

Sawbridgeworth Town Council

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



MAYOR
Cllr Greg Rattey

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

TOWN CLERK
Christopher Hunt

Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;
Coysten; Furnace; Gray; Patel; Parsad; Rattey; and Royle

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 27th September 2021** commencing at 19:30 to transact the business set out in the agenda below.

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

Town Clerk
20th September 2021

AGENDA

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

21/59 APOLOGIES FOR ABSENCE

To receive any apologies for absence

21/60 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

21/61 PUBLIC FORUM

To receive and respond to questions from members of the public on matters within the remit of the Town Council.

21/62 MINUTES

[📄] [👍]

To approve as a correct record the minutes of the Meeting of the town council held on 26th July 2021 (M03) *[Attached]*

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

21/63 PLANNING COMMITTEE

[📄]

To receive and note the minutes of the Planning Committee held on 26th July 2021 (P04) *[Attached]*

To receive and note the draft minutes of the Planning Committee held on 13th September 2021 (P05) *[Attached]*

- 21/64 FINANCE AND POLICY COMMITTEE**
To receive and note the draft minutes of the Finance and Policy Committee held on 13th September (F02) *[Attached]*
[📎]
- 21/65 ED & STAP COMMITTEE**
To receive and note the draft minutes of the ED & STAP Committee held on 13th September 2021 (E02) *[Attached]*
[📎]
- 21/66 ECO AUDIT WORKING PARTY**
To Receive and note the Eco audit working party group notes held on 7th September 2021
- 21/67 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive mayor's appointments and communications
- 21/68 REPRESENTATIVES REPORTS**
To receive representatives reports from:
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[📎]
 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr Royle
 - Cllr R Buckmaster
 - Cllr A Furnace
- 21/69 TOWN CLERK REPORT**
[📎] To receive and note clerk's report for the month of September 2021.
- 21/70 TOWN PROJECT MANAGERS REPORT**
[📎] To receive and note Town Project Managers report for the month of September 2021.
- 21/71 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 21/72 FINANCIAL REPORT**
[📎] To note the current Financial Report
- 21/73 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 21/74 ITEMS FOR FUTURE AGENDAS**
To note any items for future agendas.

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

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at 19.30 in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 26 July 2021**.

Those present

Cllr Angela Alder	Cllr Annelise Furnace
Cllr Eric Buckmaster	Cllr Greg Rattey
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	Cllr Nathan Parsad
Cllr Craig Chester	

In attendance:

J Sargent – Interim Town Clerk	Chris Carter Bishop's Stortford Independent
	3 members of Hertfordshire Constabulary
	3 members of the public

Welcome by the Town Mayor followed by thought for the day from Cllr David Royle

21/41 APOLOGIES FOR ABSENCE

Cllr P Gray – Absent
Cllr D Patel – Family Commitment
Cllr A Furnace – Family Commitment
Cllr P Coysten - Illness

21/42 DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of Pecuniary Interests.

21/43 PUBLIC FORUM

There were a series of questions from a member of the public in relation to agenda item 21/48 on matters within the remit of the Town Council:
The Mayor invited the member of the public to speak at the time of agenda item 21/48. They also shared their thanks to the Interim Town Clerk, Jo Sargent for all that she had done with the smooth transition of keeping the town council operating efficiently since the previous clerk's departure.

21/44 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 28 June 2021 (M02) [*prop Cllr A Alder; secd Cllr R Buckmaster*]

Matters arising from these Minutes and not dealt with elsewhere on this Agenda. Cllr Royle asked if a response had been sent to Herts County Council in relation to our support on the Mandeville School expansion. Interim Town Clerk responded that there had not been any correspondence sent to date.

21/45 PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 28 June 2021 (P02)

Received and noted: the draft minutes of the planning committee held on 12 July 2021 (P03)

- 21/46 AMENITIES COMMITTEE**
Received and noted: the draft minutes of the Amenities Committee held on 28 June 2021 (A01)
- 21/47 ED & STAP COMMITTEE**
Received and noted: the draft minutes of the ED & STAP Committee held on 12 July 2021 (E01)
- 21/48 WRENBRIDGE B8 LOGISTICS CENTRE**
Question from a member of the public: I ask this question to the town council as a whole body, could they tell me what they are doing in cooperation with other agencies to minimise the damage from the lorry traffic which will come down the A1184 also through Bishop's Stortford from the ill-advised distribution centre in the South of Bishop's Stortford. Are they talking to Essex County Council Highways about junction 7A on the M11 and the extra difficulties which will befall the A1184 in Sawbridgeworth.
- Additionally questions for the District Councillor on the Development Control Committee.* Was the planning permission for the Distribution Centre passed unanimously? Did the committee realise what they were agreeing to? If so, why did they agree? If not, why not?
- Cllr Nathan Parsad responded that a letter had been written and sent by the town council with strong objections, however, to note that we were limited by the grounds on which we could object as this was a 'reserved matters' application i.e. the outline planning application has already been approved. Objections in relations to the reserved matters including layout, design, the relationship to grade 2 listed buildings and the potential disaster with the additional movement of heavy goods vehicles travelling through Sawbridgeworth. There have been many local objections in various formats and as individuals and a corporate body they will continue to encourage all to object against this application.
- Interim Town Clerk confirmed that to date there had been no response to our formal letter that was sent by mail, email and logged onto the East Herts Council Planning Portal before the deadline. As a council we are liaising closely with Cllr Graham McAndrew as a Bishop's Stortford Town Councillor and his East Herts Council portfolio as Executive Member for Environmental Sustainability. Herts County Council's Development Management Group Manager has also now responded comprehensively rejecting the reserved matters application.
- Cllr A Alder responded that she felt that it was unfair to lay the blame with East Herts Council for approving this plan as it deviates from what was originally proposed. As a council although it was classified as B8 it was detailed as a high tech development to include a car showroom with additional professional / technical type businesses. The land was subsequently sold to Wrenbridge who have moved away from the original proposal. It is a very unfortunate turn of events and we can only hope that with all of the local objection that common sense will prevail and the development will not proceed as currently planned.
- Cllr David Royle advised that other bodies that have been involved are the Bishop's Stortford Civic Federation who have submitted a detailed objection. Additionally Cllr A Furnace and Cllr D Royle attended a Bishop's Stortford Town Council Planning Committee meeting, and it was good that as neighbouring towns we share the same views.

Cllr R Buckmaster answered the questions in relation to her role on Development Management Control (DMC) committee at East Herts Council – she reported that she was not on DMC at the time that the outline planning was passed and therefore could not answer those questions, she did advise that members of the DMC have now requested that votes be recorded, current members of DMC are concerned that decisions are coming before them that they do not all agree with and therefore it is now necessary to record how members vote on future applications. Cllr R Buckmaster detailed that as a member of DMC she is not allowed to comment on any planning issue that comes before her, she is unable to personally give an opinion on the Wrenbridge application. It came to DMC as an outline planning application and in these instances the committee members are not given any details of what outline planning applications could become in the future.

21/49

HAILEY CENTRE REPRESENTATIVE

Resolved: to accept the recommendation of the Trustees of the Hailey Centre Charity to appoint Cllr G Rattey as a representative of the town council on the Board of Trustees.

[prop Cllr J Burmicz; secd Cllr N Parsad]

21/50

SAWBRIDGEWORTH TRUST REPRESENTATIVE

Resolved: to accept the recommendation of the Trustees of the Sawbridgeworth Trust Charity to appoint Cllr G Rattey as a representative of the town council on the Board of Trustees.

[prop Cllr R Buckmaster; secd Cllr J Burmicz]

21/51

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications:

Cllr G Rattey advised that he had continued to meet with landlords in the town and they have expressed how pleased that they are with the town council's involvement with local businesses. Businesses on London Road and West Road had also been visited with Cllr N Parsad and reported that they often feel neglected and not part of the community on town issues, Cllr G Rattey will ensure in future that they are consulted on all matters with town vibrancy.

A date has been set for the 2nd August to have a social event with all of the traders in the town at The Old Bell, there has been a very positive response to the invitation on social media from many traders.

Collaboration with two east Herts officers on the Social Inclusion and Diversity Strategy is progressing, this is the first time that the LGBT+ community has been represented and therefore the Mayor commends East Herts District Council for this work.

Visit with Home Instead who are now registered charity and are keen to support the elderly population and are offering free dementia classes in collaboration with Tesco.

Continued work with the Black and Asian community in the town and discussions around racism have taken place. The results are mixed with most reporting that they have received indirect racism, so this continues to be a work in progress.

Visited the Brownies on their Hawaiian night along with Father Simon, this was great fun and all credit to Brown Owl and all the ladies there who do a superb job.

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor E Buckmaster additionally added:
 - Flooding – with more frequent excessive rainfall there are local major issues, although gullies are working and have been maintained they are unable to cope with a deluge of water over a short period of time. This needs to be monitored and a longer term strategy sought and systems put in place to mitigate future flooding. Herts County Council had held a 2 day scrutiny meeting with agency partners including Affinity and Thames Water and a representative from University of Hertfordshire on Climate Change, the scrutiny committee will present recommendations from findings.
 - Sustainable Sawbridgeworth Group – County Council working together with schools on 'No Idling' signs, champions for schools to progress and ask individual schools what their requirements would be.
 - SAWB4 section 106 agreement should be signed by the autumn.
 - West Road – 10 weeks of utility connection works will start on 9th August and will be in three phases, two week road closure from Roseacres, three weeks of signals and a further five weeks of closure. This has been coordinated so that other utilities such as electricity and foul sewer will be carried out at the same time.
 - Taylor Wimpey site – letter written requesting for the town council to visit the site, awaiting response.
 - Barretts Site – outstanding issues from the local flood authority who have unanswered questions with regards to the drainage and culverts, this is part of the construction management plan that is outstanding.
- Questions to the County Councillor:
 - Cllr Alder – with regards to the road closure how is this going to affect the business at the end of West Road and how will residents access their own homes?
Cllr E Buckmaster responded that the businesses at Crumps Farm, the Orange Tree and Ridgeons will have to be accessed via High Wych, and to note that the weigh limit on that road will be suspended for the closure period.
- District Councillor Cllr R Buckmaster – no further information to report.
- District Councillor Cllr A Alder – no further information to report.
- District Councillor Cllr J Burmicz – no further information to report.
- Hertfordshire Police Report (Verbal report from PC S Marshall):
 - Increase in keyless car thefts and strongly recommended the use of faraday pouches to keep keys in, this can be obtained from the police. In particular it is high value cars that are targeted.
 - Priority areas remain with Great St Marys Church, engagement is good, where there are incidents with E-Scooters and anti-social behaviour the use of panther forms and education seem to be working well in addition to talking to parents. A Community Voice Event at Church Park on 19th August 11am-2pm. A successful visit and walk around

with Pearl Devonshire (Crime Prevention Officer) highlighted some hotspots and vulnerable areas that will now be the focus working alongside Father Simon.

