

# **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 23 July 2018**

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

**at 7.30 pm**

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Followed by

**Planning Committee**

**At about 8.30pm**  
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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.

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**MAYOR**  
Cllr Mrs Angela Alder  
**TOWN CLERK**

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 23 July** 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  
17 July 2018

## AGENDA

Welcome by the Town Mayor followed by Prayers

**18/46 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**18/47 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Interest by Members.

**18/48 PUBLIC FORUM**

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

**18/49 MINUTES**

[📄] [🗣️]

To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 25 June 2018 (M02) [Appendix A]

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

[🗣️]

- To change the date of the Finance & Policy Committee and the Planning Committee meetings from 10 June 2019 to 17 June 2019.

**18/50 PLANNING COMMITTEE**

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

[📄]

- 25 June 2018 (P02) [Appendix B]

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

[📄]

- 16 July 2018 (P03) [Appendix C]

- 18/51 AMENITIES COMMITTEE**  
To receive and note the draft minutes of the Amenities Committee Meeting held on:
- [5] • 16 July 2018 (A01) *[Appendix D]*
- 18/52 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive Mayor's appointments and communications.
- 18/53 REPRESENTATIVES REPORTS**  
To receive representatives reports from:
- County Councillor
  - District Councillors
  - Hertfordshire Police
  - Other Representatives & Champions
- 18/54 OFFICERS REPORTS**
- Town Clerk *[Appendix E]*
  - Town Projects Manager *[Appendix F]*
- 18/55 GRANT APPLICATIONS**  
To consider Grant applications from:
- |                            |                          |      |
|----------------------------|--------------------------|------|
| Aspect Schools Partnership | Crucial Crew Project     | £750 |
| Sawbridgeworth PCC         | Tree work in church yard | £500 |
- [Appendix G]*
- 18/56 EAST HERTS DISTRICT PLAN**  
To report on any developments following the public examination of the East Herts District Plan.
- 18/57 DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation.
- 18/58 FINANCIAL REPORT**  
To note the current Financial Report.
- 18/59 ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.
- 18/60 ITEMS FOR FUTURE AGENDAS**  
To consider any items for inclusion on future agendas.

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

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 25 June 2018**.

### Those present

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

Cllr John Burmicz  
Cllr Pat Coysten  
Cllr Annelise Furnace  
Cllr Don Hall  
Cllr David Royle

In attendance:  
4 members of the public  
R Bowran - Town Clerk

Joanne Sargent – Town Projects Manager

Welcome by the Mayor,  
Prayers were read by Gary Hanson,

### 18/32 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Riches – on holiday and Cllr Shaw - work commitment.  
Cllr Adamopoulos was absent

### 18/33 DECLARATIONS OF PECUNIARY INTEREST

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

### 18/34 PUBLIC FORUM

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

**Mrs Hazel Mead** asked whether retailers were going to be asked to have displays to mark the centenary of the end of WWI

*The mayor referred her to the Town Projects manager who confirmed that arrangements for this and other events would be put in hand*

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

*The mayor responded that the county councillor was waiting for funds to be transferred to his locality budget, at which point the work could be put in hand.*

### 18/35 MINUTES

**Resolved:** To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 21 May 2018 (M01)  
*[prop Cllr R Buckmaster; secd Cllr Burmicz]*

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

- **Resolved:** To change the date of the Amenities Committee meeting from 06 May 2019 to Tuesday 07 May 2019.  
*[prop Cllr Beeching; secd Cllr Hall]*

**18/36 PLANNING COMMITTEE**

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

- 11 June 2018 (P01)

**18/37 FINANCE & POLICY COMMITTEE**

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

- 11 June 2018 (F01) ]

**Resolved:** To approve the Terms of Reference for the Finance and Policy Committee as recommended by the committee.

*[prop Cllr Coysten; secd Cllr Beeching]*

The Mayor reminded members that the council's communications protocol is explicit in defining that contact with the press and public on council matters rests with the Mayor and the Clerk.

