

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;
Furnace; Parr; Parsad; Rattey; Rider; Smith, Wyatt

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 31st October 2022** commencing at 7:30pm to transact the business set out in the agenda below.

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

Town Clerk
25th October 2022

AGENDA

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

22/83 APOLOGIES FOR ABSENCE



To receive any apologies for absence

22/84 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

22/85 MINUTES



To approve as a correct record the minutes of the Meeting of the town council held on 26th September 2022 (M04) [Appendix A, Attached]

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

22/86 PLANNING COMMITTEE



To receive and note the minutes of the Planning Committee held on 26th September 2022 (P06) [Appendix A, Attached]



To receive and note the draft minutes of the Planning Committee cancelled following the death of Queen Elizabeth II on 17th October 2022 (P07) [Appendix A, Attached]

- 22/87 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Council.
- 22/88 TOWN ACTION PLAN and AMENITIES COMMITTEE**
[a] To receive and note the draft minutes of the Town Action Plan and Amenities Committee on 18th October (A02) *[Appendix A, Attached]*
- 22/89 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive mayor's appointments and communications
- 22/90 GREAT ST MARY'S CHURCH CHURCHYARD MAINTENANCE TRANSFER**
To receive and resolve the grounds for the closure of the burial ground at the Church, to object or accept the grounds given.
Forms relating to the application, *[Appendix B, Attached]*
- 22/91 REPRESENTATIVES REPORTS**
To receive representatives reports from:
[a]
[a][a]
[a]
 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr R Buckmaster
 - Cllr A Furnace Sustainable Sawbridgeworth*[Appendix C, Attached]*
- 22/92 TOWN CLERK REPORT**
[a] To receive and note clerk's report for the month of October 2022.
[Appendix D, Attached]
- 22/93 TOWN PROJECT MANAGER'S REPORT**
[a] To receive and note Town Project Managers report for the month of October 2022.
[Appendix D, Attached]
- 22/94 UKRAINE SITUATION REPORT**
[a] Report submitted by David Royle on the current situation in Ukraine.
[Appendix E, Attached]
- 22/95 FINANCIAL REPORT**
To note the current Financial Report.
- 22/96 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 22/97 ITEMS FOR FUTURE AGENDAS**
To note any items for future agendas.

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

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:30pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 26th September 2022**.

Those present

Cllr Angela Alder	Cllr Fred Parr
Cllr Eric Buckmaster	Cllr Nathan Parsad
Cllr Ruth Buckmaster	Cllr Greg Rattey
Cllr John Burmicz	Cllr John Rider
Cllr Craig Chester	Cllr Reece Smith
Cllr Annelise Furnace	Cllr Angus Wyatt

In attendance:

Christopher Hunt - Town Clerk	Chris Carter Bishop's Stortford Independent
Mrs Lisa Dale – Finance Officer	2 x members of the public

Welcome by the Town Mayor followed by thought for the day from Cllr Fred Parr.

22/63 APOLOGIES FOR ABSENCE

None received

22/64 DECLARATIONS OF PECUNIARY INTEREST

Declarations of Pecuniary Interests.
None declared

22/65 CO-OPTION TO FILL THE CURRENT VACANCY

To consider the co-option of a suitably qualified person to fill the vacancy on the council. Cllr Alder and Cllr R Buckmaster requested a ballot as a process to vote on this subject.

[prop Cllr A Alder; secd Cllr R Buckmaster]

- Onur Gokdemir
- Adrien Sella
- Reece Smith
- Clive Vernon

Four candidates presented for three minutes and the ballot was counted independently by the Clerk and the acting teller Mrs Dale. An absolute majority vote was received in favour of Mr Reece Smith.

On conclusion of this process Mr Smith signed the declaration of acceptance of office and invited to the chamber table to sit in his role as councillor.

22/66 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 25th July 2022 (M03)

[prop Cllr A Furnace; secd Cllr A Wyatt]

Matters arising, Cllr Rider asked when the allotment emergency protocol was going to be in place, the Clerk responded that it was in hand.

22/67

PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 25th July 2022 (P04)

Received and noted: the draft minutes of the planning committee held on 12th September 2022 (P05)

22/68

PUBLIC FORUM

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

Mr Royle asked did the Council send a formal objection to the car parking charges increase and the timetable for this decision.

Cllr Rattey stated a collective objective and personal one was sent in and a petition had been raised with hundreds of signatures.

Cllr E Buckmaster referred to his report which raised several points in respect to this issue.

- Covid and the war in Ukraine has had a negative impact on inflation.
- This has raised an in-year deficit of 23.5 million pounds for the County Council.
- All councils around the country will be in the same position and the district must have a balanced budget and are restricted on how much to raise a precept.
- Cost saving and income streams are being looked at to balance the budget.
- It had been reported wrongly on the term 'full cost recovery. This point wasn't related to the car park but to resident parking zones and Sawbridgeworth don't have any of these.
- Sawbridgeworth charges were relatively low
- The district council were taking this seriously and looking at options.

Cllr Rattey raised a point that East Herts were hitting the town hard which Cllr E Buckmaster refuted but stated the communication could have been better and the car parking charges were not the same as the other towns and were value for money.

Mr Royle asked if the council are going to raise interest in the public forum and several people have raised that they don't know when meetings are occurring or if they can come and the website stated they needed an appointment.

The Clerk explained that the website had been updated as the appointment system was due to Covid restrictions and to limit the number of people attending the chamber.

Cllr Parsad said we can post on the Facebook page to promote meetings.

Cllr Furnace stated that it was explored previously regarding webcasting and recording the meetings. Cllr Parsad said he would look at cost and the possibility of this webcasting of meetings.

22/69

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Noted the draft minutes of the Finance and Policy Committee on 12th September (F02)

22/70

ECO AUDIT WORKING PARTY

Noted the Eco audit working party group notes held on 6th September 2022

22/71

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications:

- Promoted shops and business
- Attended Stortford Pride
- Attended the Redricks rifle range
- Opened Jensen's the hairdressers
- Presenting the Oscars to the Reedings School
- Fun on the Field
- Proclamation of King Charles III
- Met with head of Leventhorpe school to discuss CRC
- Met with the new Police Chief Inspector
- Spoke at the unveiling of the plaque for Arthur Cutforth

Cllr Rattey also raised that Thomas Banks who is 16 years old has won the British Youth Darts Championship and has written a letter of congratulations and MP Julie Marson has also done so.

22/72

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor E Buckmaster
 - Launched the 100,000 free trees project
 - Attended the Youth Conference of Parties (COP) with 8 schools in attendance
 - Mentioned the household black bins and after a study food waste and recycling was still being placed in to the black bin and if recycling and food waste was collected weekly food collections will be weekly reducing the need for the black bins to be emptied as regularly.
 - Traffic consultations and 20 mph restrictions were being continued and yellow lines will only be considered where real safety issues are encountered.

Cllr Rider asked what was happening to the brown bins no longer used by residents. Cllr E Buckmaster stated these will be recycled.

Cllr Parr asked if the signage on Station Road could be assessed as the right of way was not being adhered to.

Cllr E Buckmaster stated this was more driver behaviour regularly seen and 106 money had been delayed for better walking and cycling projects.

Cllr Alder asked regarding the double yellow lines at Bullfields and Cllr E Buckmaster was waiting for the consultation results.

- District Councillor Cllr A Alder - no further information to report but will update on the next meeting due to dates not lining up with District and Town council meetings.
- District Councillor Cllr R Buckmaster – mentioned the Wrenbridge development and as a reserved matter application and restricted considerations for objecting to building sizes and landscaping.

Cllr Furnace asked if local residents could record evidence of vehicles leaving Wrenbridge breaching any conditions,

Cllr R Buckmaster stated that the legal adviser in the planning department stated enforcement would take place using this type of evidence. Cllr E Buckmaster stated enforcement is discretionary

- District Councillor Cllr J Burmicz – Raised the issues over car parking charges in the town and the impact on local businesses and clubs and what model was used to come up with the charging figures. He stated that it may be the Town Council could run the car park if the District Council could not make money from running them.

Cllr E Buckmaster called a point of order to express that Cllr Burmicz suggestion was going against what he had said earlier and the running of the car parks and earning money was nothing to do with the decision to raise the charges.

Concerns regarding the speed of lorries delivering to West Road was raised and the buffer zone at the rear of some of the houses had been implemented and his concerns regarding the volume of traffic when the developments houses are fully occupied.

Sawb 4 concerns regarding the location of the development and the impact this development will have with local residents which he will monitor.

Concerns were raised with the Christian Revival Church being situated in Leventhorpe school and perhaps the Board of Governors should be asked to make a statement.

Cllr Chester wanted to refute some of the issues raised regarding the CRC using Leventhorpe school and the head and Board of Governors had investigated the matter in detail and when they use the facility all children are off site.

Cllr E Buckmaster stated speed and volume detectors will be fitted in to West Road to assess the concerns raised.

