repairs. Loan vehicle is being provided.
- Training on new reporting system on 26 April.
- New route discussions in progress.
- Routes now to be submitted to Traffic Commissioner.
- Discussions with Essex CC re: funding

## **Community Transport – Hire buses**

- Two mini-buses are now both in active use.

## **Election May 2019**

- Assistance given to prospective candidates with nomination procedures.

## **Events**

- Civic Dinner organised and executed by TPM
- Fun-on-the-Field. Event moved to the autumn. See Press Release below.

## **Footpaths**

- Work on the footpath between F&B School and Gt St Marys church via the church hall has been completed. Flooding issue solved, now complaints being received that it has not been tarmac'd.

## **Herts Highways**

- Spellbrook bus shelter has now been replaced with a Herts Highways "standard" installation with enhanced kerb heights.

**May Fayre**

- Attended meeting between event organiser and the police to scrutinise the arrangements for the SMHT May Fayre event in May.

#### **Police Crime and Commissioner for Hertfordshire**

- Renewed invitation to Commissioner David Lloyd to attend a council meeting and address Members.

#### **Projects**

- Town Green; contact re-made with EHDC to discuss options for redevelopment into a town social multi-use hub.
- Council Storage. Initial plans are being considered to replace the existing storage facility at Oakridge Nurseries at the termination of the lease in 2020.

#### **Representation**

- SLCC AGM

---

## **P R E S S   N O T I C E**

**08 April 2019**

### **FUN-on-the-FIELD**

Fun on the Field is the main summer event presented by the Town Council and has taken place over the last 5 years.

This event was a collaborative event that originally started out as a collaborative community event between Hertfordshire Police and the Town Council and it grew in popularity beyond all expectations.

We are pleased to announce that Fun-on-the Field will now change from being in early summer-to being a late summer event.

The date for the 2019 Fun on the Field will be Saturday 31 August, 12 noon to 5pm

The Dog Show, Wheelbarrow Race, Food Stalls, Demonstrations and much more will be the main elements of the "new look" summer event.

Our website will detail new information over the coming months. Please take a look at our page [www.sawbridgeworth-tc.gov.uk](http://www.sawbridgeworth-tc.gov.uk) to see what a great family afternoon looks like at Fun on the Field

**ENDS.**

For further details please contact the Town Clerk, Richard Bowran or the Town Projects Manager, Jo Sargent at Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN, or telephone them on 01279 724537.