**18/38 ANNUAL ACCOUNTS AND ANNUAL RETURN 2017/18**

1. **Resolved:** To approve and sign the Annual Governance Statement. *[prop Cllr Beeching; secd Cllr Burmicz]*

*Cllr E Buckmaster arrived at 19.45*

2. **Resolved:** To approve and sign the Annual Return for 2017/18. *[prop Cllr E Buckmaster; secd Cllr R Buckmaster]*
3. **Noted:** The recommendations of the Internal Auditor, recorded in Minute F18/08 of the F&P committee meeting dated 11 June 2018

**18/39 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications.

- First official event was the Clean Air Day organised by Cllr McAndrew of EHDC.
- Sawbridgeworth Civic Service on 03 June, thanks to councillors who attended and staff for organising refreshments
- Hosted schools councils on 05 June and 12 June
- Cllr Beeching's last Music in the Garden event. £2,200 raised for Jacobs Neurocentres. A vote of thanks was proposed to thank Roger (and Jean) for organising this event over the years. *[prop Cllr Alder; secd Cllr R Buckmaster]* Clerk to write a letter of thanks to Cllr Beeching.
- Dunmow Civic Service on 24 June at which the mayoral chain was transferred.
- Commended attendance at the Fun on the Field event on Sunday 01 July.
  - o Cllr Furnace asked whether there would be a councillor's surgery at the event. *Mayor said this was a fun event but to expect people to approach councillors with concerns.*

## REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Eric Buckmaster reported:
  - Comments from the Secretary of State about governance of Academy Trusts and teacher recruitment
  - Statistics relating to library usage demonstrating a move from personal visits to on-line visits.
  - Conclusion of the East of England Ambulance service over last winter's issues of service.
  - Success of Social Prescribing programme.
    - Cllr Furnace asked if there were any statistics being gathered to demonstrate time saving for GPs. *Answer was Yes.*
  - The planning decision on a new multi storey car park in Bishops Stortford has been deferred.
- Cllr Royle asked whether we will meet the need for primary and secondary places. *Answer was that the question had been posed to County and response was that although it was marginal it should be satisfactory.*
- Cllr Royle asked whether BSTC will continue to support the Rhodes Centre after the development of the new cultural centre in the town. *Answer EHDC, the Rhodes Trust and BSTC have signed a heads of agreement for the development and are expecting £9m in funding from the LEP. Rhodes will become self-financing.*
- Cllr Royle asked about the outcome of the Cycling and Walking study. *Answer there would be some modifications following comments made. The consultants would not be paid the balance of their fee until the final report was received.*
- Cllr Royle asked about District Plan progress. *Answer EHDC are awaiting the response from the Inspector but anticipated that the District Plan would be adopted by the early autumn.*
- Cllr Furnace commented that the space allocated to Mandeville school was less than in the original plan. *Answer. That is the case, but representations have been made.*
- Joanne Sargent commented on the proposed change of use of a retail outlet in Bell Street to professional services. *Answer. This is a matter for the planning committee to comment on.*
- Joanne Sargent commented on the apparent change of use of a retail outlet in Bell Street to residential use. *Answer. This is a matter for the Clerk to take up with the Enforcement Officer.*
- Cllr Burmicz asked what pressure could be brought to bear on Forebury Estates relating to the re-letting of the GooseFat and garlic site. *Answer. Regrettably this is a commercial decision for the owners.*
- Cllr Beeching commented on scenarios for the future relating to PAH. It seems to be geared to EFDC, UDC and Harlow council. *Answer. A Garden Town Board has been established which will include the CEO and Leader of EHDC.*
- District Councillor Angela Alder reported:

- Visiting an extra care centre in Wokingham on 22 May
- Chairing the Community Forum on 14 June at which councillors looked at ways to interact with their constituents
- Attending a PAG meeting at which the work programme for the coming year was examined.
- On 27 June will be attending the STACC annual meeting.
- Hertfordshire Police were not present,
  - Town Projects Manager reported concerns about travellers' movements in Essex and Hertfordshire.
- Other Representatives & Champions
  - Footpaths. Cllr Royle reported resurfacing of the path to the catholic church; that the flooding issue on the path running south from Gt St Marys will be addressed this financial year; an increase in eco-crime resulting from a lack of dog control and taking regular walks around the footpaths.
  - Litter. Cllr Royle reported that Corinne Lewis had organised a litter collection at hot spots in the town.
  - Pishiobury Park. Cllr Royle reported having examined the Pishiobury GAP and has commented on the lack of provision for adequate access points.
  - Schools. Cllr Royle reported having several school council meetings in the chamber and outlined a programme of meetings for the next year.
  - Training. Cllr Royle reported attending a training session together with Cllr R Buckmaster on Community Engagement, which would be fed back to the F&P committee.