- High Risk Missing Person – thanks to town council and local members of the community with offers of help.
- BOBB Watch – still active, every three months.
- CCTV training complete with Sunstone, thanks to Interim Town Clerk for arranging the training, this has enabled more access to the system to obtain footage in a timely manner.
- Inspector Chris Hunt updated members on police recruitment and reported that East Herts has a healthy number of officers, there are a lot of new officers, degree students are now coming through also with changes to entry requirements. The Safer Neighbourhood Team is operating at full capacity and he thanked the town council for their support in advocating the importance of recruitment.

○ Other Representatives –

• **Cllr D Royle:**

- Young Peoples and Schools / SYPRC, will have a new youth leader in September.
- Footpath 26 - still outstanding but work on this should not be too delayed now that new officers have been inducted.

• **Cllr R Buckmaster:**

- SYPRC AGM has taken place and fond farewell was given to Ron Alder for over 50 years of loyal dedication to the charity. There are currently 2 vacancies for community members to join the committee.

21/53 OFFICERS REPORTS

Received and noted: Officers' reports for the month of July 2021:

Cllr R Buckmaster requested the date for the Town Selfie Walk, the Interim Town Clerk will email the information through.

Interim Town Clerk confirmed that Emery Electrical were booked to visit on 29th July and work on the EV Charging points was imminent.

Cllr Alder confirmed that the appointment of a new driver for Sawbobus had taken place.

21/54 GRANT APPLICATIONS

To consider the following grant applications:

1. Sawbridgeworth Fire Station
Maintenance of community Defibrillator.
Sum requested £69.60

Resolved: To make a grant of £69.60 [*prop Cllr Alder; secd Cllr N Parsad*]

2. Sawbridgeworth Allotment Association
Contribution to Conservation Project on Southbrook allotment site.
Sum requested £200

Resolved: To make a grant of £200 [*prop Cllr R Buckmaster; secd Cllr A Furnace*]

21/55 DEPOSIT & CONSULTATION DOCUMENTS

There were no Documents for Noting and Consultation

21/56 FINANCIAL REPORT

Noted: The current Financial Report

21/57 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

21/58 ITEMS FOR FUTURE AGENDAS

There were no items for future agendas

Meeting ended at 20.30

Thought for the day – Cllr D Royle

The last page of *Long Walk to Freedom* by Nelson Mandela

...It was during those long and lonely years that my hunger for the freedom of my own people became a hunger for the freedom of all people, white and black. I knew as well as I knew anything that the oppressor must be liberated just as surely as the oppressed. A man who takes away another man's freedom is a prisoner of hatred, he is locked behind the bars of prejudice and narrow-mindedness. I am not truly free if I am taking away someone else's freedom, just as surely as I am not free when my freedom is taken from me. The oppressed and the oppressor alike are robbed of their humanity.

When I walked out of prison, that was my mission, to liberate the oppressed and the oppressor both. Some say that has now been achieved. But I know that that is not the case. The truth is that we are not yet free; we have merely achieved the freedom to be free, the right not to be oppressed. We have not taken the final step of our journey, but the first step on a longer and even more difficult road. For to be free is not merely to cast off one's chains, but to live in a way that respects and enhances the freedom of others. The true test of our devotion to freedom is just beginning.

I have walked that long road to freedom. I have tried not to falter; I have made missteps along the way. But I have discovered the secret that after climbing a great hill, one only finds that there are many more hills to climb. I have taken a moment here to rest, to steal a view of the glorious vista that surrounds me, to look back on the distance I have come. But I can rest only for a moment, for with freedom come responsibilities, and I dare not linger, for my long walk is not yet ended.

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 26 July 2021** at 8.30pm.

Those present

Cllr Angela Alder
Cllr Nathan Parsad

Cllr Craig Chester
Cllr David Royle

(Ex-officio Cllr Rattey)

In attendance:
L Dale – Planning Officer

P 21/28 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllr Patel. Cllr Gray was absent.

P 21/29 PUBLIC FORUM

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

P 21/30 DECLARATIONS OF PECUNIARY INTEREST

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

P 21/31 MINUTES

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

- 12 July 2021 (P03) *[prop Cllr Parsad; secd Cllr Royle]*

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

P 21/32 WRENBRIDGE – ST JAMES WAY, BISHOP'S STORTFORD

To receive updates. No updates received. Cllr Alder expressed disappointment that our response, outlining principal objections to the proposed business park, had not been acknowledged by East Herts District Council. It was agreed that an Agenda item be added to discuss any other future proposed local/neighbouring developments.

P 21/33

PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/21/0893/FUL 7 Pishiobury Drive, CM21

Demolition of existing house and construction of one 2 storey detached house with basement, loft bedrooms, two balconies to rear first floor; detached garage and front entrance gates

STC Comment: Objection. Overdevelopment of site. Neighbour's objections supported [prop Cllr Parsad; secd Cllr Royle]

3/21/1740/HH 1 Fair Green, CM21 9AG

Rebuilding of damaged boundary wall

STC Comment: No objection [prop Cllr Chester; secd Cllr Royle]

3/21/1742/HH 4 The Old Stables, Bell St, CM21 9AN

Insertion of window to first floor rear elevation

STC Comment: No objection [prop Cllr Chester; secd Cllr Royle]

3/21/1782/HH 4 Rowney Wood, CM21 0HR

Single storey side extension with insertion of new roof lights and side window, alterations to fenestration

STC Comment: No objection, however would urge an assessment of light be carried out [prop Cllr Parsad; secd Cllr Chester]

P 21/34

LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 23 July 2021.

3/21/1861/FUL The Chestnuts, Redricks Lane, CM21

Change of use of annexe known as Rose Cottage to separate residential dwelling within its own curtilage and creation of new entrance and gates.

STC Comment: No objection [prop Cllr Parsad; secd Cllr Chester]

P 21/35

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/0311/HH 25 Vantorts Road, CM21 9NA

Alterations and raising of roof. Two storey side extension and changes to fenestration

STC Comment: Objection - overdevelopment

EHDC Decision: Refused. "The proposed development, by virtue of its resultant size, scale and dominance through the addition of the two storey side extension, would result in an overly large dwelling that does not relate satisfactorily to the existing dwelling and does not respect or improve upon the character of the area. As such, the proposal conflicts with Policies HOU11 (criteria a) and DES4 (I.(a)) of the East Herts District Plan (2018)"

3/21/1174/HH 35 Wychford Drive, CM21 0HA
Alterations to front single storey extension from flat roof to pitched roof
STC Comment: No objection
EHDC Decision: Granted

3/21/1215/HH 18 Pishiobury Drive, CM21 0AE
Installation of swimming pool and terracing to rear garden
STC Comment: No objection
EHDC Decision: Granted

3/21/1344/HH 13 Honeymeade, CM21 0AR
Demolition of conservatory and erection of a single storey rear extension with roof lantern
STC Comment: No objection
EHDC Decision: Granted

3/21/1381/HH 35 Barnard Road, CM21 9DY
STC Comment: No objection but concerns re impact on neighbouring properties
EHDC Decision: Granted

P 21/36 PLANNING APPEALS

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

Meeting Closed at 9.00pm

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 13 September 2021** at 7.30pm.

Those present

Cllr Angela Alder
Cllr Nathan Parsad

Cllr Craig Chester
Cllr David Royle

(Ex-officio Cllr Rattey)

In attendance:

C Hunt – Town Clerk
L Dale - Planning Officer

P 21/37 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllr Patel. Cllr Gray was absent.

P 21/38 PUBLIC FORUM

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

P 21/39 DECLARATIONS OF PECUNIARY INTEREST

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

P 21/40 MINUTES

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

- 26 July 2021 (P04) [*prop Cllr Parsad; secd Cllr Royle*]

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

P 21/41 DELEGATED POWERS

Report on comments made under delegated powers

3/21/1764/HH **21 Pishiobury Drive, CM21 0AD**

Single storey rear extension

STC Comment: No objection

3/21/1854/FUL **35 Bell Street, CM21 9AR**

Change of use of first floor offices (A1) to create 1, 1 bedroomed dwelling. Insertion of door and alterations of fenestration

STC Comment: Regret the loss of office space in the high street but appreciate the need for further homes and the continued occupation of this building. Welcome the retention of retail space at ground floor

3/21/1878/HH **100 Cambridge Road, CM21 9BU**
Demolition of conservatory, construction of two storey rear and side extensions, single storey rear extension, single storey front infill extension, new side porch and door opening
STC Comment: No objection

3/21/1887/HH **47 Cambridge Road, CM21 9JP**
Construction of 4 loft dormer windows, with a Juliet balcony on the front elevation, insertion of rooflight at the first floor level
STC Comment: No objection

3/21/1908/HH **High Trees, 8 Beech Drive, CM21 0AA**
Part two storey and part first floor rear extension with 3 rooflights with pitched roofs – amended from previous application (original 1 rooflight with flat roof)
STC Comment: No objection

P 21/42 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments - Response received from the Principal Planning Consultant regarding Wrenbridge:- "I have advised Wrenbridge that I will be writing my report shortly and recommending refusal based on the Highway objection and the design of the proposal in regard to design and setting of the nearby listed building. Wrenbridge may decide to withdraw the application before it is determined. I am aiming to have my report written in the next couple of weeks".