- Hertfordshire Police Report read out by PCSO Amanda Higham who raised that over the past two months, three burglaries had been recorded which is not unusual for this time of year and generally there have been low numbers. There have been three theft from motor vehicles and two theft of motor vehicles but one has been recovered. There has been a small spree of criminal damages and the priority for three months will be to focus on youth related ASB in Bell Street car park. Mini police will be starting again and travel challenge week will be supported.

Halloween talks in schools will be repeated this year.

The Mayor raised an issue whereby a male has been assaulted and racially abused and hasn't had any contact. PSCO Higham said she will chase this up.

- Councillor R Buckmaster apple day was held with a great success and the library will be holding a chat and warm place on Monday and Wednesday mornings.
- Councillor Furnace mentioned the travel challenge week and the new SawboSaurus

22/73

TOWN CLERK REPORT

Town Clerk – updated on

- Interviews for the new bus driver are taking place.
- CiLCA has been completed and passed
- The new Town Ranger has passed his first aid course meaning all staff are now trained.

22/74

TOWN EVENTS MANAGER REPORT

Read out by the Clerk

- Planning for remembrance Sunday is taking place
- The market is being progressed but has stalled due to the stall holder's availability
- The welcome back fund for £12000 was explained that was monies for items already purchased.

Cllr Parr offered his apologies and left the meeting

22/75 POLICY MATTERS

Resolved: after three amendments which were noted by the Clerk.

- To approve the draft document 1.7.1 Corporate Structure
- To approve the draft risk management policy
- To approve the draft STC Financial Regulations

22/76 CIVILITY AND RESPECT PROJECT

Resolved:

The council resolved to sign up to the Civility and Respect Pledge.

[prop Cllr Parsad; secd Cllr A Wyatt]

22/77 AIR QUALITY PLAN

Resolved:

To adopt the Air Quality Action Plan for Sawbridgeworth.

Cllr Furnace and Buckmaster discussed the plan and highlighted how the work being completed currently dovetails into the air quality plan.

Cllr Burmicz asked if any pressure could be levelled at developers to fit solar panels to buildings. Cllr E Buckmaster supported this position raised.

[prop Cllr Chester; secd Cllr R Buckmaster]

22/78 UKRAINE SITUATION REPORT

David Royle read from his report within the briefing pack regarding the current position in Ukraine

22/79 ROYAL PROCLAMATION ¹

To record for posterity on Sawbridgeworth Agendas and Minutes the Proclamation to King Charles III

22/80 FINANCIAL REPORT

Noted: The current Financial Report

22/81 ACCOUNTS FOR PAYMENT

Noted: the accounts for payment.

22/82 ITEMS FOR FUTURE AGENDAS

To note any items for future agendas.

Cllr Furnace wanted an agenda item on how the council are tackling the rise in the cost of living and what is available for residents and how they can be sign posted to support groups.

Meeting Closed 9:26pm

¹ "Whereas it has pleased almighty God to call to his mercy our late Sovereign lady Queen Elizabeth II of blessed and glorious memory, by whose decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to the Prince Charles Philip Arthur George.

The lords spiritual and temporal of this realm, and members of the House of Commons, together with other members of Her late Majesty's Privy Council, and representatives of the realms and territories, aldermen, and citizens of London and others, do now hereby, with one voice and consent of tongue and heart, publish and proclaim that the Prince Charles Philip Arthur George, is now, by the death of our late Sovereign of happy memory, become our only lawful and rightful liege lord, Charles III, by the grace of God, of the United Kingdom and Northern Ireland, and of his other realms and territories, King, head of the Commonwealth, defender of the faith, to whom we do acknowledge all faith and obedience with humble affection, beseeching God, by whom kings and queens do reign, to bless His Majesty with long and happy years to reign over us."

"God Save The King"

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 September 2022** at 9.24pm.

Those present

Cllr Angela Alder
Cllr Nathan Parsad
Cllr Angus Wyatt

Cllr Craig Chester
Cllr Greg Rattey

In attendance:

C Hunt – Town Clerk
L Dale – Planning Officer

P 22/49 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllr Parr & approved [*prop Cllr Parsad; secd Cllr Wyatt*]

P 22/50 PUBLIC FORUM

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

P 22/51 DECLARATIONS OF PECUNIARY INTEREST

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

P 22/52 MINUTES

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

- 25 July 2022 (P04)
- 12 September 2022 (P05) [*prop Cllr Alder; secd Cllr Rattey*]

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

P 22/53 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

3/22/1497/FUL 4 Bluebell Walk, CM21 0JQ

[Retrospective application to change the use of land rear of 4 Bluebell Walk to residential garden](#)

STC Comment: No objection

3/22/1513/TEL Land Adjacent to the A1184, London Road, Spellbrook
[Installation of a new monopole 15 metre in height together with 3 equipment cabinets at the base of the column and ancillary development](#)

STC Comment: Note the objections from residents, but recognise the need for digitisation and would encourage district to ensure the applicant have submitted the right drawings

3/22/1537/HH 23 Rowney Wood, CM21 0HR

[Conversion of garage to habitable space. Removal of parapet and roof and addition of lean to roof with three roof lights. Alteration to fenestration](#)

STC Comment: No objection

3/22/1541/HH 5 Falconers Park, CM21 0AU

[Removal of garage. Construction of two storey extension incorporating a first floor rear Juliet balcony and part single storey rear extension. Erection of front entrance porch. Alterations to first floor rear windows](#)

STC Comment: No objection

3/22/1566/HH 10 Greenstead, CM21 9NY

[Single storey rear extension, removal of chimney, erection of new flue, install solar panels on front roof, insert new ground floor side windows, replacement and alterations to existing windows. Alteration to detached garage to include removal of external stairs, install new external stairs, rear dormer extension, new first floor side windows and reduce the width of garage door](#)

STC Comment: No objection

3/22/1580/FUL Redricks, Hampton Gardens, CM21 0AN

[Demolition of existing dwelling and erection of two detached dwellings](#)

STC Comment: No objection

3/22/1607/HH 19 Wheatley Close, CM21 0HS

[Part demolition of garage and conservatory. Hip to gable roof to create first floor, conversion of garage to habitable room with alterations to roof and insertion of two roof lanterns, single storey rear extension, insertion of seven rooflights](#)

STC Comment: No objection

3/22/1672/VAR **6 Springhall Road, CM21 9ET**
[Erection of two four bedroom detached dwellings with new vehicular access way.](#)
[Variation of Condition 2 \(approved plans\) of planning ref: 3/21/2786/FUL; Plot 1: revised parking and addition of garden store, revised chimney, addition of 2 high level obscure glazed windows; Plot 2; new vehicular access, revised roof to garage, alterations to fenestration; revised boundary between gardens to both plots](#)
STC Comment: No objection

3/22/1693/HH **Squirrels, 115 High Wych Road, CM21 0HH**
[Removal of existing single storey garage, Conservatory, Utility, WC and side access together with single storey entrance lobby to front. Erection of single storey front extension, two storey side extension and single storey rear extension. Internal alterations](#)
STC Comment: No objection

3/22/1694/HH **Squirrels, 115 High Wych Road, CM21 0HH**
[Proposed triple garage with single bedroom annexe over](#)
STC Comment: No objection

P 22/55 **PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee

3/22/1689/HH **19 Lawrence Avenue, CM21 9DN**
[Erection of a two storey side extension](#)
STC Comment: No objection [*prop Cllr Chester; secd Cllr Wyatt*]

3/22/1699/HH **17 Rowney Gardens, CM21 0AT**
[Proposed single storey rear extension](#)
STC Comment: No objection [*prop Cllr Wyatt; secd Cllr Chester*]

3/22-1744/HH **15 Rochester Avenue, CM21 0FN**
[Erection of rear out-building](#)
STC Comment: No objection [*prop Cllr Rattey; secd Cllr Alder*]

3/22/1764/FUL **Rowney Bois, High Wych Road, CM21 0HH**
[Demolition of existing dwelling and erection of 4 bedroom dwelling.](#)
STC Comment: No objection [*prop Cllr Chester; secd Cllr Wyatt*]

3/22/1855/LBC **Groves House, 36 London Road, CM21 9JN**
[Demolition of rear lean-to and erection of single storey side and rear extensions with new opening from kitchen to side extension; conversion of garage and installation of door above to loft space; refurbishment of windows; alteration to partition wall and door removed on the first floor to allow for installation of new shower.](#)
STC Comment: LBC – No comment

P 22/56 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 23 September 2022. There were none.