**18/41 OFFICERS REPORTS (Verbal)**

- Town Clerk
  - Advised that he was collecting Sawbobus after it had been away for two months for repairs under warrantee.
  - Advised that he had agreed with Herts CC footpaths officer to remove leaflet containers from sign boards as they were being used for depositing dog waste.
- Town Projects Manager
  - Reviewed arrangements for the Fun on the Field event to be held on Sunday 01 July.

**18/42 DEPOSIT & CONSULTATION DOCUMENTS**

There were no Documents for Noting and Consultation.

**18/43 FINANCIAL REPORT**

**Noted:** The current Financial Report.

**18/44 ACCOUNTS FOR PAYMENT**

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

**18/45 ITEMS FOR FUTURE AGENDAS**

Members instructed that any further consideration of ANPR cameras should be deferred until the sponsoring councillor was able to be present a proposal in person.

Meeting closed at 20:41



# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8.45 pm on **Monday 25 June 2018**.

#### Those present

Cllr Ruth Buckmaster  
Cllr Pat Coysten

Cllr Don Hall  
Cllr David Royle

#### In attendance:

Richard Bowran – Town Clerk

Lisa Dale – Planning Officer

#### P 18/09 APOLOGIES FOR ABSENCE

Apologies received from Cllrs Shaw and Riches

#### P 18/10 PUBLIC FORUM

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

#### P 18/11 DECLARATIONS OF PECUNIARY INTEREST

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

#### P 18/12 MINUTES

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

- 11 June 2018 (P01) ) [prop Cllr Royle; secd Cllr Hall]

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

#### P 18/13 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

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#### 3/18/1236/FUL 47 Bell Street, CM21 9AR

Change of use of ground floor unit from Retail (A1) to Non-residential institution (D1) (Physiotherapy)

**Applicant:** Katy Short

**STC Comment:** *Objection. The proposal for change of use from A1 to Other, appears to be contrary to Policy STC4 (II).*

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#### 3/18/1262/HH 66 High Wych Road, CM21 0HG

Change flat roof canopy to pitched roof to front elevation

**Applicant:** Mr & Mrs Moretti

**STC Comment:** *No objection.*

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**3/18/1279/HH            9 Rowney Gardens, CM21 0AT**

First floor extension over footprint of existing garage and utility room to create bedroom 4 with ensuite bathroom and laundry room

**Applicant:** Mr L Atkins

**STC Comment:** *Objection. Plans do not correctly represent application – encroachment beyond original front footprint and pitch roof to front.*

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**P 18/14            LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 22 June 2018

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**3/18/1296/HH            8 Knight Street, CM21 9AT**

Loft conversion with rear dormer and replacement front dormer

**Applicant:** Dr Steen Terp

**STC Comment:** *No objection.*

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**3/18/1322/FUL            Land Adjacent to Sevens Spellbrook Lane West, Spellbrook**

Proposed detached 4 bedroom dwelling

**Applicant:** Mr David Mowbray

**STC Comment:** *No objection.*

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**3/18/1341/FUL            13 Rowney Wood, CM21 0HR**

Sub-division of the existing detached two-bedroom bungalow into two semi-detached two-bedroomed bungalows, removal of the conservatory and single garage to the right hand side and extend the properties to the rear and right hand side. Provision of three parking spaces

**Applicant:** Mr Mike Allen

**STC Comment:** *No objection.*

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**P 18/15            PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC

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**3/17/2640/FUL            White Cottage, London Road Spellbrook, CM23 4AU**

Demolition of house, erection of four bedroom replacement dwelling (Amendment to planning approval 3/16/2132/FUL – Removal of chimney to the flank elevation, bay window to the front elevation, canopy and window to the side elevation. Replacement of ground floor windows to kitchen/family room with bi-fold patio doors and first floor window with double casement window. Alterations to materials)