The committee has requested that the Clerk formerly write to both Hatfield Broad Oak & Hatfield Heath Parish Clerks and request to be informed of any developments regarding the potentially proposed Hatfield Garden Community. Cllr Chester asked if we could be updated on the Central and Eastern river crossing for Harlow and Gilston Garden Villages – Clerk to contact Cllr E Buckmaster.

Cllr Royle reported a potential development of 84 new homes in Sheering & 14 new homes in Sheering Lower Road.

P 21/43 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/21/1546/HH **Orion, London Road, Spellbrook**
Erection of a single storey rear extension, insertion of door to side and rear, insertion of windows to flank elevations and widening of window to rear, loft conversion incorporating front and rear rooflight windows and replacement of entrance gates
STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

3/21/2121/HH **Wyndene, Redricks Lane, CM21 0RL**
Demolition of conservatory. Erection of a two storey rear extension and insertion of window to flank elevation
STC Comment: No objection [*prop Cllr Parsad; secd Cllr Chester*]

3/21/2127/HH 3 Naseby Lodge, Cambridge Road, CM21 9BS

Single storey rear extension

STC Comment: No objection [prop Cllr Parsad; secd Cllr Chester]

3/21/2147/HH 84 High Wych Road, CM21 0HQ

Removal of conservatory, rear projection, side projection and integrated car-port.
Construction of single storey rear extension, detached timber-framed car-port, alteration
and extension to rear first floor external wall with new flat roof and sash window

STC Comment: No objection [prop Cllr Royle; secd Cllr Parsad]

3/21/2162/HH 7 School Lane, CM21 9FA

Roof space conversion with rear dormer window and 3 front roof windows

STC Comment: No objection [prop Cllr Chester; secd Cllr Royle]

3/21/2195/TEL Land at Harlow Road, Bonks Hill

Proposed 5G telecoms installation: H3G Phase 8 20m high street pole c/w wrap-around
cabinet and 3 further additional equipment cabinets

STC Comment: No objection [prop Cllr Parsad; secd Cllr Royle]

3/21/2202/HH 4 Walnut Tree Avenue, CM21 9JR

First floor front extension over existing garage including 2 side dormer windows and a
Juliet balcony

STC Comment: No objection [prop Cllr Chester; secd Cllr Parsad]

P 21/44 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the
Publication of this Agenda and received before 10 September 2021.

3/21/2210/HH 11 Roseacres, CM21 0BU

Single storey rear extension and cedar weatherboard cladding fitted to front elevation

STC Comment: No objection [prop Cllr Royle; secd Cllr Chester]

P 21/45 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/0437/HH &

3/21/0438/LBC 2 Cambridge Road, CM21 9BS

First floor rear extension, new first floor side window opening and alterations to ground
floor roof over the kitchen

STC Comment: No objection & No comment

EHDC Decision: Granted

3/21/0777/FUL 1 Bullfields, CM21 9DB

Demolition of dwelling house. Erection of 4no. 2 bed flats with dedicated refuse and cycle storage provision, parking provision for 4 vehicles and associated outside amenity space

STC Comment: Objection. Overdevelopment of site

EHDC Decision: Refused. "The proposed development, by reason of its size, scale, form, siting, design and layout, would add considerable bulk and mass to the site that would not be of a high standard of design to reflect local distinctiveness, resulting in an unduly prominent development that would be of detriment to the character and appearance of the street scene and the adjacent Sawbridgeworth Conservation Area. Furthermore, the proposed development would represent a cramped form of development amounting to overdevelopment of the site which would fail to be in keeping with the existing grain of development. The proposal would therefore be contrary to Policies DES4, HOU2, HOU11 and HA4 of the East Herts District Plan 2018 and the National Planning Policy Framework"

3/21/0786/HH Mandevilles, Bonks Hill, CM21 9HS

Demolition of existing outbuilding and erection of garden room to provide gym and home office

STC Comment: No objection

EHDC Decision: Granted

3/21/0819/HH 18 Cambridge Road, CM21 9BS

Removal of conservatory. Construction of single storey rear extension, raising of roof height, 3 front dormers, first floor rear extension with 3 rear dormers, new front porch, garage conversion and alterations to fenestration

STC Comment: No objection

EHDC Decision: Granted

3/21/0949/VAR Farlea, Spellbrook Lane West, CM23 4AY

Variation of condition 2 (approved plans) of planning permission; 3/20/1955/FUL – Erection of 1, 5 bedroomed dwelling and detached garage, with the provision of a new access and an amended internal track

STC Comment: Deferred until next meeting. Additional information sought

EHDC Decision: Granted

3/21/1064/HH 103 High Wych Road, CM21 0HH

Single storey rear extension, conversion of loft, insertion of 2 side dormer windows and 1 rear dormer window incorporating Juliet balcony and rooflight to front elevation

STC Comment: No objection

EHDC Decision: Granted

3/21/1174/HH 35 Wychford Drive, CM21 0HA

Alterations to front single storey extension from flat roof to pitched roof

STC Comment: No objection

EHDC Decision: Granted

3/21/1347/HH **11 Walnut Tree Crescent, CM21 9EB**

Replacement of access ramp

STC Comment: No objection

EHDC Decision: Granted

3/21/1467/HH **3 Redricks Lane, CM21 0RL**

Partial demolition of extension and erection of single storey rear extension with replacement roof with roof lights to rear and side. Alterations to fenestration with additional window to side

STC Comment: No objection

EHDC Decision: Granted

3/21/1559/HH **13 Elmwood, CM21 9NL**

First floor rear extension

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by reason of its size, scale and design, would not achieve a high standard of design and would result in an unsympathetic form of development which fails to reflect local distinctiveness. The development would therefore be harmful to the character and appearance of the site and the surrounding area. Furthermore, the proposed extension would result in harm to the amenity of the occupiers of 11 Elmwood by way of loss of light, overbearing and impact on outlook. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018"

3/21/1591/HH **18 Rowney Gardens, CM21 0AT**

Infill to existing porch and construction of new porch

STC Comment: No objection

EHDC Decision: Granted

3/21/1604/HH **3 Roman Rise, CM21 0EG**

Single storey rear extension

STC Comment: No objection

EHDC Decision: Granted

3/21/1625/FUL **29 Station Road, CM21 9JY**

Change of use of outbuilding into annexe with alterations to doors and fenestration and insertion of 3 rooflights

STC Comment: No objection - however neighbours concerns regarding overlooking should be addressed

EHDC Decision: Refused. "The proposed development, by reason of its alterations, use and siting, would amount to a self-contained unit which would create backland/ tandem development that does not represent the character of development within this area, therefore constituting poor design and development that fails to reflect local distinctiveness. The setting of the listed building would not be preserved and the character or appearance of the Sawbridgeworth Conservation Area would not be preserved or enhanced. The proposal is therefore contrary to Policies DES4, HOU11, HA1, HA4 and HA7 of the East Herts District Plan 2018" & "The proposed annexe, by reason of its

access externally onto the car parking courtyard does not create a functional link to the main dwelling and would in effect amount to a self-contained unit. The proposal is therefore contrary to Policy HOU13 of the East Herts District Plan 2018 & "The proposed development would not provide internal living accommodation capable of providing a satisfactory standard of amenity for the occupiers of the proposed annexe, failing to meet the Technical Housing Standards - nationally described space standards.

3/21/1716/HH **Greenways, The Drive, CM21 9EP**
Single storey rear extension
STC Comment: No objection
EHDC Decision: Granted

3/21/1740/HH &
3/21/1741/LBC **1 Fair Green, CM21 9AG**
Rebuilding of damaged boundary wall
STC Comment: No objection & No comment
EHDC Decision: Granted

P 21/36 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. Noted

Planning Appeal: Farlea, Spellbrook Lane West
LPA Appeal Reference: 21/00034/REFUSE

Meeting Closed at 7.54pm

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 21:00 on **Monday 13th September 2021**.

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr David Royle
Cllr Nathan Parsad

In attendance:

Christopher Hunt – RFO
J Sargent – Town Project Manager

Cllr Greg Rattey (Ex Officio)

F 21/10 APOLOGIES FOR ABSENCE

Cllr D Patel

F 21/11 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 21/12 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 14th June 2021 (F01)
[prop Cllr N Parsad; secd Cllr R Buckmaster]

F 21/13 STAFF MATTERS

To consider any matters relating to members of staff.

Updates:

- The Clerk informed members that he will be completing staff 'one to one' meetings this week and asked if there was to be a job evaluation this year.
- Cllr Alder indicated that the last job evaluation was five years ago and was required again. Cllr Alder will work with the Clerk as the Clerk raised this process is unsettling for staff.
- The Town Project Manager explained the bus service will be returning to a normal five-day service from the current three days now a further drivers have been employed, Mr Shenton and Mr Robinson.

FINANCE MATTERS

F 21/14

Updates:

- The Town Project Manager updated regarding the external audit. PKF Littlejohn have not responded to date, but have to the 30th September 2021 to advise results of external audit.

F 21/15 POLICY MATTERS

Updates:

- The Town Project Manager raised the update on the transfer the current energy provider to a 'green/ renewable' provider. The cost was not sustainable at this time. It was agreed that further exploration is required from standard providers to offer a balance of moving towards greener energy. The choice of provider was delegated to the Clerk and Chair of Finance and Planning.

F 21/16 ITEMS FOR FUTURE AGENDAS

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

Meeting Closed at 21.31

SAWBRIDGEWORTH TOWN COUNCIL

ECONOMIC DEVELOPMENT & SAWBRIDGEWORTH TOWN ACTION PLAN COMMITTEE

Minutes

of the meeting of the Economic Development and STAP Committee held at, Sayesbury Manor, Bell Street, Sawbridgeworth at 20.00 on Monday 13th September 2021.

Those present

Cllr A Alder

Cllr R Buckmaster

Cllr A Furnace

In attendance:

Christopher Hunt – Town Clerk

J Sargent – Town Projects Manager

Cllr N Parsad

Cllr David Royle

Cllr G Rattey – ex officio

E 21/13 APOLOGIES FOR ABSENCE

Cllr D Patel

E 21/14 PUBLIC FORUM

There were no members of the public present at the Economic Development and STAP Committee.