P 22/57 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/2865/HH White Cottage, London Road, Spellbrook, CM23 4AU

New garage

STC Comment: No objection

EHDC Decision: Granted

3/21/3038/FUL Eden House, 21A Knight Street, CM21 9AT

Conversion of garage/ outbuilding to one 1 bedroom detached two-storey dwelling with two additional car-parking spaces, alterations to fenestration and openings, the addition of roof lights and new windows and installation of air source heat pump. | Eden House 21A Knight Street Sawbridgeworth Hertfordshire CM21 9AT

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by virtue of the uncharacteristic narrow plot width, siting of the dwelling on the plot, and the scale, layout and appearance of the dwelling, would represent a cramped and inappropriate form of development. The proposed development would appear as a wholly incongruous addition in the streetscene and would fail to preserve or enhance the character and appearance of the Conservation Area and the wider surrounding area. This falls contrary to policies HOU2, DES4 and HA4 of the East Herts District Plan (2018), the aims and objectives of the National Planning Policy Framework and Section 72 of The Planning (Listed Buildings and Conservation Areas) Act 1990", "Due to the positioning of windows at ground floor and rooflights at first floor level, and the proximity of these to neighbouring boundaries, the proposed development would result in a direct and perceived overlooking relationship over the private amenity gardens areas of 33 The Forebury, 21 Knight Street and The Coach House Knight Street. This falls contrary to policy DES4 of the East Herts District Plan (2018), and the aims and objectives of the National Planning Policy Framework", "The proposal would provide unacceptably poor living conditions for future occupants of the proposed dwelling. This is due to the provision of poor outlook and natural light levels for the habitable rooms of this dwelling and the provision of no private amenity space for the property. This falls contrary to policy DES4 of the East Herts District Plan (2018) and the aims and objectives of the National Planning Policy Framework", "Due to the discrepancies in the submitted drawing it is difficult to assess whether or not the proposal results in the loss of all parking for 21a Knight Street and access to the car parking space This falls contrary to policy TRA2 and 3 of the East Herts District Plan (2018), Vehicle Parking Provision at New Development SPD (2008) as updated by District Plan Appendix, and the aims and objectives of the National Planning Policy Framework", "Insufficient information has been provided to demonstrate that the proposal is acceptable with regards to climate change and biodiversity. As such the proposal falls contrary to policies CC1, CC2, NE2 and NE3 of the East Herts District Plan (2018)".

3/21/3127/HH Highbank, London Road, Spellbrook, CM23 4AX

Demolition of single storey side extension. Construction of single storey rear extension. New roof at a raised height with new chimney, loft conversion with 3 rear dormer windows, 1 front dormer window and 2 front rooflight windows

STC Comment: No objection

EHDC Decision: Granted

3/22/0966/HH 31 Gilders, CM21 0EE

Front porch extension and garage conversion with new pitched roof above. Replace garage door with new front window. Cedar weatherboard cladding added to front elevation. Alter 2 doors into windows on side elevation. Replace door with bi-fold doors to rear elevation. Light render added to rear elevation

STC Comment: No objection

EHDC Decision: Granted

3/22/1118/HH 35 Forebury Avenue, CM21 9BG

Garage conversion, replace garage door with new front window and infill brick wall. New bifold doors on rear elevation and insertion of 4 rooflight windows to side/rear

STC Comment: No objection

EHDC Decision: Granted

3/22/1177/HH 9 Kingsmead, CM21 9EY

Construction of side and rear part two story, part single storey extension. Conversion of garage to habitable space. Construction of garage. Construction of front porch. Alterations to fenestration

STC Comment: Objection. Overdevelopment of site

EHDC Decision: Refused. "The proposed development, by reason of its size, siting, height, scale and design, would add considerable massing to the existing dwelling that would fail to appear subservient and would fail to achieve a high standard of design to respond to the context of the site, or to reflect local distinctiveness. The development would therefore be harmful to the character and appearance of the application dwelling and the surrounding area. The development would therefore result in an unsympathetic form of development that would be harmful to the general character and appearance of the locality and impact on the amenity of adjoining neighbours, contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018"

3/22/1263/FUL 11 Cambridge Road, CM21 9JP

Addition of 4 roof windows on existing roof

STC Comment: No objection

EHDC Decision: Granted

3/22/1310/HH 21 Walnut Tree Crescent, CM21 9EB

Loft conversion with three dormers and four rooflights to rear. Construction of two storey front extension with dormer. Conversion of garage to habitable space. Alterations to fenestration. Demolition of outbuilding.

STC Comment: No objection

EHDC Decision: Granted

P 22/58 PLANNING APPEALS

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

Meeting Closed at 9.40pm

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 17 October 2022** at 7.30pm.

Those present

Cllr Angela Alder
Cllr Fred Parr
Cllr Greg Rattey

Cllr Craig Chester
Cllr Nathan Parsad
Cllr Angus Wyatt

In attendance:

C Hunt – Town Clerk
J Sargent – Town Project Manager
L Dale – Planning Officer

1 Member of Public

P 22/59 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. None received.

P 22/60 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Member of Public suggested that, although they were neither for or against Planning Application 3/22/1991/TEL (Agenda item P 22/64), this type of application should be viewed fairly in order to support better improvement/connectivity for residents.

P 22/61 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. Although not pecuniary, Cllr Chester wished to abstain from voting against Planning Application 3/22/1991/TEL (Agenda item P 22/64).

P 22/62 MINUTES

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

- 26 September 2022 (P06) [*prop Cllr Wyatt; secd Cllr Alder*]

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

P 22/63 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.
None received.

P 22/64 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/22/0718/FUL Land at Primrose Cottage, High Wych, CM21 0HH
[Change of use of land to provide 6 pitches for the Travelling community to reside on the land](#)

STC Comment: We welcome refusal decision from EHDC – our previous objections remain valid [*prop Cllr Wyatt; secd Cllr Chester*]

3/22/0947/FUL 1 Rowney Wood, CM21 0HR
[1 new detached dwelling](#)

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

3/22/1607/HH 19 Wheatley Close
[Part demolition of garage and conservatory and erection of a single storey rear extension incorporating two roof lanterns. Conversion of garage to habitable room including alterations of roof and replacing garage door with window. Hip to gable roof to create first floor incorporating seven roof lights. Infill of window on side elevation and insertion of new ground floor side window. External alterations, alterations to fenestration and removal of chimney](#)

STC Comment: No objection [*prop Cllr Parr; secd Cllr Rattey*]

3/22/1971/HH 1 Oram Court, London Road, Spellbrook
[Erection of single storey rear extension and front canopy roof. Infill of side window and conversion of side door to side window](#)

STC Comment: No objection [*prop Cllr Wyatt; secd Cllr Alder*]

3/22/1991/TEL London Road Street Works, CM21 0EU
[Proposed 5G telecoms installation: 20 metre height H3G street pole and additional equipment cabinets](#)

STC Comment: Objection. Support the benefits of improved connectivity but believe this site is inappropriate given its proximity to such a residential area [*prop Cllr Alder; secd Cllr Parr*]

**3/22/2042/HH &
2/22/2043/LBC 64 Station Road, CM21 9AZ**
[Proposed replacement single storey rear extension linking to 2-storey extension](#)
STC Comment: No objection & No comment [*prop Cllr Parsad; secd Cllr Parr*]

P 22/65

LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 14 October 2022.

3/22/2142/FUL 34 London Road, CM21 9JS

Change of shop front – Door and Window

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

3/22/2152/HH The Vine, 29 Hampton Gardens, CM21 0AN

Garage conversion with side extension and single storey rear extension

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

P 22/66

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/2721/HH &

3/21/2722/LBC Green Man House, 123 Sheering Mill Lane, CM21 9ND

Construction of single storey rear extension and replacement of ground floor rear window with glazed doors. Removal of internal partition wall and alteration of ground floor pantry to form enlarged utility room. Alteration of first floor bedroom and bathrooms to remove partition wall, infill existing door opening and install new internal partition. Demolition of existing garage. Proposed new entrance gates

STC Comment: No objection & No comment

EHDC Decision: Granted

3/22/0766/FUL 34 London Road, CM21 9JS

Proposed alterations to the shop front to include changing the window and door

STC Comment: No objection

EHDC Decision: Refused. "Insufficient information has been provided to enable the Local Planning Authority to accurately assess the proposals. The drawings submitted are inaccurate and therefore the Authority has been unable to consider the impact of the proposals on the character of the building and the Sawbridgeworth Conservation Area. Therefore the proposals fail to comply with policies DES4, HA1, HA4, HA5 of the East Herts District Council 2018".

3/22/1479/FUL 4 Bluebell Walk, CM21 0JQ

Retrospective application to change the use of land rear of 4 Bluebell Walk to residential garden

STC Comment: No objection

EHDC Decision: Granted

3/22/1537/HH 23 Rowney Wood, CM21 0HR

Conversion of garage to habitable space. Removal of parapet and roof and addition of lean to roof with three roof lights. Alteration to fenestration

STC Comment: No objection

EHDC Decision: Granted

3/22/1541/HH 5 Falconers Park, CM21 0AU

Removal of garage. Construction of two storey side extension incorporating a first floor rear Juliet balcony and part single storey rear extension. Alterations to front entrance porch and alterations to first floor rear windows

STC Comment: No objection

EHDC Decision: Granted

P 22/67 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. Noted.

Hill View, London Road, Spellbrook

LPA Appeal Reference: 22/00057/REFUSE

Meeting Closed at 7.49pm

SAWBRIDGEWORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8pm on **Monday 18th October 2022**.