**Applicant:** Mr W Morris

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/0839/HH          6 Sayesbury Avenue, CM23 0ED**

External part cladding and part rendering

**Applicant:** Mr & Mrs Baxter

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/0865/VAR          34 West Road, CM21 0BN**

Variation of condition 2 (approved plans) of planning permission 3/17/2203/FUL –

Extension of existing outbuilding to create ancillary residential accommodation –

Repositioning of north and south facing walls

**Applicant:** Mr Simon Beard

**STC Comment:** Objection: This is overdevelopment of the site and there are no mitigating reasons why this should be allowed. Contrary to Policy ENV1

**EHDC Decision:** Granted

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**3/18/1053/PNHH          17 Honeymeade, CM21 0AR**

Single storey rear extension: Depth 6.0 metres, Maximum height 3.0 metres, Eaves height 3.0 metres

**Applicant:** Mr Julian Haste

**STC Comment:** No objection

**EHDC Decision:** Prior Approval is required and refused. "The proposed development would result in a significant adverse impact to the amenity of the neighbouring dwelling and its residents by overbearing impacts, loss of outlook and loss of light. It would therefore be contrary to Policies ENV1 and ENV5 of the East Herts Local Plan 2007"

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## **P 18/16          PLANNING APPEALS**

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

Meeting Closed at 21:02

The next scheduled meeting of the Committee is at 7.30pm on Monday 16 July 2018



# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 16 July 2018**.

#### Those present

Cllr Ruth Buckmaster  
Cllr Pat Coysten  
*ex Officio Cllr Alder*

Cllr Don Hall  
Cllr David Royle

In attendance:

Richard Bowran – Town Clerk

#### P 18/17 APOLOGIES FOR ABSENCE

Apologies received from Cllrs Riches and Shaw

#### P 18/18 PUBLIC FORUM

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

#### P 18/19 DECLARATIONS OF PECUNIARY INTEREST

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

#### P 18/20 MINUTES

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

- 25 June 2018 (P02) ) [*prop Cllr Alder ; secd Cllr Royle*]

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

#### P 18/21 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

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**3/18/1348/HH      The Farmhouse, Three Mile Pond Farm, Cambridge Rd**  
Erection of a new boundary wall to north of site to create a separate pedestrian access to Farm Cottage; and creation of a new vehicular access with new boundary walls and gates to the south of the site

**Applicant:** Mr M Brace

**STC Comment:** *No objection*

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

Single storey rear extension

**Applicant:** Mr L Gardner

**STC Comment:** *No objection*

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**3/18/1415/HH**      **10 Stoneleigh, CM21 0BT**  
Removal of conservatory. Proposed part two storey/part single side extension  
**Applicant:** Mr & Mrs Kozan Ali  
**STC Comment:** *No objection*

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**3/18/1428/HH**      **10 Brook Road, CM21 9HA**  
Single storey rear extension and associated internal alterations  
**Applicant:** Mr Simon Taylor  
**STC Comment:** *No objection*

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**3/18/1516/PNHH**      **11 East Drive, CM21**  
Single storey rear extension. Depth 8 metres, maximum height 3 metres, eaves height 3 metres  
**Applicant:** Mr Robert Montague  
**STC Comment:** *Objection. Overdevelopment of site.*

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**P 18/22      LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 13 July 2018. There were none.

**P 18/23      PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC

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**3/18/0791/FUL**      **Lnd Rr of Westwood Park, London Rd, Spellbrook, CM23 4AU**  
Erection of 2no. bungalows with associated garaging and access  
**Applicant:** Westwood Developments  
**STC Comment:** No objection  
**EHDC Decision:** Refused. "The proposed development would result in the loss of an employment use and insufficient evidence has been submitted to demonstrate that the retention of the site for employment use has been fully explored without success. The proposal is therefore contrary to Policy EDE2 of the East Herts Local Plan Second Review April 2007"