E 21/15 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

E 21/16 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 12th July 2021 (E01)
[prop Cllr R Buckmaster, secd A Alder]

E 21/17 TOWN GREEN WORKING PARTY

Updates:

- Cllr R Buckmaster, explained that a site meeting had taken place to work through the tree survey with Town Projects Manager and Clerk. During which the wall adjoining Bell Street had caused concern due to the proximity of trees and general condition.
- The Town Projects Manager confirmed a structural engineer from a local company has been instructed to look at the wall prior to the working party meeting (21st September 2021)
- Cllr R Buckmaster stated the children's ideas on the project and a survey will take place once the result of the wall survey was known. The project will require a business plan moving forward and £20,000 has been put aside for the project in Town Council budget.
- Cllr Alder and Cllr Furnace were keen on tree retention or replacement, Cllr Furnace thought replant and replace as per the 2022 Queens Jubilee project would be fitting which can be considered moving forward.

E21/18 TOWN BRANDING / BIG WAVE INITIATIVE

Updates:

- The Town Projects Manager reported that the 'Big Wave' Initiative had only sent out vague updates and is continuing liaison for continued support. Funding was being applied for from the EU RHSS project for the Telephone box conversion to the planter which all members agreed was a good idea. The Town market was to be resurrected post the pandemic restrictions with branding and merchandise to promote this.

E21/19 TOWN ACTION PLAN

Updates:

- Cllr Parsad reported that he felt the Action Plan needed a refresh and the updates required to be recorded in a better format, clearer to monitor and see the outstanding actions. He will meet with the Clerk and the Town Projects Manager to discuss ideas and bring these to the November meeting.
- Cllr Furnace agreed with the re-launching of the scheme and that the council drive this which was agreed with the members.
- Cllr R Buckmaster highlighted the library building was in poor condition and 106 monies may be available but could be at risk of being diverted to other library projects.
- Cllr Parsad highlighted the need to survey the local community and Cllr Alder requested that paper surveys should be available to ensure the process was all inclusive.
- The Clerk highlighted the success of the police 'You Said, We Did' process and good work from Durham police that could be adapted for Town Council work which will be explored during a meeting with Cllr Parsad.

E21/20 BELL STREET LIGHTING

Updates:

- The Town Projects Manager reported that Ringway had acknowledged the removal of lights in Bell Street. They had written stating materials had been delayed but lighting will be available for replacement for the end of October 2021.

E21/21 COUNCILLOR ENGAGEMENT

Updates:

- Cllr Parsad highlighted the need for increased councillor visibility and engagement and to explore a schedule to share engagement opportunities for all councillors and the re-launching of the market may offer an opportunity for regular engagement.
- Cllr Furnace introduced the Clerk could write a report to be shared in local press or social media promoting the work of the council. The Clerk agreed he would explore this.

ARUP TOWN DEVELOPMENT PROPOSAL

E21/22

Updates:

- The Town Projects Manager reported no updates but £132,000 had been made available from the 'welcome back fund' to East Herts Towns and this will be further explored. Footfall counting will be required to evidence demand for high streets to make claims on the funding which were being arranged for completion. Cllr Parsad requested that this item remains on the agenda for monitoring.

E 21/23 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- Funding opportunities for all to explore

Meeting Closed at 20.46

Eco-Audit Working Group at 12.30 7 September 2021

Zoom meeting attendees: Cllrs Annelise Furnace, Nathan Parsad and David Royle, Mrs Hazel Mead, Ms Sarah Brown (later), Mr Bob Reed, Mr Chris Hunt, Town Clerk, Ms Joanne Sargant, Town Projects Manager; notes taken by Cllr David Royle. Apologies from Cllr Eric Buckmaster.

1 Citizen Science & Biodiversity webinar – format, registrations update, next steps including how practical sessions will work, risk assessment, funding update

- Webinar on 14 September: Bob Reed has prepared a 30-minute presentation; can go on STC website. Good response 15 plus and one school (Mandeville). Presentation followed by questions from chat. Collect names of people willing to take part in Citizen Science project groups/events: Bob happy for his email to be used as a contact address. Webinar is part of lead-in to COP26 events
- Risk assessment and funding issues to be resolved later; FOPP has some equipment, small consumables cost; STC public liability insurance to be used
- STC may need to consider 2022/23 budget line to support future activities

2 STC Eco-Audit – update including 3 Acorns, EV chargers

- Follow-up visit confirmation depends on completion of lengthy feedback report by Jo
- Some progress on EV chargers in Bell Street car park, initial work done; highest specification chosen to allow for future electric bus; Chris Hunt will follow up
- STC will have a contract with EHDC and recharge; charging cost in Sawbridgeworth but not in other towns; 20–30-minute stays envisaged

3 Potential climate forum event (for COP26) – update on ideas/plan, funding

- Update from Sustainable Sawbridgeworth meeting on 7 September: showing film 'Tomorrow' on afternoon/early evening of either 6 or 20 November at Bullfields, possibly with inputs on local farming, waste reduction (EHDC Garden Organic project) etc.
- Sustainable Sawbridgeworth are working with EHDC and applying for a grant from them to support this activity and liaising with the Bishop's Stortford Climate Group.

4 Towpath – update, next steps

- AF, DR, BR and PCSOs had a useful site meeting with CRT and looked at the recently resurfaced path opposite the Maltings
- A further site visit has been offered and CRT will send a representative to Bob's webinar
- A further area of riverbank has already been identified that is causing concern

5 EHDC plans to create an inter-town support network - ideas/wish list

- The idea is to support residents/groups on environmental issues/actions
- Agreed that cross-border coordination with Essex is important
- Ideas to Annelise

6 AOB

- Bob and Hazel reported on the work at Southbrook allotment: storm drain cleared and wood chips, log rolls, mini ponds added; hedgehog survey; bug hunt; noticeboard. Logged and photographed. Agreed it would be good to publicise this activity.
- Bob also reported on several FOPP events in Pishiobury, bat etc walks with cubs, beavers
- Sarah noted that Reedings are planning a Wellbeing garden and FandB has a well-developed garden area. She asked about adding a lantern festival to the Christmas lights event. Jo said

there would maybe be a 2-1830 timescale; no stage but music, possibly carol singing and an external grotto/sleigh; main stallholders sounded out already; aim to create market feel and promote local shops; Jo and Sarah to liaise.

Next meeting: TBC. Next Amenities meetings 11 October and 14 February.

DR 080921

District and County Annual report for Sept 2021

Hertfordshire's Healthy Hubs, a free local service where people can get health and wellbeing support and advice, are re-opening their doors again. The Healthy Hubs initially launched in early 2020 but Covid-19 restrictions meant they had to move online. With a number of venues beginning to re-open, the Covid-safe hubs are now able to welcome face-to-face visitors once again.

A nationwide survey of over 5,000 adults recently revealed that over 4 in 10 (41 per cent) adults in England say they have put on weight since the first lockdown in March 2020, with 1 in 5 (21 per cent) reporting putting on a stone or more. Of these, 89 per cent said it was important for them to introduce new healthy habits this summer.

Whether you need help to reach a healthy weight or want to stop smoking, become more active, get mental health support or even cut down on your drinking - your Healthy Hub can help you.

To find your local hub, simply visit [Healthy Hub East Herts | East Herts District Council](#) on line.

Hertfordshire County Council is unveiling plans for a new waste and recycling transfer Station, near Ware, which will reduce lorry miles and meet the urgent need to manage waste collected from residents and business in the east of Hertfordshire. The plans, for an enclosed facility with sound and odour controls, where collection vehicles can take kerbside waste to be stored before being sent on to recovery and disposal facilities, was unveiled at a consultation event on 9 and 10 August. The transfer station will primarily accept household and business waste but will also be able to accept recyclable materials.

The proposed transfer station would sit behind the current Ware Recycling Centre, and next to the old Westmill Landfill Site. It would receive waste collected by Broxbourne Borough Council, East Herts District Council and Welwyn Hatfield District Council, which currently has to be taken to a facility north of Watford before being transported in bulk to recovery and disposal facilities.

Broxbourne Studio Announcement. Blackstone and Hudson Pacific Properties announce that they intend to invest in building a new film, TV and digital studio in Broxbourne for the first expansion of the Sunset Studios platform outside of the US This is wonderful news for local people and our ongoing commitment to ensuring high quality local employment opportunities, with more than 4,500 permanent jobs to be created in Broxbourne which will be vital to delivering sustainable growth.

This announcement is fantastic news for Hertfordshire and, together with the new Sky Studios development currently being built at Elstree, is another clear sign of our county's continued attractiveness and status as home to the UK's world-class creative media industry.

Hertfordshire secured over £1bn investment in its world-leading cell and gene therapy and film and TV industries, The Prime Minister visited Stevenage to open Airbus' new £35m UK space and defence headquarters. With £400m for a new life sciences campus on the GSK site and Broomfield chosen as the location for Hollywood's £700m Sunset Studios, investor confidence in our county has never been higher. Investments like these have a major impact on the local economy, invigorating supply chains and creating a spiral effect that continues to encourage so many major multinationals to come to Hertfordshire.

Hertfordshire County Council is asking residents, businesses, community groups, and other interested parties to join them in planting a tree for the jubilee The Queen's Green Canopy is a national initiative which will celebrate Her Majesty's Platinum Jubilee by sustainably planting trees, improving the environment and leaving a legacy for future generations. Residents who want to get involved by planting trees will be given advice and guidance on the correct types of trees to plant, as well as tips on aftercare to ensure they grow into healthy adult trees. Residents or businesses who are unable to plant trees on their own land can pledge funds to help facilitate planting schemes elsewhere in the county.

The county council will be playing its part by creating statement planting sites at County Hall in Hertford, and Aldenham Country Park near Elstree, where large numbers of trees will be planted in eye-catching arrangements, improving the natural beauty of these locations while also tackling carbon emissions and improving air quality,

In addition to this tree and hedge planting will take place at schools and academies across the county and along the sides of highways. District and borough councils have also committed to plant trees on their own land over the next two years, as part of the project.