Those present

Cllr Craig Chester	Cllr John Rider
Cllr Annelise Furnace	Cllr Angus Wyatt
Cllr Greg Rattey (Ex Officio)	

In attendance:

Christopher Hunt - Town Clerk	Cllr Angela Alder
Joanne Sargent - Events manager	

T22/15 APOLOGIES FOR ABSENCE

Cllr Burmicz, received 18/10/22

T22/16 PUBLIC FORUM

Cllr Alder, wanted to raise questions on two agenda items being the Sawbobus and councillor engagement.
Thanked the Council for re-arranging bus routes to assist in the attendance to the Hailey Centre for afternoon events.
Thanked staff for the Community Connections event and wanted further details regarding the West Road community event and will be liaising with PCSO Higham.

T22/17 DECLARATIONS OF INTEREST

Cllr Rider – as an allotment holder and would not vote on agenda item T22/19

T22/18 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 13th June 2022 (T01)
[prop Cllr Chester; sec'd Cllr Rattey]

The Clerk updated several actions from these minutes.

- Wrote to Nicolas Maddox re Path 22 and safety improvements will be carried out.
- Bird flu advice had been explored and this had been increased to restrictions nationwide and Cllr Rider was supplied the guidance for the chickens held at the allotments.
- Cllr R Buckmaster wanted the chatter bench re-located and this had been resolved as another bench was in a position that negated the need to move this bench.
- EV chargers were now going to be fitted and a surveyor employed by East Herts District Council was planning to assess the site.

T22/19 ALLOTMENTS

Received and noted – Allotments Officer Report
The report was talked through by the Clerk.

Resolved: Not to raise the price of the allotment rent prices for 2023/24 and the water prices will need to rise but will be assessed throughout the year.

- 20 people remain on the waiting list and 16 plots have tenants with outstanding payments which may offer those on the waiting list an opportunity to take some of these.
- Flooding prevention works will be starting soon with removal of fly tipping at the front of the site, plots and further flooding work will be assessed after the initial fly tipping removal.
- Ranger work schedule discussed and will not be implemented at this time.

T22/20 CEMETERY

Received and noted – Cemetery Officer Report

- Burial numbers are down on previous months.
- The current space available will offer 30 years of burials for the future and consideration will be made to purchasing more land to secure the future site for the Town.
- Wildflower meadow will be assessed and re sown
- Community payback work is going well and weekly Sunday visits are being made.

ACTION – Town Clerk to thank the probation officer involved in the maintenance completed in the Cemetery.

T22/21 FOOTPATHS & OPEN SPACES

David Royle stated he would be happy to continue to report on this subject as a member of public and it was agreed for the Clerk to invite him to do this.

T22/22 OPERATIONS

To receive, note and discuss matters relating to Operations

- SawboBus is running well under the donation scheme and the Co-op have made contact in sponsorship following the closure of Budgens.
- A new driver for the bus has been appointed and starts on the 24th October 2022
- Cllr Wyatt enquired in respect to sponsors and 5 sponsors currently advertise and support the scheme and further support is being explored.

T22/23 ECO-AUDIT WORKING PARTY

Received and noted – Eco Audit Report

Cllr Furnace advised that:

- DEFRA – EHDC have been supported in making a grant application on air quality and using Sawbridgeworth as an exemplar town. This application has been submitted
- The Jubilee hedge -English Heritage may not allow for the planting as it may damage the Causeway heritage site.
- Bob Reed is setting up a series of 10 nature walks
- The town travel challenge had four schools taking part

- Cllr Furnace thanked Cllr Chester for arranging for students to assist with the Sawbo saurus at the Town Walk event

ACTION – Town Clerk to thank the police officers involved and for the funding from Cllr Buckmaster for supporting Sawbo saurus

T22/24 TOWN ACTION PLAN

Cllr Wyatt will be reviewing the current plan and how to develop this for the next two years it will run.

T22/25 COUNCILLOR ENGAGEMENT

- Community Connections was discussed and raised as a success and agreed that this should be repeated every year.
- Councillors had been emailed regarding an engagement opportunity to work with PCSO Higham in meeting and greeting new residents moving in to Sawb 2 and 3 development areas.

T22/26 RAIL STATION ADOPTION

- Cllr Wyatt updated meetings had occurred with volunteers and a list of actions and questions had been created with short and longer term issues.
- Funding was being explored and if planters are fitted the Town rangers may be required to assist in watering next year.
- Additional signage and information boards were being investigated to draw people in to the town from the station.

T22/27 ITEMS FOR FUTURE AGENDAS

No further items were raised.

Meeting ended at 20:55

Appendix B



Great St Mary's
Sawbridgeworth

Passion for Christ - Compassion for all

12th October 2022

Mr Christopher Hunt (Town Clerk)
Sawbridgeworth Town Council
Sayesbury Manor Cottage,
Bell Street
Sawbridgeworth
Hertfordshire
CM21 9AN

Dear Mr Hunt,

Great St Mary's Churchyard Sawbridgeworth

As Secretary of Sawbridgeworth PCC, I am writing to advise you that we intend to make the application for representations to be made by the Ministry of Justice for an Order in Council to discontinue burials in Church of England churchyards (Section 1 Burial Act 1853).

It follows from that, that we are now asking Sawbridgeworth Town Council to consider the following:

Notice of intention to apply to transfer maintenance responsibility - In the event that an Order in Council is made to discontinue burials in Great St Mary's Churchyard, Sawbridgeworth Parochial Church Council hereby gives notice of its intention to request Sawbridgeworth Town Council to take over maintenance responsibility for the churchyard in accordance with the provisions of section 215 of the Local Government Act 1972.

The proposed transfer of maintenance is April 2024 to give reasonable time for budgeting.

I draw your attention to the section 40/41 "STATUTORY PROCEDURE FOR THE TRANSFER OF MAINTENANCE" in the notes section of the Application for Closure.

I have included a complete set of documentation comprising:

1. This letter.
2. A copy of the application for closure to the Department of Justice (not yet sent) containing: Part B(i) which is for Sawbridgeworth Town Council.

The Parish Office, Church House, 1 Vantorts Road, Sawbridgeworth, Herts, CM21 9AH

Tel: 01279 726629 Email: office@sawbridgeworthchurch.org.uk

www.sawbridgeworthchurch.com

Registered Charity No.: 1132562



3. A 1:1250 scale marked up map of the churchyard showing boundaries.
4. A 1:1250 scale unmarked map of the churchyard.
5. A description of the churchyard with a statement of what is proposed.
6. A certified copy of the PCC Minutes initiating the process.

Please will you ask the Council to complete question B4, and if it does not agree with the grounds cited, please explain why.

Finally, please will you aim to return the form B1 to the Parochial Church Council within a month, if possible.

As you will be aware the churchyard has for centuries been a place to bury the deceased of Sawbridgeworth. It is the home of the Town's War Memorial and of Commonwealth War Graves.

Interlaced with a network of public footpaths it has also become a central hub for people walking to schools, the church, the station and between different parts of the town. It is an important green space with trees, lawns, areas of bio-diversity and tranquility.

The proposals in hand are in the interests of securing the ongoing maintenance of the churchyard by the whole community allowing the more narrowly funded PCC to direct expenditure to the Listed 1 church building itself.

The churchyard will remain consecrated and subject to Faculty Jurisdiction.

Please don't hesitate to contact us if you have any questions. We look forward to your response.

Yours sincerely,

Angela Kenny (Mrs)
PCC Secretary

Part B(i)
Notice of intention to apply to transfer maintenance responsibility
(To be sent to the appropriate Town / Parish council or parish meeting)

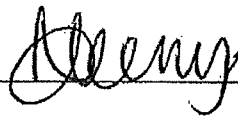
In the event that an Order in Council is made to discontinue burials in

Great St Mary's _____ churchyard,
Sawbridgeworth _____ Parochial Church Council

hereby gives notice of its intention to request

Sawbridgeworth _____ Town / ~~Parish~~ council or ~~parish~~
~~meeting (delete as applicable)~~ to take over maintenance responsibility for the churchyard in
accordance with the provisions of section 215 of the Local Government Act 1972.

Signed (Secretary of PCC):



Date:

12/10/22

B1 The grounds for closure* are (PCC to ✓ as appropriate):

a) There is no proper room for new graves.

☒

b) Further burials would be contrary to decency.

☐

c) Discontinuance of burials would prevent or mitigate nuisance

☐

d) Further burials would constitute a health risk

☐

e) Other

☐

Additional information regarding the reasons for discontinuing burials is / is not attached

* Grounds (a) to (d) have been agreed by the Ministry of Justice, Church of England and local government representative organisations as potential grounds for justifying closure.

B2 The churchyard contains (PCC to ✓ as appropriate):

war graves

☒

earth graves with space for the burial of additional family members

☒

vaults/walled graves with space for additional burials

☐

graves reserved by faculty

☐

B3 The overall condition of the churchyard is:

FAIR to GOOD

NB: Please use one of the definitions provided below.

Further information covering the churchyard's pathways, walls and fences, memorials and trees is set out in the attached document.

B4 Does the Council / chairman of the parish meeting have any objections to the closure of the burial ground, on the grounds given above at B1:

Yes

☐

No

☐

The council / chairman of the parish meeting should now return this form to the Parochial Church Council explaining, if necessary, why it is considered that the burial ground should not be closed under the grounds given at B1

Definitions for overall churchyard condition for Question B3.