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**3/18/0791/LBC**      **17 High Wych Road, Sawbridgeworth, CM21 0AY**  
Replacement non-illuminated timber fascia and removal of amenity boards  
**Applicant:** Hand & Crown  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/18/0793/HH**      **22 Barnard Road, CM21 9DY**  
Single and two storey rear extensions and removal of chimney  
**Applicant:** Mr & Mrs Swanton  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/18/0822/HH**            **89 London Road, CM21 9JJ**

Single storey rear extension

**Applicant:** Mr & Mrs Lancaster-Buck

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/0823/LBC**            **89 London Road, CM21 9JJ**

Single storey rear extension

**Applicant:** Mr & Mrs Lancaster-Buck

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/0824/HH**            **89 London Road, CM21 9JJ**

Single storey rear extension with pitched roof

**Applicant:** Mr & Mrs Lancaster-Buck

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/0825/LBC**            **89 London Road, CM21 9JJ**

Ground floor rear extension with pitched roof

**Applicant:** Mr & Mrs Lancaster-Buck

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/0958/HH**            **38 Sayesbury Road, CM21 0EB**

Removal of existing rear extension. Erection of single storey rear and side extension, enlarged first floor side window opening and replace first floor front and rear windows

**Applicant:** Mr & Mrs Barr

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/0990/HH**            **19 West Road, CM21 0BJ**

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

**Applicant:** Mr Hibbert

**STC Comment:** Objection. The proposal would render the property out of keeping with the street scene.

**EHDC Decision:** Refused. Out of keeping with street scene. Contrary to policies ENV1, ENV5 & ENV6

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**3/18/1038/HH**            **7 Reedings Way, CM21 9DX**

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

**Applicant:** Mrs Ayse Casey

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/1127/HH            6 The Forebury, CM21 9BD**

Two storey side extension

**Applicant:** Mr & Mrs Smith

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

**EHDC Decision:** Granted

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**3/18/1182/HH            8 Sayesbury Avenue, CM21 0ED**

Proposed single storey rear extension and alterations to ground floor fenestration

**Applicant:** Mr & Mrs I & L Bowler

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/18/1133/PNHH        21 Roseacres, CM21 0BU**

Single storey rear extension with pitched roof and 3 no. rooflights. Maximum depth 3.6 metres, maximum height 3.5 metres and maximum eaves height of 2.6 metres

**Applicant:** Mr Richard Whisker

**STC Comment:** No comment

**EHDC Decision:** Prior Approval is not required

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**3/18/1182/HH            Boxley, Bonks Hill, CM21 9HU**

Single storey side/rear extension

**Applicant:** Mr & Mrs R Harnack

**STC Comment:** No objection

**EHDC Decision:** Granted

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**P 18/24            PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals.

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**18/00062/REFUSE – Penrhyn, London Road, Spellbrook**

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Meeting Closed at 19:43

The next scheduled meeting of the Committee is at around 8.30pm on Monday 23 July 2018



# SAWBRIDGEWORTH TOWN COUNCIL

## AMENITIES COMMITTEE Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20.00 hrs. on **Monday 16 July 2018.**

### Those present

Cllr Angela Alder (ex-officio)  
Cllr Roger Beeching  
Cllr John Burmicz

Cllr Pat Coysten  
Cllr Annelise Furnace

### In attendance:

R Bowran - Town Clerk

Joanne Sargent – Town Projects Manager

### **A17/01 ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

To elect a Chairman and Vice Chairman of the committee for the civic year 2018/19

Cllr Burmicz was elected chairman of the committee for the civic year 2018/19 [*prop Cllr Beeching; secd Cllr Alder*]

Cllr Beeching was elected vice chairman of the committee for the civic year 2018/19 [*prop Cllr Alder; secd Cllr Burmicz*]

### **A18/02 APOLOGIES FOR ABSENCE**

Apologies received from Cllr Heather Riches – no reason given.  
Cllr Sotirios Adamopoulos was absent

### **A18/03 PUBLIC FORUM**

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

### **A18/04 DECLARATIONS OF INTEREST**

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

### **A18/05 MINUTES**

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

- 14 May 2018 : A04 [*prop Cllr Alder; secd Cllr Beeching*]

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

**Minute A17/28.** Cllr Beeching asked if Cllr Royle had reported back on matters relating to FP27. As the answer was no, the Clerk was asked to obtain an update.