Rogue Trader report

In June and July of this year, the Scams and Rogues team has intervened in 17 separate incidents for a combined direct saving of over £78,385 (this is the sum of money either prevented from being handed over, or money recovered).

The end of the first quarter for the financial year has shown total intervention savings so far for 2021/2022 calculated as £285,634. The calculation uses the amount of rogue trader and scam interventions we have been involved in, the number of callblockers we have installed, and how many Friends Against Scams and Scam Marshalls we have signed up. Savings include financial savings, healthcare savings, residential care cost savings and health related quality of life savings. From this total a significant £148,669 was from our doorstep crime intervention work.

Hertfordshire fire engines move to greener fuel Hertfordshire Fire and Rescue Service has moved to a greener fuel for its fleet of 162 vehicles, including its fire engines.

In a move thought to be the first in the country, the fire service will be changing the fuel in its own fuel stores to gas-to-liquid, (GTL) fuel. GTL converts natural gas – the cleanest-burning fossil fuel – into high-quality liquid fuel that would otherwise be made from crude oil. Historically, fire engines have used diesel to get around the county, but as part of the service's and county council's commitment to sustainability and tackling climate change, HFRS has been working to identify a greener solution.

Fire service vehicles can either refuel at public forecourts, or they can access one of the service's own "bunkered" fuel sources.

Alongside the environmental benefit to using GTL, the move is also cost-effective. The service will spend roughly the same amount on the greener fuel each year as it was previously on diesel, and no money will need to be spent on modifying equipment at the bunkered stores to accommodate the change. The switch is much cheaper than replacing the service's fleet with electric vehicles, and it leaves room for a future move to carbon-negative fuel.

Currently, GTL is not readily available in retail stations, but the fuel can be safely mixed with diesel in the event that a fire engine needs to stop at a public forecourt to refuel.

The emerging and tragic situation in Afghanistan has resulted in the British government offering formal routes for certain individuals to access the United Kingdom for their own safety. A number of these individuals and families have arrived in Hertfordshire and are being housed in three hotels in the county whilst they await permanent housing across the UK.

The British Red Cross are providing initial 'crisis' support with the help of the local voluntary sector. Hertfordshire County Council is working to co-ordinate the efforts to meet the longer term needs of those arriving in the county. This has involved establishing a formal process for the receipt of donations and support, planning the direct provision of education, supporting the local NHS to arrange immediate healthcare provision, and working alongside District and Borough councils who are reviewing available housing and supporting the hotels in their areas.

Hertfordshire helps Afghan arrivals and refugees' has been set up on the fundraising site JustGiving, by Hertfordshire Community Foundation (on behalf of a much wider local voluntary and public sector response co-ordinated by Hertfordshire County Council):

<http://www.justgiving.com/campaign/hertsrefugee>

Hertfordshire County Council has successfully bid for £313,000 from the Department of Transport's (DfT) Local Authority Capability Fund.

The funding, which is part of the Government's Active Travel programme, will help the council to plan, design, consult and develop more county-wide cycle and walking infrastructure schemes. The council will also work with the pedestrian charity Living Streets to support and encourage school children and parents to walk to school more often.

Several initiatives will be supported through the funding, including:

- An increase in the number of British Cycling participation schemes, offering adult and child cycle training and led rides, including free loan bikes for those who don't have one.
- Cycle maintenance and storage facilities, for schools, cycle hubs and proposed Sustainable Travel Towns
- Working with Living Streets to employ local coordinators to support a new initiative; The School Walk, encouraging sustainable travel to and from school
- Planning, design and consultation of a trial Low Traffic Neighbourhood in St Albans and the ongoing design of extensions to a proposed cycle route along North Road in Stevenage.

Businesses reminded PCC will pay for fly tip clearance Hertfordshire businesses which have rubbish illegally dumped on their land can apply to have it removed for free. The Police and Crime Commissioner for Hertfordshire runs the Fly Tipping on Private Land Fund which can pay the cost of having the waste removed.

The scheme covers both rural and urban areas across all ten of the county's District and Borough councils. The cost and impact of fly tipping on firms and property owners has been raised at the Independent Business Advisory Group. IBAG, which is also run by the PCC, gives Hertfordshire businesses the opportunity to raise and discuss the crimes which most affect them.

One recent success of the flytipping scheme was a farmer in Wyddial, East Herts, who had tonnes of green waste, vehicle parts, white goods, construction and household waste dumped on their land. The fly tip was blocking access to the farm and posed a danger to wildlife. It was cleared thanks to an award of £948 from the fund.

Anyone interested in making a claim or finding out more information can contact the Environmental team at their district or borough council and mention the Police and Crime Commissioner's private land fly tipping pilot. All contact details are available the PCC website <https://www.hertscommissioner.org/fly-tipping>

Hertfordshire secondary school applications for September 2022 now open. The new school year may just be about to start but it's already time for parents and carers in Hertfordshire to start planning ahead for next year as the application process for transfer to secondary schools opened Wednesday 1 September. If your child starts secondary, upper or university technical college next year, make sure you apply for a place in good time.

The easiest way to apply for a school place for September 2022 is to visit www.hertfordshire.gov.uk/admissions and complete the online application form.

Online applications can be amended at any time before the closing date and you can access your school offer before allocation letters are received and accept your school allocation online.

Last year, over 99 per cent of parents applied in this way and found the system quick, easy and secure.

Information explaining the secondary transfer process will be distributed to families through their child's primary, junior or middle school at the beginning of September.

The closing date for secondary applications is Sunday 31 October 2021 and it is vital that parents make their applications on time.

Winter self—help salt scheme

The link to the page is <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/severe-weather/gritting-the-road/winter-self-help-gritting-your-road/winter-self-help-gritting-your-road.aspx>

The page explains who can apply for free salt, what they can use it for and how they can do it. In summary though;

District and borough councils

We can provide you with up to 30 tonnes of salt at no cost.

Email winterselfhelp@hertfordshire.gov.uk with your order.

We can give you another 50 tonnes, but there will be a cost.

Schools and town/parish councils

You can choose to have either:

- 1 tonne of salt in a hippo-style grab bag, or
- 34 individual 20kg bags.

Email winterselfhelp@hertfordshire.gov.uk with your order.

This salt is for use on the public highway only. Please use it carefully – we can't deliver any more. If you opt for the hippo-style grab bag, we'll deliver it to the side of the highway at the address you give us. From there, you'll need to move it somewhere safe on your property.

The closing date for application is 31 October 2021. We can't guarantee to process applications received after this date.

Resident associations and community groups

Resident associations, resident groups (with a constitution or agreed terms of reference) and community groups can apply for salt to grit the public highway in their area.

Resident and community groups can request between **1 – 34 x 20kg bags of salt** per group.

We can't guarantee to process applications received after 31 October.

How we define resident and community groups

Resident / community groups must be "recognised":

- **Residents' associations** – people living within a specific area who take up issues of common concern. They often have a written constitution.
- **Resident groups** – people living within a specific area who organise community events or meet regularly with housing officers to undertake regular inspections. They're less formal groups than associations, but usually have agreed Terms of Reference.
- **Community groups** – an organisation of people working for the common good of the neighbourhood, usually operating under a written constitution. They can be registered with charity commissioners, for example, church, scout groups.

Resident and community groups – how to apply

Applications are approved by your local county councillor.

[Apply to your councillor for free salt \(resident and community groups\)](#)

Key dates

1 September 2021

Applications open

31 October 2021

Applications close

November 2021

Estimated delivery of salt

What you're responsible for

- Using the salt on the public highway and not private property.

The health and safety of any volunteers. Giving volunteers advice on how best to [clear snow and ice](#) on roads and pavements

REPORT TO COUNCIL FOR 27TH SEPTEMBER 2021 MEETING

29th July – Audit and Governance Committee

Issues raised included –

Gaps in policies and procedures regarding fly-tipping. It was agreed that while there were well established processes regarding fly-tipping, however it was recognised that documentation of these could be improved to aid business continuity in the event of staff absence.

The Annual Governance Statement was received and it was noted that it was longer than in previous years in order to provide further detail and comparison against the Chartered Institute of Public Finance and Accountancy (AGS) standards. It was recognised that the document was more difficult for the general public to digest but a one page summary had been included. The purpose of the AGS was to provide assurance to the public, alongside the statement of accounts.

It was reported that the whistle blowing and anti-money laundering policies were due to be reviewed by the shared Anti-Fraud Service. The Executive member for Financial Sustainability, said that there was also the Quarterly Corporate Health Check which afforded members ongoing oversight.

It was reported that a new Interim Head of IT had just been appointed.

Members asked that the Committee's concern over the delay to the audit and the considerable risks this posed to the Council be minuted. While it was accepted that many other local authorities were in the same position the Committee wished to place on record its disappointment at the situation and this was unanimously agreed by Members.

The Chairman of the Committee asked about the possibility of provision of additional training. The Head of Strategic Finance and Property said training in treasury management, insurance and account statements could be considered. Although the high existing workload would need to be factored into this.

14th September – Audit and Governance

I did not attend due to my car braking down while on route to the meeting

15th September – Human Resources

Unfortunately I had no car so could not attend.

I have three other District meetings before the end of the month which I will report on at the October Council meeting.

Angela Alder
Sawbridgeworth Ward Member
20th September 2021

28.7.21 Full Council held in person in the county council chamber.

Many items were discussed and voted on during the evening these included, the updated Corporate Plan, various neighbourhood plans which included Gilston's.

The draft-Equalities, Diversity and Inclusion Strategy called East and Equal, was presented for discussion also the updated Licensing policy.

11.8.21 DMC cancelled

2.9.21 OS Pre meeting this meeting was held on zoom to discuss the questions that were being put forward for the full meeting.

7.9.21 Overview and Scrutiny

Reports are submitted that the committee then question the portfolio holder.

These included the updates to the Tenancy Strategy and progress on the Hertford Theatre and Hartham Leisure Centre projects. The executive members gave updates and answered the members queries.