Good	The churchyard is in an acceptable condition for the maintenance responsibility to be transferred. The trees, walls and fences are in a reasonable state of repair, and the monuments have been assessed for safety within the last 2 years.
Fair	The churchyard and/or the trees, walls and fences require some attention, but no major work, restoration or clearance. For example the trees might need trimming, some repairs might be required to the walls or fences, and/or the memorials may not have been assessed recently or are known to include some which need to be made safe.
Poor	The churchyard requires capital investment or essential repairs or restoration work.



Ministry of JUSTICE

CLOSURE OF CHURCH OF ENGLAND CHURCHYARDS TO FURTHER BURIALS

1. These notes provide guidance to applicants wishing to close formally a Church of England churchyard to further burials by Order in Council under the provisions of section 1 of the Burial Act 1853. Orders to discontinue burials may be required where burial in the churchyard is no longer appropriate and the common law or statutory rights of burial in the parish churchyard need to be extinguished. A statutory process for discontinuing burials in non-Church of England churchyards is not required as such burial rights do not apply.
2. The procedure and guidance notes have been agreed with the Church of England, the Local Government Association, the National Association of Local Councils and the Society of Local Council Clerks.

GROUND'S FOR CONSIDERATION

3. It has been agreed that an Order may be sought where one or more of the following circumstances pertain:
 - there is no usable space for new graves;
 - further burials would be contrary to decency;
 - discontinuance of burials would prevent or mitigate nuisance;
 - further burials would constitute a health risk.
4. The first of these grounds applies where the churchyard is full, and there is no further usable land where graves could reasonably be made (e.g. areas where the land is too steep, waterlogged or has insufficient depth to be used, or where use would unreasonably encroach on or interfere with existing buildings, paths or other structures). Closure on these grounds need not prevent burials in existing graves which have sufficient room. Where the other grounds for closure apply, which will be rare, it would be likely to be necessary to cease burials in the churchyard altogether even if there is room for new graves or still some space in existing graves
5. Orders are not normally made to close part of a churchyard on the grounds that it is full. This is because any burial rights could and should continue to be exercised in any remaining open part of the churchyard or in any other open church burial grounds in the parish in which relevant parishioners have rights of burial and which have space for further interments. However, where part of a churchyard has already been closed by Order, applications will be considered for the closure of the remainder of the site.
6. In some cases it may not be possible to close a churchyard, or part of it, for legal reasons (for example, where the burial ground was opened with the approval of the Secretary of State - a former requirement in certain circumstances). Consideration is being given to an amendment to the legislation to address this issue.
7. Applications for Orders will not be considered if made only to enable responsibility for maintenance to be transferred to the local authority. If financial support is needed to maintain a burial ground (of any kind), local authorities already have discretionary powers to provide such support.

Exceptions

8. A churchyard will be considered eligible for an Order in Council on the grounds that it is full if there is no space for new graves. By default, provision will be made for burial to continue to be allowed:
- in existing walled graves or vaults which have room for further interments, provided each coffin is adequately enclosed by brickwork or stonework;
 - in existing family earthen graves which have sufficient space for further interments of family members, provided the top of no coffin is less than one metre below the level of the ground adjoining the grave;
 - in any unused earthen grave space which has been reserved by faculty, provided the top of no coffin is less than one metre below the level of the ground adjoining the grave.

unless the parochial church council requests burial to be discontinued in such graves or spaces.

9. All of these exceptions will therefore be included in the order unless the appropriate box on the application form is ticked to indicate the graves are not to be included.
10. If, unusually, a parochial church council considers that other exceptions to a closure order should apply, a request to this effect, with reasons, should be submitted with the application.

Cremated Remains

11. The closure of a churchyard under the Burial Act 1853 is understood not to prevent the interment of cremated remains, but such interments require a faculty and if existing interments are likely to be disturbed could also require a Ministry of Justice licence.

Condition of the Churchyard

12. Unless the churchyard is closed and the maintenance responsibility has been transferred to the local authority, it is the legal responsibility of the parochial church council to maintain the grounds, and walls and fences, in decent order. Further details can be found in "Responsible Care For Churchyards: A brief practical guide for parishes", available at

<http://www.cofe.anglican.org/about/churchcommissioners/pastoralandclosedchurches/pastoral/churchproperty/careofchurchyards.doc>

13. Although there is provision for this maintenance responsibility to be transferred by the parochial church council to the local authority at any time once the churchyard has been closed by Order, it is considered good practice, and only fair and reasonable, for any parochial church council contemplating such a transfer of responsibility to ensure that the churchyard and its walls and fences are in good condition at the time of the application. If such an application is likely to be made soon after a closure Order has been obtained, it would be helpful for the parochial church council to have identified and carried out any remedial work necessary, including in relation to memorials.
14. Guidance on memorial maintenance can be found in the General Synod Legal Advisory Commission document 'The Maintenance Of Monuments In Closed Churchyards' published in January 2007. This can be found at:

<http://www.cofe.anglican.org/about/churchlawlegis/guidance/monumentmaintenance.rtf>

15. The Ministry of Justice has also published guidance on memorial safety entitled 'Managing the safety of Burial Ground Memorials', and has also produced a set of FAQs

on the subject. A copy of both documents can be gained on application to the address at the bottom of this guidance or by downloading them from:

<http://www.justice.gov.uk/guidance/burials.htm>

War Graves

16. The Commonwealth War Graves Commission (CWGC) is responsible for the care of war graves. Where the Ministry of Justice makes representations to the Privy Council for a closure Order, the CWGC will be advised so that it can take any action it considers necessary in respect of such graves if a change in responsibility for maintenance of the churchyard occurs. In the meantime, where a parochial church council contemplates transferring maintenance responsibility to the local authority on obtaining a closure Order, it would be helpful if details of any war graves could be brought to the attention of the local authority when giving notice of the intention to apply for an Order.

THE APPLICATION PROCESS

17. The decision to apply for closure of the churchyard must first be agreed by the parochial church council, along with whether or not to transfer the responsibility for maintenance, and an appropriate resolution passed.

The application form

18. Applications are requested to be made using the form available from the Ministry of Justice. The form should be completed, in block capitals, by the secretary of the parochial church council, giving all appropriate information.

Where the parochial church council intends to request transfer of the maintenance responsibility

19. Local authority representatives have requested that if the parochial church council intends to transfer the maintenance responsibility in the event of the application being successful, the parochial church council should give at least twelve months' notice to enable appropriate budgetary provision to be made.
20. To assist this, both forms at Part B should be completed and sent with a covering letter to the relevant council(s) (i.e. the Town or Parish Council, or the chairman of the parish meeting if there is one, and the council of the district, metropolitan district, London borough or unitary authority, as appropriate). A map of the churchyard (see paragraphs 31 - 32) should be included to make clear the boundaries of the churchyard subject to the application.
21. The covering letter to the council(s) should:
- explain why a request for a closure Order is being made, bringing to the council's attention the grounds under which the application is being made;
 - explain that the condition of the churchyard is described in order to assist with planning for the provision of maintenance, although the condition does not provide grounds for objecting to the closure;
 - request the council to complete question B4, and if they do not agree with the grounds cited, to explain why;
 - ask for the form to be returned to the parochial church council within a reasonable time once it has been completed (e.g. one month).
22. This early notification of the intention to request transfer of maintenance responsibility (which does not replace the statutory power to request such a transfer after an Order in Council is made) will provide the councils with an opportunity to comment on the proposed grounds for closure. Before doing so, they may want to satisfy themselves

that the churchyard is full, or that there is evidence of the other grounds cited, and may wish to visit the site. Parochial church councils are asked to facilitate any reasonable enquiries from local councils.

23. Early notification of the application will also enable the councils to consider the practical, as well as the budgetary, implications of a transfer of maintenance responsibility. To assist with this, Part B asks the applicant to describe the overall condition of the churchyard using one of the definitions provided. Provision is made for this information to be supplemented with additional detail, such as in respect of the churchyard's pathways, walls and fences, memorials and trees.
24. If in response either of the councils object to the proposed grounds of the application, and the objections cannot be resolved directly between the parochial church council and the local authority councils, it remains open to the parochial church council to pursue the application but in that event it should be submitted to the Ministry of Justice with details of the nature of the objections and the steps taken to seek resolution.
25. Either way, when the Part B forms have been completed and returned to the parochial church council, they should be reattached to Part A and both parts sent to the Ministry of Justice, together with a copy of the resolution of the parochial church council regarding closure, any comments from the local authorities and two copies of a map of the churchyard (see paragraphs 31 - 32 below), ensuring that all the information requested has been provided.
26. The Ministry of Justice will then consider the application. However, where the parochial church council intends to request transfer of maintenance responsibility, the Ministry of Justice will defer the timing of any representations for an Order in Council in order to ensure that the full notice period has elapsed.