### **A18/06 ALLOTMENTS**

To report on matters relating to Allotments

- Water Supplies. Extension of the water supply line on the Southbrook site has been completed.
- Sites.
  - Bullfields. Several new tenancies agreed.

- Southbrook. Looking good, several letters of caution about plot condition have been sent.
- Bellmead. Nothing specific to report.
- Vantorts. Nothing specific to report.
- Waiting List. Is now down to 11 applicants.
- Site visits to be arranged for members of the committee

#### **A18/07 CEMETERY**

To report on matters relating to the Town Cemetery

- Inspections
  - Many recent compliments have been made about the state of the site.
  - More clients are coming to the council direct rather than going through funeral directors.
  - Trend towards cremations and ashes scatterings around memorial trees.
- Maintenance
  - Sub-contractors. Agreed in principle to offer a fixed hours contract to the casual worker at the cemetery.
  - Equipment. Purchase of a PPE and minor equipment to facilitate extra work.
  - New F-Section is not ready for use and needs some basic ground care to prepare it.
- Development
  - Marketing. Cemetery manager to provide a proposal for the production of a cemetery brochure
  - Cemetery Manager introduced the idea of providing facilities for different religious preferences including the possibility of building a Mausoleum.
  - Two further quotation are still to be obtained for the roadways extension and visitors car park.
- Site visits to be arranged for members of the committee in the autumn

#### **A18/08 FOOTPATHS & OPEN SPACES**

To report on matters relating to Footpaths and Open Spaces

- Bullfields
  - Play Equipment. Weekly inspections carried out. Statutory inspection once a year. STC are no longer able to carry this task out *pro-bono*.
  - Emphasised that it was the responsibility of the SYPRC management committee to carry out inspections and a member of that committee will need to be trained in inspection.
  - Litter Clearance. Now arranged directly by SYPRC management.
  - Grass Cutting. Carried out under sub-contract as and when requested by SYPRC management.
- West Road
  - Play Equipment. Weekly inspections carried out. RoSPA qualification obtained by Town Projects manager. Statutory inspection once a year.
  - Litter Clearance. Carried out weekly by Ranger.
  - Grass Cutting. Carried out weekly by Ranger
  - Noted that there will have to be significant maintenance on sunken wet-pour areas.
- Other Areas
  - Bell Street and London Road Flower Beds.

- Need to consider new methods of maintenance as current ones are not satisfactory.
- Town Green
  - Nothing to report but suggestions made for TC to take over asset and create a public space useful for events and a potential market.
- Fair Green
  - Discussion with EHDC regarding the responsibility for the future care and maintenance of the green.
- Footpaths
  - General state is fair.
  - Site visits to be arranged for members of the committee
- Rivers Heritage Orchard
  - Licencing obligations have to be met.
  - Volunteer group is now independent financially of the Town Council and continue with their maintenance days.
  - Significant tree work Beech Hedge maintenance a scrub land clearance is needed. Part funded by the landowner, part funded by Rivers Hospital and part funded by the TC.

#### **A18/09      OPERATIONS**

To report on matters relating to Operations

- Community Transport
  - Sawbobus. Clerk is considering future funding and is applying for an s22 operator's licence.
  - Fiat vehicle remains off the road for repairs under warranty and service has been maintained by the use of STC's hire vehicles.
  - Hire minibuses. The Ford vehicle had been extensively damaged in an accident on our land and is subject of an insurance claim. The Mercedes vehicle has been used extensively in support of Sawbobus.
- Events.
  - Fun on the Field. Highly successful fifth event.
  - Christmas Lights. The annual major event is now in the planning stage.

#### **A18/10      CIVIC AMENITIES**

To report on matters relating to Civic Amenities

- Ranger Activities.
  - Now on summer hours and is subcontracted to water plants at Gilston & Eastwick and cut grass at SYPRC.
- Manor Facilities.
  - Redecoration programme will be started this summer.
  - Radio Scheme. Not currently a success and needs to be reviewed with the police.
- Floral Displays
  - Budget consideration to be made in 2018/19 for a complete change to town hanging baskets.
- Public Conveniences.
  - Meeting with EHDC has rejuvenated project and quotations to be updated. Proposal to be placed before council in September for consideration before the 2019/20 budget process.
- War Memorial Repairs

- Clerk confirmed PCC had approved scheme, DAC are being most helpful, submitting detailed work programme.
- Community Champions Awards.
  - Topic to be included on future agendas.