8.9.21 DMC

3/21/1283 FUL Lights on Northgate End Car Park. The committee had a brisk discussion on this application as members were very aware of residents concerns. We discussed the position of the lights, height and lux (brightness). All the questions were answered by officers. The application was approved.

15.9.21 Human Resource

I am a sub on this group so stood in for another member. This group is noting various reports we looked at Heath and safety and the Equalities report.

21.9.21 Housing Strategy Group

This is my report from East Herts District Councillor Ruth Buckmaster

EHDC Report for Dr John Burmicz for July and August 2021

1. 28 SEP 2021: Full EHD Council attendance at County Hall in person. Many topics discussed.

Next EHD Council (Full) will be held on 20 OCT 2021.

2. No meetings held in August.

3. I am a sub for the PAGO Committee and have not been called to attend.

YOUNG PEOPLE AND SCHOOLS/FOOTPATHS AND OPEN SPACES CHAMPION'S REPORT FOR TOWN COUNCIL 27 SEPTEMBER 2021

1 YOUNG PEOPLE AND SCHOOLS: The Guides have asked for OUR support in finding more leaders. This and capacity will become a bigger issue as the new houses are completed and occupied (there is no support from Section 106 budgets). I will shortly be in touch with schools about School Council briefing and Town School Council meetings next term, once school councils have been elected, plus collaboration on a possible Sawbridgeworth edition of Claire Evans' *School Yellow Book* on wellbeing, originally developed in part with Leventhorpe. We hope schools will also support planned (Sustainable Sawbridgeworth/EHDC) COP26 events and Citizen Science projects arising from our biodiversity audit launched on 14 September.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

Tow path: we arranged a second site visit for 24 September and Cllr Furnace will report back.

Pishiobury Park: The Friends of Pishiobury are planning a number of events to follow up Pishiobury's Local Nature Reserve status. They already work with cubs and beavers etc. I attended their AGM on 16 September. I have responded to the EHDC Parks and Open Spaces Strategy 2022-2027 (deadline 24 September).

Footpath repairs/recovery: no progress to report on repairs to the shortlisted paths submitted to HCC, especially Footpath 26 Springhall Lane to Pishiobury. Cllr Eric Buckmaster is looking at funding repairs to the top end of Footpath 21 (Fair Green to Vantorts Park). Part of the area around the post box at the exit to the Bell Street car park has been resurfaced. I repeat my suggestion that we take over responsibility and budget for (repairs/maintenance) for the two benches at the top of Bell Street and the two benches at the exit to the Bell Street car park (one is ours anyway). This is matter of civic pride.

Litter/dog fouling. Issues remain, especially for example on the verges/laybys between Leventhorpe and Spellbrook (frequently reported to EHDC). Corinne Lewis, who organises the Tidy Up Sawbridgeworth/Sustainable Sawbridgeworth litter-picks, is moving to Ware shortly and has persuaded Adam McKay to take over. TUS has a list of hotspots and were able to add to it at the last litter pick and get feedback from residents already taking action in their own local areas. According to the consultation mentioned above, the litter and dog waste bin review is scheduled for 2022.

David Royle 190921

Syprc report

Nothing to add to previous report. Next meeting will be held in October.

Chair Ruth Buckmaster

RHSO

Will be holding their annual Apple Day on 2nd October 10-3.

All are welcome, there will be refreshments available on the day. We ask everyone to pick fruit for themselves and also for us so we can juice it. We only have 39 bottles of juice left from last year so look forward to having this years vintage.

To prepare the site ready for Apple day we are having an extra maintenance day 26th September to tidy up fallen apples.

Chair Ruth Buckmaster

Library

The library held its presentation for the winners of the Town treasure trail in the Council chamber. The Mayor very kindly did the honours presenting book tokens to our three winners. We thank him for this, giving his time so generously.

We had over 50 children complete the trail with many more starting it. This was run in conjunction with the summer reading challenge.

Ruth Buckmaster

Green champion report for Full Council meeting 27th September 2021 (*as at 19th September 2021*)

Citizen Science & Biodiversity Webinar – 14th September 2021 – marking COP26

- STC hosted this evening webinar, supported by community group Sustainable Sawbridgeworth and attended by around 20 residents, councillors and community group representatives
- Bob Reed, chair of the Friends of Pishiobury Park, gave a fantastic presentation based on his Environmental Audit of Sawbridgeworth
- It included a virtual tour of Sawbridgeworth's natural habitats and the contribution they make to local biodiversity; problems caused by pollution, rain water runoff and poor air quality; and ways to encourage greater biodiversity
- Bob has received expressions of interest in the Citizen Science Group initiative, which is designed to galvanise local support to monitor and support these areas
- A follow up email has been sent to those who registered for the event, and they (plus schools and community groups) will receive a link to the recording to encourage participation
- Next steps will be for Bob to design a calendar of events, STC to carry out any associated risk assessments, and for members to consider potential support through the 2022/23 budget.

Sustainable Sawbridgeworth – COP26 local event programme – autumn 2021

- A showing of the film "Tomorrow" followed by a discussion with refreshments will be held at the Bullfields Centre on 6th November 14.00 to 18.00 (exact timing to be confirmed)
- Funding from EHDC has been applied for in conjunction with the Bishop's Stortford Climate Group – thanks to Cllr Royle for organising this
- The group hopes to hold a stall on Bell Street a few weeks before to promote the event
- Follow up events will take place if there is support to cover food waste/composting, water use, energy use, as well as possible talks on sustainable farming and horticulture.

Eco-Audit Working Group – 7th July 2021

- Topics covered: webinar, STC Eco-Audit and 3 Acorns visit, EV chargers, allotments eco activities
- Minutes are available and will feed into the next Amenities Committee meeting.

Air quality meeting with EHDC – 22nd July 2021

- Having looked at a number of air quality sensor options, it was decided that STC will look at community-based options similar to that used in Saffron Walden
- STC will also put construction site air quality issues on any West Road site visit agenda
- EHDC asked for STC's ideas to help create an inter-town support network to connect people and ideas as well providing a channel for promotion – we will do this via the Eco-Audit Working Group
- Further meetings with EDHC will take place on an ad hoc basis.

Towpath site visit – taking place on 24 September 2021 (*also see Cllr Royle's report*)

- After a successful site visit to see towpath works opposite the Maltings in July, this second meeting with the Canal & River Trust will show them trouble spots south of Sheering Mill Lane.

Annelise Furnace

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Christopher Hunt
Subject: Briefing for 27th September 2021
Date: 21 September 2021

Annual Governance and Accounting Review (AGAR)

Year-end accounts return has been received and signed off and displayed on the website

Electric Vehicle Points / ECO Issues

Cabling has been put in place and contractors ready to fit and waiting for instruction to complete by EHDC. I am liaising with EHDC to get a final fitting date for the chargers.

Town Green Working Party

I am working with Cllr R Buckmaster and the Towns Project Manager, a site meeting has been held and the project is gaining momentum.

Training

I have completed some FOI training and started the CiLCA course.
(FOI update to be completed verbally at the meeting).

Media

I have written my first report for the Sawbridgeworth Flyer, 'Clerks Corner', to be published in the November issue and a regular spot has been agreed for project promotion that Councillors are working on.

Local reporter Chris Carter running an article on my appointment as Clerk and I hope to carry on with a good working relationship to promote Sawbridgeworth.

Sawbridgeworth Town Council

Town Project Managers Report

To: All Members
From: Joanne Sargant
Subject: Briefing for 27 September 2021
Date: 21 September 2021

Cemetery

Applications for memorial trees is increasing, different varieties are planted to enhance the cemetery aesthetically in addition to improving the flora and fauna

Events

Remembrance Day – Sunday 14th November

This event will revert to past events in form and structure, details will be released over the coming weeks.

Christmas Lights - Preparation for Saturday 27th November has begun and local organisations have been emailed to ascertain their availability for the event. The main changes for this year will be no exact light switch on time or indoor grotto and no main stage, this is to minimise queues. There will be music played throughout the event area via speakers with announcements and singing groups performing. The event time has changed to avoid overcrowding at peak times and presently this is set to 2pm to 6.30pm (please note at the planning stage this is subject to change, but will be established in the coming weeks)

Other Projects

Currently also working on Eco-Audit, Town Green Working Party and EV Charging Points projects.