Where the parochial church council intends to retain maintenance responsibility

27. If the parochial church council intends to retain maintenance responsibility for the churchyard, the forms at Part C should be completed and sent with a covering letter to the relevant council(s) (i.e. the Town or Parish Council, or the chairman of the parish meeting if there is one, and the council of the district, metropolitan district, London borough or unitary authority, as appropriate). A map of the churchyard (see paragraphs 31 - 32) should be included to make clear the boundaries of the churchyard subject to the application.
28. The covering letter to the council(s) should
 - explain why a request for a closure Order is being made, bringing to the council's attention the grounds under which the application is being made;
 - explain that the PCC intend to retain the responsibility for the maintenance of the churchyard themselves;
 - request the council to complete question C2, and if they do not agree with the grounds cited, to explain why;
 - ask for the form to be returned to the parochial church council within a reasonable time once it has been completed (e.g. one month).
29. If in response either of the councils object to the proposed grounds of the application, and the objections cannot be resolved directly between the parochial church council and the local authority councils, it remains open to the parochial church council to pursue the application but in that event it should be submitted to the Ministry of Justice with details of the nature of the objections and the steps taken to seek resolution.
30. Either way, when the Part C forms have been completed and returned to the parochial church council, they should be reattached to Part A and both parts sent to the Ministry of Justice, together with a copy of the resolution of the parochial church council regarding closure, any comments from the local authorities and two copies of a map of the

churchyard, ensuring that all the information requested has been provided. The Ministry of Justice will then consider the application.

Maps

31. Applications should be accompanied by two copies of a map clearly showing the location of the churchyard. The first should be marked with the boundaries of the site to be closed. If, unusually, part only of a churchyard is to be closed (see paragraph 5 above), it would be helpful for the map to show which part of the site is the subject of the application, and the status of the remaining part (or parts) of the churchyard. This would be particularly helpful in cases where a churchyard has been successively enlarged by extensions. It would also be helpful for the map to indicate where there may be an adjacent burial ground (e.g. a parish cemetery). The second copy should be an unmarked copy of the same map.
32. A suitable scale for the Ministry of Justice's purpose is 1:1250. If there are difficulties obtaining such a map, the planning department of the local authority may be able to assist.

Consultation with parishioners

33. If satisfied that the application can properly proceed, the Ministry of Justice will ask the parochial church council informally to bring the proposals to the attention of local parishioners and to invite any comments to be sent direct to the Ministry of Justice within a suitable length of time, not less than one month. It will be open to the parochial church council to decide how best to proceed, but options may include placing a suitable notice in or around the church, in a parish newsletter or website, or in a local newspaper. Whatever option(s) are adopted, the Ministry of Justice will provide suitable wording. The Ministry of Justice should be sent a copy of the advertisement once it has been published, and told when the date for the receipt of comments is to expire.

Consideration of objections

34. Objections or comments may be made either by parishioners or local authorities. They will only be considered valid if they relate to the grounds for closure (for example, there is believed to be space available for new graves, or that further burials will not cause a health hazard or otherwise be undesirable). Where the Ministry of Justice receives any valid objections, the parochial church council is likely to be asked for its comments before any decision is taken.
35. Concerns about the condition of the churchyard or the financial implications of any transfer of maintenance are not issues which are relevant to an application for a closure Order. Any such issues should normally have been raised and considered before an application is made to the Ministry of Justice, and consideration of the application will not normally be deferred pending resolution of such issues.
36. Misunderstandings about the effect of a closure Order sometimes arise and parochial church councils may find it helpful to make clear to parishioners and other local people that burials can usually continue in existing graves or spaces reserved by faculty. Moreover, a closure Order in itself has no effect on public access to the churchyard or the rights and responsibilities of the parochial church council in relation to the churchyard.

Notice of intention to apply for an Order

37. If there are no valid objections, the Ministry of Justice will give the parochial church council at least ten days' notice of the intention to apply to the Privy Council for a closure Order. This is to comply with the requirements of the legislation and to provide a further opportunity for comments or objections.

Consideration by the Privy Council

38. After the Privy Council Office has received the Secretary of State's representations it will publish a notice in the London Gazette of the date on which Her Majesty in Council has ordered the application to be considered. It will send copies of the notice to the parochial church council and local authorities concerned. This notice will need to be posted on the church door and other conspicuous places in the parish for at least one month before the date of consideration.
39. Once a closure Order has been made, copies of the Order will be sent to the church and local authorities by the Privy Council. A copy of the Order will also be sent by the Ministry of Justice to the relevant Diocesan Registry.

STATUTORY PROCEDURE FOR THE TRANSFER OF MAINTENANCE

40. If a parochial church council wishes maintenance responsibility for a churchyard closed by Order in Council to be taken over by the local authority, it will need to serve a written request to this effect on the town or parish council or, if there is none, the district council (or equivalent). It would be helpful for any such request to be accompanied by details regarding the current condition of the churchyard (see paragraphs 19 – 26 above).
41. Where such a request is served on the town or parish council, that council must take over maintenance within three months or must have transferred the request, within that period, to the district council or equivalent, and have notified the parochial church council that it has done so. Once those three months have expired, and the request has been validly served, the district council must take over the responsibility for maintenance.

ENQUIRIES

42. Enquiries about these notes may be made to:

Coroners, Burials, Cremation and Inquiries Policy Team
Ministry of Justice
102 Petty France
London SW1H 9AJ

Tel: 0203 334 2813
Fax: 0203 334 2233

Appendix C

County report for Oct 2022

Caution – deer crossing

With the UK deer population at high levels, we are reminding drivers to be extra vigilant on the roads this autumn. At this time of year the male fallow deer is unpredictable and can travel several miles a day in search of a mate, crossing roads in the process. The most common times for the male deer to roam are at dawn and dusk, which in late September and October coincides with the morning and evening rush-hours.

The deer population in Hertfordshire, which mainly consists of fallow deer and muntjac deer, is widespread across the county with particular concentrations in pockets of woodland countryside. Although deer are present in residential areas it is where major roads pass near wooded areas, with traffic moving at high speeds, that there is a particular risk of collisions with crossing animals.

For more advice on staying safe on the road visit <https://bds.org.uk/information-advice/about-deer/the-deer-rut>

Give some time to help disabled children Caring people are urgently needed to provide regular breaks and activities for disabled children.

Hertfordshire County Council is keen to recruit Shared Carers, who regularly give up some time each year to provide fun activities or a short break to a child with learning or physical disabilities. By doing so, they also provide a much-needed break for the family.

There are currently approximately 70 disabled children benefitting from Shared Care in the county but many more could be helped if more people offered respite. Shared Carers can choose the number of hours care they provide care. In return, they are paid generous allowances to cover expenses.

Some of the activities current Shared Carers provide include taking the child to the park or doing a fun craft activity at home. People are also needed who can look after a child overnight or for a weekend. Shared care can be flexible, and applicants will have a package worked out to suit them, whether it be a few hours a week or month.

To find out more about becoming a Shared Carer, visit www.hertfordshire.gov.uk/sharedcare or ring 0800 917 0925.

Hertfordshire's Family Centre Service receives prestigious UNICEF reaccreditation for best practice in their Baby Friendly Initiative Hertfordshire's

Family Support Service have recently been assessed by UNICEF and reaccredited for the UNICEF Baby Friendly Initiative (BFI), as continuing to deliver high standards of care to pregnant women and new mothers. Hertfordshire's Family Centre Service is committed to helping support families with all infant feeding and to develop close, loving relationships with their baby.

This reaccreditation demonstrates the high level of commitment from the Family Centre Service to support mothers with feeding information, to enable them to do this as safely and responsively as possible. There is lots of support in Hertfordshire to provide new mums with the help they need to make the right choices for them and their baby. Hertfordshire County Council is thrilled and proud to be delivering and upholding the very high standards of the UNICEF Baby Friendly Initiative, most importantly its dedication to promoting breast and responsive feeding. Visit www.hertfordshire.gov.uk/breastfeeding for more information.

Gritters on standby as winter approaches From Saturday 1 October Hertfordshire County Council's fleet of over 58 gritters are on standby, ready to spring into action and salt the county's roads when freezing weather approaches. Gritter crews and decision makers from our highways team will be ready around the clock to cover nearly half of Hertfordshire's entire road network – that's more than 1,500 miles (2,500km), or the equivalent of salting from Hertford to Berlin and back. We send out our gritters when road surface temperatures are forecast to be 0.5°C, or below.

We will, where practical and accessible, grit roads to schools, care homes, doctor's surgeries, key pharmacies and libraries, as well as all the county's A and B roads, bus routes (including school bus routes), roads with a 10% gradient or steeper and at least one route into every village. You can do your bit by parking sensibly and not blocking roads.

We supply salt to schools if they request it, to help them stay open during icy weather. We will also supply district, borough, parish and town councils on request, so they can use their local knowledge to identify exactly where best to use the salt during severe weather.

Community groups and residents associations can also access free gritting salt and, last year, some 220 local groups took advantage of this. Application forms can be found at www.hertfordshire.gov.uk/applyforsalt and must be received by the county council by Monday 31 October. For more information about Hertfordshire County Council's winter service programme, including the routes that we grit, or to receive real-time updates direct

to your computer or mobile phone, visit www.hertfordshire.gov.uk/salting and follow the 'salting decisions' link. You can also find information on how to clear snow and ice yourself.