Meeting ended at 21:25

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# Sawbridgeworth Town Council

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**Subject: Clerk's Report July 2018**

**Date: 17 July May 2018**

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## **Community Transport - Sawbobus**

- Sawbobus off the road for a second time awaiting repair
- Discussing funding with Essex CC and Sheering PC
- RTA s22 application submitted

## **Community Transport – Hire buses**

- One hire bus off the road following a damage related incident.
- Second hire bus is substituting for Sawbobus

## **Footpaths**

- Further consultation with TeesLaw regarding advice about ownership of path from Elmwood to the river.

## **GDPR**

- Working with the East Herts town clerks to agree a consistent approach.
- Produced a draft Policy statement.

## **Projects**

- Bell Street Conveniences meeting now taken place with EHDC. Project revisited and proposal to be made to council in September 2018.
- Town Green; no further activity.
- Fair Green; consultation has resulted in protests and a legal challenge
- Quote for Cemetery road extension received, two further tenders are required.

## **Travelers**

- Steps taken to secure open spaces against possible incursions

## **Staff**

- Office staff managing administration while Clerk on sick leave.

## **War Memorial**

- First stage DOF cleaning has taken place.
- PCC have resolved that work can go ahead.
- Detailed work programme being sought from Lodge.

## **Finance**

- Annual Return submitted to external auditor



To: All Members  
From: Joanne Sargant  
Subject: **Town Project Manager's Report June**  
Date: 17<sup>th</sup> July 2018

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**Fun on the Field** – A huge success yet again. The dog show element of the event raised £298.06 that will be sent to Hanovia Gold Animal Trust. The weather was extremely hot, so extra provision was made for the dogs with paddling pools and cooling stations all around the site. It was estimated that visitor numbers were about the same as 2017 even though we had made a provision for an increase in footfall. It was felt that visitor numbers were affected by three factors – the world cup, the weather and the grand prix! All stall holder reported good takings and were impressed with the organisation of the event and said that it was now considered an essential annual event.

**War Memorial** – Project on schedule. Lodge and Sons and St Albans Diocese are confident that the work will be completed by November 11<sup>th</sup> 2018.

**Travel Challenge & Town Selfie Walk** – Project preparation ongoing.

**WW1 Then & Now Book Project** – On going with working party group, Cllr E Buckmaster, Gary Hanson, Barry Leslie and John Rider. Presently this is the main working project that has priority.

### ***Future Dates for the diary***

Saturday 29<sup>th</sup> September – Town Selfie Walk

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

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





Appendix G.1



<b>Sawbridgeworth Town Council</b>	
<b>28 JUN 2018</b>	
<b>RECEIVED</b>	
To: <i>Grant</i>	Initls: <i>L</i>

## SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

### Application for Grant – 2018/19

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 29 June 2018 for consideration on 30 July 2018.

<b>Name of Organisation:</b>	Aspects Schools Partnership
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<b>Name and position of person making this application</b>	Pippa Roy-Chowdhury, Manager
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<b>Address for correspondence:</b>	Aspects School Partnership All Saints Primary School Parsonage Lane Bishops Stortford CM23 5BE
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<b>Phone number:</b>	01279 696842
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<b>Name of Project:</b>	Crucial Crew
<b>Description of Project, how and when grant will be spent.</b>  700 Year 6 Primary School pupils, including those from Sawbridgeworth, High Wych, Bishops Stortford and surrounding villages, are invited to take part in Crucial Crew in May 2019. This week-long programme delivers key safety messages to the students as they prepare to transfer to secondary school. Volunteers run interactive safety workshops including fire safety, river safety, rail safety, safe use of medicines, crime prevention, anti-bullying and inclusion. The money will be used for venue hire, refreshments for volunteers and important take-away packs for every student containing essential telephone numbers and key safety information.	