Time: 11:47

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
27/07/2021	2244	45.50			45.50	<input type="checkbox"/>	Petty Cash
02/08/2021	7002	155.66		155.66		R <input checked="" type="checkbox"/>	C Lumley
02/08/2021	DD1	3.96		3.96		R <input checked="" type="checkbox"/>	Shadowfax Technology Limited
02/08/2021	DD2	538.20		538.20		R <input checked="" type="checkbox"/>	Shadowfax Technology Limited
02/08/2021	DD3	16.96		16.96		R <input checked="" type="checkbox"/>	British Gas
02/08/2021	DD4	170.82		170.82		R <input checked="" type="checkbox"/>	The Fuelcard Company
03/08/2021	Direct		1.98	1.98		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/08/2021	DIRECT	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
06/08/2021	DD5	50.00		50.00		R <input checked="" type="checkbox"/>	Francotyp-Postalia Limited
09/08/2021	DD6	62.58		62.58		R <input checked="" type="checkbox"/>	The Fuelcard Company
09/08/2021	7012	67.00		67.00		R <input checked="" type="checkbox"/>	Nat/Soc Allotment & Grdns
09/08/2021	Direct		960.05	960.05		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/08/2021	7015	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
11/08/2021	DIRECT	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
11/08/2021	DD	214.96		214.96		R <input checked="" type="checkbox"/>	Everflow Water
13/08/2021							
13/08/2021							
13/08/2021							
13/08/2021							
13/08/2021							
13/08/2021							
16/08/2021							
16/08/2021							
16/08/2021	DD1	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
16/08/2021	DD3	71.83		71.83		R <input checked="" type="checkbox"/>	The Fuelcard Company
16/08/2021	DD4	786.00		786.00		R <input checked="" type="checkbox"/>	East Herts District Council
17/08/2021	DD5	7.00		7.00		R <input checked="" type="checkbox"/>	Lloyds Bank plc
17/08/2021	Direct		166.67	166.67		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/08/2021	DIRECT	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
23/08/2021	dd6	125.36		125.36		R <input checked="" type="checkbox"/>	The Fuelcard Company
24/08/2021	BCARD7	2.99		2.99		R <input checked="" type="checkbox"/>	GP Batteries (UK) Limited
24/08/2021	BCARD8	34.99		34.99		R <input checked="" type="checkbox"/>	Trident Distributions Limited
24/08/2021	BCARD9	59.99		59.99		R <input checked="" type="checkbox"/>	Trade Paints UK Limited
24/08/2021	BCARD10	16.10		16.10		R <input checked="" type="checkbox"/>	Infinity Internet Limited
24/08/2021	BCARD11	29.99		29.99		R <input checked="" type="checkbox"/>	Screwfix
24/08/2021	BCARD1	9.98		9.98		R <input checked="" type="checkbox"/>	Dane Elec Corporation USA
24/08/2021	BCARD2	30.00		30.00		R <input checked="" type="checkbox"/>	Bishop's Stortford Town Council
24/08/2021	BCARD3	129.99		129.99		R <input checked="" type="checkbox"/>	Amazon.co.uk
24/08/2021	BCARD4	6.68		6.68		R <input checked="" type="checkbox"/>	JT Atkinson & Sons Limited
24/08/2021	BCARD5	34.19		34.19		R <input checked="" type="checkbox"/>	Amazon.co.uk
24/08/2021	BCARD6	219.98		219.98		R <input checked="" type="checkbox"/>	Amazon.co.uk
25/08/2021	7014	639.36		639.36		R <input checked="" type="checkbox"/>	Adrian Robinson
25/08/2021	DIRECT	35.00		35.00		R <input checked="" type="checkbox"/>	Stort Storage
25/08/2021	7012	419.50		419.50		R <input checked="" type="checkbox"/>	Ben Lane Services
25/08/2021	7013	3,884.40		3,884.40		R <input checked="" type="checkbox"/>	Play Source Ltd
27/08/2021	DD	141.24		141.24		R <input checked="" type="checkbox"/>	British Gas
27/08/2021	Direct		3,476.70	3,476.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/08/2021 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
31/08/2021	DD	120.00		120.00		R <input checked="" type="checkbox"/>	A Errington Neilson
31/08/2021	dd7	103.80		103.80		R <input checked="" type="checkbox"/>	The Fuelcard Company
31/08/2021	dd8	219.17		219.17		R <input checked="" type="checkbox"/>	Onecom Limited
31/08/2021	DD9	538.20		538.20		R <input checked="" type="checkbox"/>	Shadowfax Technology Limited
		<u>21,743.86</u>	<u>4,605.40</u>				

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
100 Staff						
4000 Bowran R						
4001 Carter L						
4003 Sargant J						
4004 Parrish S						
4005 Dale L						
4008 Jones J						
4011 V Derrick						
4012 G Howell						
4014 S Crocker						
4015 C Hunt						
4016 A Robinson						
4029 Salary Recharge						
4035 NIC						
4040 Pension						

Net Expenditure (194,115) (49,975) (179,683) (129,708)

200 General Administration

1076 Precept	339,283	180,814	361,628	180,814	
1078 New Homes Bonus	8,863	0	0	0	
1090 Interest Received	82	22	750	728	
1999 Miscellaneous Income	1,404	67	0	(67)	

General Administration :- Income 349,632 180,902 362,378 181,476

4045 Subcontracted Labour	490	156	0	(156)	(156)
4070 Subscriptions	2,619	1,572	1,500	(72)	(72)
4075 IT Support	9,689	3,830	6,000	2,170	2,170
4080 Training (Members)	30	240	1,000	760	760
4081 Travel Expenses	36	0	240	240	240
4082 Training (Staff)	281	120	1,600	1,480	1,480
4083 Clerks Expenses	79	0	250	250	250
4090 IT Development	0	0	1,000	1,000	1,000
4095 Photocopy Charges	1,068	616	1,500	884	884
4100 Telephone/Broadband	2,137	736	2,500	1,764	1,764
4105 Postage	681	232	900	668	668
4110 Stationery	1,138	239	750	511	511
4115 Insurance	0	0	6,100	6,100	6,100
4120 Bank Charges	195	69	600	531	531
4125 Repairs & Renewals	0	0	500	500	500

Detailed Income & Expenditure by Budget Heading 01/08/2021

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4130 Staff Care	893	191	1,500	1,309		1,309
4135 Office Care	3,256	1,969	2,500	531		531
4140 Office Equipment	864	204	1,000	796		796
4180 Accountancy Services	110	0	1,500	1,500		1,500
4185 Audit	2,100	(2,000)	2,200	4,200		4,200
4190 Professional Fees	3,627	3,486	1,700	(1,786)		(1,786)
4195 Tourism	217	80	500	420		420
4200 Web-site	1,900	0	2,000	2,000		2,000
4201 Web-site development	0	0	1,000	1,000		1,000
4410 Heat & Light	28	0	0	0		0
4800 Fuel	42	0	0	0		0
4990 Contingency	5,249	5,025	2,500	(2,525)		(2,525)
4999 Miscellaneous Costs	2,564	68	0	(68)		(68)
General Administration :- Indirect Expenditure	39,293	16,834	40,840	24,006	0	24,006
Net Income over Expenditure	310,339	164,069	321,538	157,469		
210 Democratic Services						
1335 Civic Dinner Income	639	2,065	6,000	3,935		
Democratic Services :- Income	639	2,065	6,000	3,935		
4310 Election Expenses	0	0	2,500	2,500		2,500
4315 Mayor's Allowance	65	30	1,500	1,470		1,470
4330 Civic Events	0	243	2,500	2,257		2,257
4335 Civic Dinner Expenditure	1,800	3,500	5,000	1,500		1,500
Democratic Services :- Indirect Expenditure	1,865	3,773	11,500	7,727	0	7,727
Net Income over Expenditure	(1,226)	(1,708)	(5,500)	(3,792)		
220 Grants						
1375 Income	(56)	0	0	0		
Grants :- Income	(56)	0	0	0		
4350 Grants - SYPRC	0	0	1,000	1,000		1,000
4355 Grants - The Hailey Centre	0	0	1,000	1,000		1,000
4360 Grants - Twinning - Bry	1,000	0	0	0		0
4370 Grants - S137	0	0	75	75		75
4375 Grants - Citizens' Awards	0	0	500	500		500
4380 Grants - Other	3,000	0	2,500	2,500		2,500
Grants :- Indirect Expenditure	4,000	0	5,075	5,075	0	5,075
Net Income over Expenditure	(4,056)	0	(5,075)	(5,075)		

Detailed Income & Expenditure by Budget Heading 01/08/2021

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
300 Civic Centre						
1400 Rental Income	0	0	500	500		
Civic Centre :- Income	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>		
4115 Insurance	1,723	5,169	0	(5,169)		(5,169)
4405 Rates	7,859	3,929	9,000	5,071		5,071
4410 Heat & Light	2,997	1,381	3,000	1,619		1,619
4415 Water	1,221	(132)	100	232		232
4420 Maintenance	4,136	1,957	2,000	43		43
4425 Fixtures & Fittings	530	0	1,000	1,000		1,000
4445 New Equipment	0	0	2,000	2,000		2,000
Civic Centre :- Indirect Expenditure	<u>18,465</u>	<u>12,305</u>	<u>17,100</u>	<u>4,795</u>	<u>0</u>	<u>4,795</u>
Net Income over Expenditure	<u>(18,465)</u>	<u>(12,305)</u>	<u>(16,600)</u>	<u>(4,295)</u>		
310 Police Suite						
1400 Rental Income	3,840	960	3,840	2,880		
Police Suite :- Income	<u>3,840</u>	<u>960</u>	<u>3,840</u>	<u>2,880</u>		
4420 Maintenance	0	0	250	250		250
Police Suite :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>
Net Income over Expenditure	<u>3,840</u>	<u>960</u>	<u>3,590</u>	<u>2,630</u>		
320 Hailey Centre						
4420 Maintenance	250	1,015	2,000	985		985
Hailey Centre :- Indirect Expenditure	<u>250</u>	<u>1,015</u>	<u>2,000</u>	<u>985</u>	<u>0</u>	<u>985</u>
Net Expenditure	<u>(250)</u>	<u>(1,015)</u>	<u>(2,000)</u>	<u>(985)</u>		
330 Other Rented Accommodation						
4400 Rent	3,115	1,335	3,020	1,685		1,685
4410 Heat & Light	601	0	0	0		0
Other Rented Accommodation :- Indirect Expenditure	<u>3,716</u>	<u>1,335</u>	<u>3,020</u>	<u>1,685</u>	<u>0</u>	<u>1,685</u>
Net Expenditure	<u>(3,716)</u>	<u>(1,335)</u>	<u>(3,020)</u>	<u>(1,685)</u>		
400 Bullfield Allotments						
1500 Allotment Rent Income	1,288	80	750	670		
1510 Allotment Water Income	128	10	200	190		
Bullfield Allotments :- Income	<u>1,416</u>	<u>90</u>	<u>950</u>	<u>860</u>		

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4415 Water	343	372	500	128		128
4420 Maintenance	2,423	397	1,500	1,103		1,103
Bullfield Allotments :- Indirect Expenditure	2,766	768	2,000	1,232	0	1,232
Net Income over Expenditure	(1,351)	(678)	(1,050)	(372)		
410 Bellmead Allotments						
1500 Allotment Rent Income	241	0	120	120		
1510 Allotment Water Income	58	0	30	30		
Bellmead Allotments :- Income	299	0	150	150		
4415 Water	72	44	50	6		6
4420 Maintenance	765	0	250	250		250
Bellmead Allotments :- Indirect Expenditure	837	44	300	256	0	256
Net Income over Expenditure	(538)	(44)	(150)	(106)		
420 Vantorts Allotments						
1500 Allotment Rent Income	270	13	125	113		
1510 Allotment Water Income	33	3	25	23		
Vantorts Allotments :- Income	303	16	150	135		
4415 Water	53	45	100	55		55
4420 Maintenance	659	0	750	750		750
Vantorts Allotments :- Indirect Expenditure	712	45	850	805	0	805
Net Income over Expenditure	(409)	(30)	(700)	(670)		
430 Southbrook Allotments						
1500 Allotment Rent Income	1,405	28	1,000	972		
1510 Allotment Water Income	180	5	175	170		
Southbrook Allotments :- Income	1,585	33	1,175	1,142		
4415 Water	168	103	250	147		147
4420 Maintenance	291	210	1,250	1,040		1,040
Southbrook Allotments :- Indirect Expenditure	459	313	1,500	1,187	0	1,187
Net Income over Expenditure	1,126	(280)	(325)	(45)		
440 Cemetery						
1550 Burial Fees	26,400	7,280	33,594	26,314		
1560 Memorial Fees	1,880	875	2,428	1,553		