The following are updates from my County and District Portfolios

Hertfordshire's New Business Waste Service is Now Open Hertfordshire County Council has recently opened its first Business Waste Service. Located at Ware Recycling Centre, the service is designed to allow SME's the opportunity to dispose of waste generated from their trade activities in a transparent and compliant way. Waste including wood, hardcore, green garden and plasterboard, can be disposed of at competitive prices. Some items, such as cardboard, scrap metal, can be disposed of for free. All bookings are subject to a £4.99 weighbridge charge.

Bookings can be made online and there is no need to set up an account. Payment can be made by debit or credit card, as well as Google Pay and Apple Pay, with the Business Waste Service open Monday to Friday, 10am to 5.30pm.

Eric Buckmaster, Executive Member for Environment, Hertfordshire County Council, said: "We are delighted that our first Business Waste Service is now open, offering local businesses the opportunity to dispose of waste in a compliant and affordable way.

"Our new Welwyn Garden City Recycling Centre, which is due to open in spring 2023, will provide an equivalent facility, ensuring more businesses across the county will have access to this vital service."

The commercial waste service can also be used by residents who have too much construction, demolition and excavation waste. Paying for the excess material could mean that they avoid having to hire a skip.

For further details visit [Business waste | Hertfordshire County Council](#)

Minerals and Waste Plan Regulation 18 Consultation still open

Currently formally under consultation until end Sept. However the Council has agreed to stakeholders that responses may be made late owing to the time taken during the period of national mourning. The plan allocates 3 sites for minerals extraction, Briggens, Hatfield Aerodrome, the land adjoining Coopers Lane. Coopers Lane has been through Dev Control but

Decision notice is yet to be issued. 2.7 yrs and 3.5m tonnes. Hatfield Aerodrome has had a new planning application submitted but yet to be determined.

Waste. Waste Disposal comes under my County Portfolio along with recycling centres. I also chair the Herts Waste partnership. We are researching ways that can more closely align the 10 Districts and County in terms of contractual arrangements. The East Herts/North Herts shared service proposals is a great example will help in securing better deals when going out to tender. Some of the new proposals come from the Environment Act and the awaited response from government on the Resources and Waste Strategy, eg Deposit return scheme, and Extended Producer Responsibility. It's expected that all authorities will have to provide weekly food waste. We did some compositional analysis of contents of black bins and found that around 25 to 30pc was food waste. Weekly food collections will mean more can effectively be recycled with less going to residual waste, and 3 weekly cycles. East Herts recycling rate last year was around 48pc but we should be aiming much higher and this will help.

Your Tree Our Future' scheme empowers Hertfordshire residents to grow a more sustainable county through tree planting.

Hertfordshire County Council is offering residents the chance to claim free trees as part of its 'Your Tree Our Future' scheme which will see 100,000 trees given away over the next four years. The scheme will help the council to deliver on several of its Sustainable Hertfordshire ambitions as planting trees has a positive impact on air quality, helps reduce the carbon in our atmosphere, supports biodiversity and can help communities adapt to the impacts of climate change. In addition, access to natural features has been linked with benefits to physical and mental health.

The 'Your Tree Our Future' scheme was created as part of the county council's Tree and Woodland Strategy, which sets out how the council will increase tree cover in the county. The scheme will be delivered in partnership with all ten district and borough councils.

Cllr Eric Buckmaster, Executive Member for The Environment at Hertfordshire County Council said: "As part of our Sustainable Hertfordshire Strategy, we have committed to enabling our residents and businesses to take positive climate action, and the Your Tree Our Future scheme is a fantastic opportunity for them to get involved."

Hertfordshire residents can visit www.hertfordshire.gov.uk/yourtree where they will be able to choose from a selection of eight different native species, or a hedgerow pack, which will be provided on a first come first served basis. Residents who have successfully requested free trees

will receive an email from the council with details of how to collect them from a local pick-up point in December 2022.

East Herts

3G Pitch Set To Open Grange Paddocks in Bishop's Stortford is set to welcome the opening of its new 3G artificial football pitch in the coming weeks as the last pieces of the new surface are laid this week. Covering an area of over 7,000 square metres, the choice of infill for the football pitches AstroTurf carpet will be made up of cork and marked out for use by all ages including tots, mini, youth and over 18's.

The facility will be open all year round with solar panels, on the roof of the leisure centre, contributing to power the floodlights for evening games and training in the winter months.

Cllr Eric Buckmaster, Executive Member for Wellbeing at East Herts Council, visited the site this week. He said "This new modern 3G pitch will be available all year round for football matches and training, which is great news for keen footballers in Bishop's Stortford and surrounding areas. "Following consultation with The Environment Agency, , we opted for an organic cork infill on the new surface which will biodegrade and not cause harm to the surrounding parkland and nearby river@@

"I am delighted we have been able to deliver this in time for the new football season and look forward to seeing it in full use in the not-too-distant future."

Anyone interested in finding out more about when the 3G pitch is available should email Everyone Active at Grange Paddocks who will be co-ordinating bookings: grangepaddocks-pitches@everyoneactive.com.

New Wildflower Meadows in East Herts- Help boost habitats for variety of wildlife including pollinators in decline

Opportunities to create new wildflower meadows have been identified across the district to help boost habitats for a variety of wildlife - including pollinating insects such as bees, butterflies, flies, moths and beetles that are in decline.

The initiative is supported by Hertfordshire County Council's Countryside Management Service, in partnership with East Herts District Council. Locations include:

- Parsonage Lane Play Area and The Shearers Field (Bishop's Stortford)

- Millmead Play Area and Sadlers Farm (Hertford)
- Vantorts Close (Sawbridgeworth).
- King George V Playing Field and The Bourne Play Areas (Ware)

Parks where we have created wildflower meadows in the past include Southern Country Park and Hartham Common.

All the sites are being prepared for the wildflower seeds to be sown and will be carefully managed, including regular mowing to control dominant grasses and growth of nettles and thistles, to help the wildflowers germinate and flourish.

It is anticipated that by 2024 these new wildflower meadows will be established in their natural surroundings and be a vital source of pollen. The seeds are mixed but are likely to include Common Knapweed, Lady's Bedstraw, Oxeye Daisy, Self-Heal and much more.

Signage will inform residents about what is happening in the area, and also act as a polite notice not to trample the ground whilst it is cultivated.

To find out more about the parks and open spaces managed by East Herts District Council visit <https://www.eastherts.gov.uk/sports-leisure-and-parks/local-parks-and-open-spaces>

Award for Stanstead Abbots Station New River Line Initiative

I have been informed that we came away with an award for our Art @ the Station project at the national Community Rail Awards last week. We were in the largest category with eleven schemes shortlisted we are proud to receive a third.

Art @ The Station is a community art project that resulted from the COVID-19 lockdowns. Designed to give the whole community something to work on creatively together, those engaged with the project successfully revamped a disused signal box at St Margarets Station into a large outdoor art gallery. Local participation was at the heart of the project. Funding was provided by local businesses, and posters calling for submissions were displayed across the community and on social media, encouraging engagement from artists and schools in the area. The final 12 pieces were selected by a committee and installed at the station, giving St Margarets a signal box to be proud of once again. Art @ The Station successfully breathed new life into a previously disused building, something hugely beneficial in this time of post-pandemic recovery. Creating a space to engage and entertain passengers can help stations become more interesting, attractive, and welcoming places. By appealing to those who may not traditionally visit an art gallery, this project has

offered a hook for the local community, instilling pride and ownership of the project, and encouraging more people to return to their local station and travel by rail.

Cllr Eric Buckmaster October 2022

Report to October Council Meeting 2022

21st September 2022 - Human Resources Committee

Health and Safety Committee. Parks, Open Spaces and Play Areas. Main concern of late has been fire risk across all open spaces. The Operations team has been working with the local fire brigade to put in place Fire Breaks across district areas of conservation and/or long grass. Southern Country Park and Pishiobury Park, and various other smaller open spaces which long grass is left for biodiversity, to minimise potential fires. This is mapped and the fire brigade has copies so they know where to direct fire to if at all possible. These fire breaks were put in where housing was in line with trees and the prevailing wind.

Human Resources Management Statistics Quarterly Report – Quarter April –June 2022

The new meeting rooms have been completed. Currently waiting for some additional fire safety measures to be installed which will include additional alarm sounder and visual beacon.

The first of the First Aid refresher courses had taken place and all candidates passed. An officer is also looking at personal safety, conflict management and difficult situations training. The roll out of new devices for lone working has started.

A member raised the issue of recruitment to the Planning Department acknowledging that East Herts was in a particularly difficult situation being on the border of London and London weighting, but that delays in planning applications were an issue that residents were coming to Members about. The Human Resources Officer replied that the Planning Department had just undergone a restructure and retention of Officers following staff exit interviews which had given the lack of career development with the Planning Department as reasons for leaving the organisation. The Officer said that new adverts for the current Planning Department vacancies were due to go out shortly.