<b>Total cost of project (excluding VAT)</b>	<b>£ 2,524</b>
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<b>Amount of Grant requested:</b>	<b>£ 750</b>
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<b>Other sources of funding applied for:</b>	Bishops Stortford Town Council
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<b>If so, with what result:</b>	Awaiting outcome
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<b>Self help; details of other activities to meet this need.</b>	<p>The activities are staffed by volunteers who give their time for free.</p> <p>Drama students from local secondary schools run a workshop on inclusion.</p> <p>Some local Supermarkets give a donation towards the cost of lunches for the volunteers.</p>
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<b>Signature of Applicant</b>	Pippa Roy-Chowdhury	<b>Date:</b> 28/06/18
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Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.

**From:** Jo Deeks -ASPECTS Administrator [<mailto:admin@aspects.org.uk>]  
**Sent:** 06 June 2018 11:38  
**To:** Info  
**Subject:** Grant Request



Dear Sir, Madam

**Aspects** is a family and student support service working in Bishop's Stortford, Sawbridgeworth and surrounding villages. Our aim is to remove barriers to learning and to ensure that young people and children enjoy, thrive and achieve at school.

We provide a range of support to young people aged between 5 and 19 who attend one of our local schools. We work in close partnership with the Children's Centre who support families with children aged 0-5 therefore ensuring we reach the entire age range of young children and those in education or training.

Bishop's Stortford & Sawbridgeworth Crucial Crew, an annual interactive learning event which empowers Year 6 pupils to keep themselves safe, reducing the risk of significant harm.

This year all 700 Year6's attended the weeklong event held at the St. Barnabas Centre, Bishops Stortford. You may have seen the article in the BS Independent!

We would like to apply for a grant to support the 2019 project please, I attach a leaflet from this year to explain a little more.

Please let me know if this would be possible.

Best regards

*Jo Deeks*

**Administrator for ASPECTS**

A School Partnership Engaging Community Throughout Stortford and district

All Saints School,

Parsonage Lane,

Bishop's Stortford,

Herts CM23 5BE

Tel 01279 696842

Email: [admin@aspects.org.uk](mailto:admin@aspects.org.uk)

Website: [www.aspects.org.uk](http://www.aspects.org.uk)

**REGISTERED CHARITY 1164201**

Twitter @Aspects4  <https://twitter.com>





# SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

## Application for Grant – 2018/19

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 29 June 2018 for consideration on 30 July 2018.

Name of Organisation:	SAWBRIDGEWORTH P.C.C.
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Name and position of person making this application	PETER CLARK CHAIR OF FABRIC AND CHURCHYARD COMMITTEE, P.C.C.
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Address for correspondence:	10 THE STABLES GT. HYDE HALL SAWBRIDGEWORTH HERTS, CM21 9JA.
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Phone number:	01279 726108
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Name of Project:	CAR PARK HEDGE - HEIGHT REDUCTION.
Description of Project, how and when grant will be spent.	TO REDUCE HEIGHT OF HEDGE TO A MANAGEABLE HEIGHT FOR FUTURE MAINTENANCE BY THE VOLUNTEER TEAM. THE WORK WILL BE DONE BY P.R. NEWSON LTD AS SOON AS POSSIBLE, TO PREVENT FURTHER GROWTH.


Total cost of project (excluding VAT)	£ 600
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Amount of Grant requested:	£ 500
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Other sources of funding applied for:	THE REMAINING COST WILL BE PROVIDED FROM CHURCH FUNDS.
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If so, with what result:	N/A.
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Self help; details of other activities to meet this need.	THE SIX ACRE CHURCHYARD (INC. CARPARK) IS MAINTAINED BY A TEAM OF VOLUNTEERS WHO MEET ON A REGULAR BASIS TO KEEP THIS CENTRAL SITE IN SAWBRIDGEWORTH IN GOOD ORDER. HOWEVER, THERE ARE LIMITATIONS ON WHAT CAN BE DONE BY THIS TEAM, IN LIGHT OF HEALTH & SAFETY ISSUES. THIS HEDGE NEEDS PROFESSIONAL ATTENTION.
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Signature of Applicant 	Date: 28.6.18
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Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.