Detailed Income & Expenditure by Budget Heading 01/08/2021

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1570 Grave Digging Income	1,990	700	2,000	1,300		
1580 Trees	6,000	1,875	6,694	4,819		
1581 Benches	4,025	120	4,666	4,546		
1582 Plaques	120	50	750	700		
Cemetery :- Income	40,415	10,900	50,132	39,232		
4029 Salary Recharge	17,292	5,713	12,398	6,685		6,685
4045 Subcontracted Labour	0	0	5,000	5,000		5,000
4415 Water	117	118	150	32		32
4420 Maintenance	1,486	2,925	5,000	2,075		2,075
4440 New Area	0	0	10,000	10,000		10,000
4441 Cemetery Development	1,602	0	0	0		0
4520 Skip Hire	3,540	1,680	3,000	1,320		1,320
4525 Grave Digging Costs	590	0	0	0		0
4530 Trees	676	276	1,000	724		724
4531 Benches	3,887	623	2,500	1,877		1,877
4532 Plaques	1,036	514	500	(14)		(14)
4675 Publicity	0	0	500	500		500
Cemetery :- Indirect Expenditure	30,226	11,849	40,048	28,199	0	28,199
Net Income over Expenditure	10,189	(949)	10,084	11,033		
450 Playground						
4420 Maintenance	7,372	4,043	5,000	957		957
4580 Playschemes	0	0	2,000	2,000		2,000
Playground :- Indirect Expenditure	7,372	4,043	7,000	2,957	0	2,957
Net Expenditure	(7,372)	(4,043)	(7,000)	(2,957)		
460 Rivers Heritage Site & Orchard						
1700 RHSOG Income	0	50	0	(50)		
Rivers Heritage Site & Orchard :- Income	0	50	0	(50)		
4700 RHSOG	1,075	160	2,500	2,340		2,340
Rivers Heritage Site & Orchard :- Indirect Expenditure	1,075	160	2,500	2,340	0	2,340
Net Income over Expenditure	(1,075)	(110)	(2,500)	(2,390)		
500 Groundsman						
1100 Asset Disposal	7,413	0	0	0		
1603 Public Toilet Income	701	445	1,250	805		

Detailed Income & Expenditure by Budget Heading 01/08/2021

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
1610 Contract - Other	710	0	500	500		
Groundsman :- Income	8,824	445	1,750	1,305		
4029 Salary Recharge	9,116	3,802	12,398	8,596		8,596
4045 Subcontracted Labour	0	0	10,000	10,000		10,000
4600 Planters	50	222	1,000	778		778
4601 Bell St Conveniences	9,653	0	10,000	10,000		10,000
4605 Parish Paths	0	0	3,000	3,000		3,000
4615 Ranger's Mower	17,862	413	1,500	1,087		1,087
4620 Ranger's Tools	1,506	1,401	1,000	(401)		(401)
4625 Mower Costs	393	0	0	0		0
4630 CCTV	2,640	2,241	2,500	259		259
4635 CCTV Extension	0	0	2,500	2,500		2,500
Groundsman :- Indirect Expenditure	41,220	8,080	43,898	35,818	0	35,818
Net Income over Expenditure	(32,396)	(7,635)	(42,148)	(34,513)		
600 Fun on the Field						
1670 Event Income	0	0	1,000	1,000		
Fun on the Field :- Income	0	0	1,000	1,000		
4029 Salary Recharge	0	0	600	600		600
4045 Subcontracted Labour	0	0	300	300		300
4670 Event Costs	0	0	1,000	1,000		1,000
4675 Publicity	0	0	500	500		500
Fun on the Field :- Indirect Expenditure	0	0	2,400	2,400	0	2,400
Net Income over Expenditure	0	0	(1,400)	(1,400)		
610 Events General						
4670 Event Costs	93	157	1,000	843		843
4675 Publicity	0	0	500	500		500
Events General :- Indirect Expenditure	93	157	1,500	1,343	0	1,343
Net Expenditure	(93)	(157)	(1,500)	(1,343)		
620 Christmas Festival						
1670 Event Income	0	0	400	400		
Christmas Festival :- Income	0	0	400	400		
4029 Salary Recharge	0	0	1,000	1,000		1,000
4045 Subcontracted Labour	0	0	350	350		350

Detailed Income & Expenditure by Budget Heading 01/08/2021

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4670 Event Costs	1,321	40	1,000	960		960
4675 Publicity	0	0	500	500		500
4685 Christmas Lights	14,816	0	15,000	15,000		15,000
4690 Competitions	242	0	600	600		600
Christmas Festival :- Indirect Expenditure	16,379	40	18,450	18,410	0	18,410
Net Income over Expenditure	(16,379)	(40)	(18,050)	(18,010)		
630 Markets						
1670 Event Income	0	0	7,500	7,500		
Markets :- Income	0	0	7,500	7,500		
4029 Salary Recharge	0	0	2,250	2,250		2,250
4675 Publicity	2,950	0	3,000	3,000		3,000
Markets :- Indirect Expenditure	2,950	0	5,250	5,250	0	5,250
Net Income over Expenditure	(2,950)	0	2,250	2,250		
640 Projects						
4700 RHSOG	400	0	0	0		0
4710 Hanging Baskets	0	0	2,000	2,000		2,000
4715 Planters Project	0	0	500	500		500
4720 Town Green	2,348	0	10,000	10,000		10,000
4725 Fair Green	0	250	1,200	950		950
4735 Remembrance Day	37	0	0	0		0
4740 War Memorial	920	0	0	0		0
Projects :- Indirect Expenditure	3,705	250	13,700	13,450	0	13,450
Net Expenditure	(3,705)	(250)	(13,700)	(13,450)		
660 Town Selfie Walk						
1670 Event Income	0	0	500	500		
Town Selfie Walk :- Income	0	0	500	500		
4029 Salary Recharge	0	0	500	500		500
4670 Event Costs	47	0	0	0		0
4675 Publicity	0	0	500	500		500
4681 Promotional Equipment	0	0	1,000	1,000		1,000
Town Selfie Walk :- Indirect Expenditure	47	0	2,000	2,000	0	2,000
Net Income over Expenditure	(47)	0	(1,500)	(1,500)		

Detailed Income & Expenditure by Budget Heading 01/08/2021

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
700 Sawbobus						
1150 Grants Received	31,232	0	14,525	14,525		
1151 STC Subsidy	0	0	15,000	15,000		
1800 Fares	194	95	250	155		
1820 Fuel Rebate	698	0	1,000	1,000		
1830 Sponsorship	1,667	500	2,000	1,500		
1850 Vehicle Hire Income	21,028	0	0	0		
Sawbobus :- Income	54,819	595	32,775	32,180		
4029 Salary Recharge	15,087	1,680	4,124	2,444		2,444
4045 Subcontracted Labour	3,397	3,187	7,280	4,093		4,093
4800 Fuel	1,202	852	5,000	4,148		4,148
4805 Vehicle Maintenance	2,413	1,793	2,500	707		707
4810 Vehicle Tax & Insurance	1,533	2,240	2,000	(240)		(240)
4816 Community Bus Reserve	0	0	10,000	10,000		10,000
Sawbobus :- Indirect Expenditure	23,632	9,752	30,904	21,152	0	21,152
Net Income over Expenditure	31,187	(9,157)	1,871	11,028		
710 Lofty WK05						
4800 Fuel	131	0	0	0		0
4805 Vehicle Maintenance	276	0	0	0		0
4810 Vehicle Tax & Insurance	325	0	0	0		0
Lofty WK05 :- Indirect Expenditure	731	0	0	0	0	0
Net Expenditure	(731)	0	0	0		
800 Heffer GL61						
1850 Vehicle Hire Income	250	52	1,000	948		
Heffer GL61 :- Income	250	52	1,000	948		
4800 Fuel	20	361	600	239		239
4805 Vehicle Maintenance	973	2,336	1,000	(1,336)		(1,336)
4810 Vehicle Tax & Insurance	1,602	463	2,000	1,537		1,537
Heffer GL61 :- Indirect Expenditure	2,595	3,160	3,600	440	0	440
Net Income over Expenditure	(2,345)	(3,108)	(2,600)	508		
810 Rangers Truck FT63						
1850 Vehicle Hire Income	8,000	0	0	0		
Rangers Truck FT63 :- Income	8,000	0	0	0		

Detailed Income & Expenditure by Budget Heading 01/08/2021

Month No: 5

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4800 Fuel	29	526	500	(26)		(26)
4805 Vehicle Maintenance	88	268	1,000	732		732
4810 Vehicle Tax & Insurance	221	376	450	74		74
Rangers Truck FT63 :- Indirect Expenditure	338	1,170	1,950	780	0	780
Net Income over Expenditure	7,662	(1,170)	(1,950)	(780)		
<u>910 Town Action Plan</u>						
4910 Town Action Plan Costs	0	0	500	500		500
Town Action Plan :- Indirect Expenditure	0	0	500	500	0	500
Net Expenditure	0	0	(500)	(500)		
Grand Totals:- Income	469,965	196,107	470,200	274,093		
Expenditure	396,841	125,068	437,818	312,750	0	312,750
Net Income over Expenditure	73,124	71,040	32,382	(38,658)		
Movement to/(from) Gen Reserve	73,124	71,040				