29th September 2022 – Audit and Governance Committee

Transforming East Herts programme. This was the first item on the Agenda and members devoted a long time to discuss the implications of the proposals for members and our residents. The Transforming programme aims to achieve improvements and genuine efficiency savings rather than purely a reduction in service provision and simply scaling back the Council's ambitions. It will ensure that the Council is a forward thinking and agile organisation which better addresses future challenges and opportunities.

Not changing means standing still while the world changes around us. Failing to do this now means a greater risk that services will not be sustainable in the future, risking a continued reduction of frontline and back office services over the course of the next five years and beyond.

One of the main concerns from members was the current availability of front office staff and the difficulties in making contact with officers via the telephone or by having a staff presence in the office. This is still a cause for concern by members.

Currently the Council is facing a £2.6m hole in the revenue budget. The Transforming programme aims for a radical transformation of our technology architecture and a benefits realisation forecast to support the investment system to encourage more people to use this method in order to free up the telephone system for those residents who really need to communicate in that way. The objective for the programme is to deliver at least £1m in savings to contribute to the overall need for £2.6m. The Council is exploring ways to maximise income from properties owned by the Council by leasing parts to produce income.

The programme is constantly being reviewed and updated and the vision will continue to be resident focussed, financially sustainable, an effective organisation with flexible, empowered employees.

Quarterly Corporate Budget Monitor – Quarter 1st June 2022

The net revenue budget for 2022/23 is £11,526m which is funded by Council Tax. The forecast outturn as at 30th June predicts an over spend of £229k.

The revised capital budget for 2022/23 is £33,440 of which £2,670 is approved but not yet committed. There is a forecast over spend of £500k, within major projects, which is due to be offset by a reduction in major projects contingency.

The budgets were set amid an ongoing period of continued financial uncertainty arising from the pandemic, the lack of a multiple year Comprehensive Spending Review and risks for local government, particularly the impact of Local Council Tax Support on the Council Tax base.

With high inflation, the cost of living crisis has impacted on the council's spending with contract costs, utilities and salaries increased at levels above budget.

Angela Alder

Sawbridgeworth Ward

East Herts Report for Town Council 31.10.22

I have had very few District meetings this month.

DMC was again cancelled. This committee only meets to determine large planning applications. All the others, small, household, and listed buildings applications are decided by officers. The large applications take many months of work to get them to the planning application stage. There are many at this stage but not ready to go to committee yet.

East Herts Youth Partnership.

It was reported that we have a low NEET rate. (not in education, employment or training) in East Herts.

We were shown a presentation of the Bishop Stortford Young Persons Centre. The building was a school built in 1840 that was used as a youth centre for many years. It was refurbished whilst the Northgate end Car Park was being built. It now contains a music room, studio, gym, and meeting rooms. It is used by various creative groups, the arm cadets as well as the youth service. They are having a grand opening on November 2nd.

The summer holiday activities went well in the main towns, the nearest one to us was in Birchwood school Bishop Stortford. 'Lark in the Park' ran sessions in the five main towns. Football sessions were run in Bullfields. They are looking at holding some in the October half term.

The youth service held a 'Life beyond Care' survey. This showed inconsistency of support, the young people do not always know who their care worker is, or that they can use them for support. They do use friends, partners, family for support but sometimes are lonely. It was found that they weren't always in the right accommodation, education, or training. They are three times more likely to have financial difficulties and to suffer stress, anxiety, and low self-esteem. The youth service will be using these results to plan better more targeted support.

Cllr Ruth Buckmaster

SYPRC Report

The minutes of the meeting 27.9. 22 are on the Town council's webpage.

We are still trying to find a new Treasurer; David Royle has decided against holding the post. Our Centre manager Rebecca has completed the playground safety course so checks the equipment weekly. The clubs have all returned after the summer. The Youth club is still holding distance sessions which are outside not in the building. This is due to unacceptable behaviour last term. I am waiting to hear from Russell Cairns the area officer for SfYP as to when they will return to using the building. Some people complained about the dog show in Fun on the Field using the field, but we feel we need to have more community events. The football club are using the field for training during the week plus matches at the weekends.

Ruth Buckmaster

Chair

RHSO report.

Committee meeting 4.10.

We had a 'wash up' from Apple Day. Everyone agreed it was a brilliant day. We had 70 crates of apples which resulted in over 1,000 bottles of juice.

The proposed date for next years Wassail is 14th January. Planning is in hand. We would also like to hold another community event possibly a 'Teddy Bears Picnic' in April.

Ruth Buckmaster

Chair

Appendix D

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Christopher Hunt
Subject: Briefing for 31st October 2022
Date: 25th October 2022

Update

- Appraisals will have been completed between the office staff and Cllr Alder (A&A Committee).
- Town and office CCTV has been assessed and needs replacing due to the age of the cameras and will form part of the budget 2023/24.
- New driver, Graham Langley started this week replacing Nick Shenton.
- Ukrainian students studying English have returned and using the chamber, the teacher reports Sawbridgeworth students are the most successful and content she engages with throughout the County.
- The first budget forecasting meeting has been held for 2023/24
- Attended the Black Parents Assembly, Black History Month presentation where 60 new black and biracial families living in Bishops Stortford and Sawbridgeworth were present.
- Allotment sites visited with the allotment manager to set up maintenance for the winter

To: All Members
From: Joanne Sargant
Subject: Town Project Manager Report
Date: 24th October 2022

Briefing Paper on Christmas Lights Switch On

Date: Sunday 4th December 2022

Time: 1pm to 5.30pm – the lights will be switched on at 5.30pm and it is envisaged that this will be the event end time.

Location: Bell Street & two car parks. Permission given from EHC.

Road Closure: Complete for event area with HCC / EHC

Stalls: All stallholders invited to attend with full details given on arrival and set up etc.

Father Christmas: He will arrive in the sleigh by road from an undisclosed location and arrive at the start of the event into Bell Street. He will walk into the event and arrive at his grotto that will be located in the council offices as in previous years.

Stage: Will be located in the rear car park.

Fun Fair: Located in the rear car park.

Hailey Centre: Open and serving light refreshment and are booking their own indoor stalls.

Memorial Hall: Private booking this year, so no involvement with Christmas Lights Switch On.

Great St Marys Church: Festival of Light taking place, Project Manager working with Sarah Brown and others on the Lanterns as part of the Eco Group working party.

Fire Brigade: Will be located at the bottom end of Bell Street, outside 4T, they will act as physical barrier for traffic trying to enter Bell Street in the wrong direction from Knight Street during the event times.

Food Availability: ATC will run the BBQ (complete with Hot Chocolate / Tea & Coffee) Girl Guiding will be offering Mulled Wine and Mince Pie as previously.

There was discussion earlier in the year at a meeting of the full council to move to this date and hold the event on a Sunday. As the event has grown the logistics of closing off the main car parks on a Saturday were becoming more troublesome to staff and visitors to the town, it is hoped that a Sunday will be more agreeable to all and increase attendance.

Appendix E

SAWBRIDGEWORTH HOMES FOR UKRAINE SUPPORT GROUP

UPDATE FOR SAWBRIDGEWORTH TOWN COUNCIL MEETING ON 31 OCTOBER 2022

We have gone past 240 days of the war. Russia is now targeting power and water infrastructure as winter approaches and as its military progress stalls. Our UN Ambassador told the UN Security Council on 21 October that Russia should 'heed the calls of the international community, respect its obligations under international law and stop attacks on civilians, energy infrastructure, hospitals and health facilities' and 'to end this war and return to the path of dialogue it abandoned in February'. It is hard to see how this will have any impact at all, nor does it fully respect Ukraine's position as the innocent party, whose land has been invaded without any justification.

We need to continue to support Ukraine in any way we can and the amazing selfless work of local people like Nick Hills' Ukraine Humanitarian Hub and Alan Hilliar's UK-AID charity, which has just delivered a lorry load of humanitarian support in Lviv. Can we please promote these two very worthy causes?

<https://www.facebook.com/groups/652408852489848/>
<https://www.uk-aid.org/>

DLUHC data as of 18 October 2022 show 74000 arrivals (88000 when last reported) via the Ukraine individual Sponsorship Scheme out of 100,000 applications and 91,500 issued visas; there have been 387 East Herts visa applications (368 when last reported), 360 (329) approvals, 308 (268) arrivals as of 18 October.

In Sawbridgeworth we still have around 20 adults and 20 children; support continues via our Facebook and WhatsApp groups and weekly English lessons at the Congregational Church. We are organising a further bring and share event on 19 November at Church House to mark Ukraine's Dignity and Freedom Day (which is 21 November).

I no longer have access to the HCC Strategic Migration Steering Group Stakeholder bulletin, but we have received (as one of the over 770 sponsors in Hertfordshire, hosting over 1,700 guests) an email promising a £500 cost of living payment whilst they wait to see what further support Central Government may announce. If our guest(s) is/are still with us on 15 January 2023. It is not clear how many guests will have accommodation issues beyond the original six-month commitment. Around half of initial sponsorships are due to end in November.

DAVID ROYLE 231022