

# Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth  
Hertfordshire CM21 9AN  
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MAYOR  
Cllr Annelise Furnace  
TOWN CLERK

Richard Bowran BSc.(Hons) PSLCC

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

## MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held via the video conference service **Zoom** on **Monday 28 September 2020 commencing at 18:00** to transact the business as set out in the agenda below.

Town Clerk  
22 September 2020

## AGENDA

Welcome by the Town Mayor followed by Thought for the Day

**20/65 APOLOGIES FOR ABSENCE**

To receive any apologies for absence

**20/66 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members

**20/67 PUBLIC FORUM**

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

**20/68 MINUTES**

[📄] [👍]

To approve as a correct record the minutes of the Meeting of the Town Council held on 28 August 2020 (M03A) *[Attached]*

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

**20/69 PLANNING COMMITTEE**

[📄]

To receive and note the draft minutes of the Planning Committee held on 14 September 2020 (P06) *[Attached]*

- 20/70 ECONOMIC DEVELOPMENT AND STAP COMMITTEE**  
To receive and note the draft minutes of the Economic Development and STAP Committee on 14 September 2020 (E02) *[Attached]*
- 20/71 FINANCE & POLICY COMMITTEE**  
To receive and note the minutes of the Finance & Policy Committee held on 28 August 2020 (F01A) *[Attached]*
- To receive and note the draft minutes of the Finance & Policy Committee held on 14 September 2020 (F02) *[Attached]*
- 20/72 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive Mayor's report *[attached]*
- 20/73 REPRESENTATIVES REPORTS**  
To receive representatives reports from:
- County Councillor E Buckmaster *[attached]*
  - District Councillor Alder
  - District Councillor R Buckmaster *[attached]*
  - District Councillor Burmicz
  - Hertfordshire Police
  - Other Representatives
- Cllr Royle - Footpaths; Schools; Town Twinning; *[attached]*  
Cllr R Buckmaster – RHSO; SYPRC *[attached]*
- 20/74 OFFICERS REPORTS**  
To receive Town Clerk's report for the month of September 2020 *[Attached]*
- 20/75 SAWB4 – LAND NORTH OF SAWBRIDGEWORTH**  
To receive a report on the outcome of the EHDC Development management Committee on the outcome of the determination of the planning application by Countryside Properties for the development of 184 new homes. Permission was granted.
- 20/76 COMING OUT OF COVID**  
To receive an update on the ARUP proposals for the reconfiguration of Bell Street to include the installation of temporary planters.
- 20/77 DEVOLUTION AND RECOVERY**  
Initial perceptions on the Government proposals, which will be published in a White Paper in September, to force through a reorganisation of local government.
- 20/78 SUSTAINABILITY SPD**  
To receive a report of the Zoom meeting held on 21 September concerning the Supplementary Planning Document relating to Sustainability.
- 20/79 TOILET TOWN TWINNING (A PROPOSAL)**  
To consider whether a toilet twinned town idea might be a useful community exercise we could take the lead on, bringing together schools, businesses and community groups  
*[Paper by Cllr Royle attached]*

- 20/80 PAPERS AND REPORTS (A PROTOCOL)**  
To determine a protocol for the production and distribution of papers and reports for meetings of the Council, its Committees, sub-committees and Working Parties. *[Attached]*  
[📎]
- 20/81 TOWN BRANDING**  
To note and approve the recommendations of the ED&STAP Committee for establishing a brand image for the town.
- 20/82 MEMBERS ATTENDANCE RECORDS**  
To receive and note Members' attendance records for the civic year up to and including the meetings held on 14 September 2020. *[attached]*  
[📎]
- 20/83 DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation
- 20/84 FINANCIAL REPORT**  
To note the current Financial Report
- 20/85 ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment
- 20/86 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.**

**Zoom link:**

Join Zoom Meeting

<https://us02web.zoom.us/j/87292801275?pwd=YnREdGttVjl5N0xnVVNwZVZEZnZ3UT09>

Meeting ID: 872 9280 1275

Passcode: 497139

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL

### Minutes

of the Meeting of Sawbridgeworth Town Council, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN held by Zoom conference at 16:10 on **Friday 28 August 2020**.

#### Those present

Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster  
Cllr Craig Chester

Cllr Annelise Furnace  
Cllr Peter Gray  
Cllr Greg Rattey  
Cllr David Royle

In attendance:  
R Bowran - Town Clerk

#### 20/59 APOLOGIES FOR ABSENCE

Were received from  
Cllr Coysten – unwell; Cllr Burmicz – Attending a funeral and Cllr Patel – business commitment.

#### 20/60 DECLARATIONS OF PECUNIARY INTEREST

There were none

#### 20/61 MINUTES

**Resolved:** To approve as a correct record the minutes of the Meeting of the Town Council held on 27 July 2020 (M03)  
[prop Cllr Gray; secd Cllr Chester]

#### 20/62 FINANCE & POLICY COMMITTEE

**Noted:** The recommendations of the meeting of the Finance & Policy Committee held on 28 August 2020 (F01A)

#### 20/63 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019-20

1. **Noted:** The recommendations of the Internal Auditor
2. **Resolved:** To approve and sign the Annual Governance Statement  
[prop Cllr Alder; secd Cllr R Buckmaster]
3. **Resolved:** To approve and sign the Annual Return for 2019/20.  
[prop Cllr Rattey; secd Cllr Royle]

#### 20/64 ITEMS FOR FUTURE AGENDAS

There were none

Meeting ended at 16:15

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth by Zoom at 18:00 on **Monday 14 September 2020**.

#### Those present

Cllr Angela Alder  
Cllr Greg Rattey  
Cllr Annelise Furnace (*Ex-officio*)

Cllr Craig Chester

In attendance:  
R Bowran – Town Clerk

L Dale – Planning Officer

#### P 20/42 APOLOGIES FOR ABSENCE

To receive any apologies for absence. No apologies received. Cllrs Gray and Patel were absent.

#### P 20/43 PUBLIC FORUM

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

#### P 20/44 DECLARATIONS OF PECUNIARY INTEREST

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

#### P 20/45 MINUTES

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

- 27 July 2020 (P05) [*prop Cllr Chester; secd Cllr Furnace*]

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

#### P 20/46 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

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#### 3/20/1262/FUL Kecksys Farm, Cambridge Road

The erection of ten breeding kennels, runs and outside dog exercise area and removal of existing shed/kennels

**Applicant:** Mrs M Brunt

**STC Comment:** No objection to planning application. Members raised concerns regarding appropriate operational licencing and welfare of the animals. [*prop Cllr Chester; secd Cllr Furnace*]

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#### 3/20/1369/HH 10 Knight Street, CM21 9AT

2 new roof lights to rear single storey flat roof extension

**Applicant:** Mr & Mrs Brown

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

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**3/20/1435/HH**                      **6 Newton Drive, CM21 9HE**  
Demolition of conservatory and garage. Erection of a single storey side and rear extension  
**Applicant:** Mr D Elliott  
**STC Comment:** No objection. *[prop Cllr Rattey; secd Cllr Furnace]*

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**3/20/1505/HH**                      **5 Applegate, CM21 0DR**  
Erection of wooden car port to front of property  
**Applicant:** Mr P Hehir  
**STC Comment:** No objection. *[prop Cllr Rattey; secd Cllr Chester]*

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**3/20/1508/VAR**                      **The Leventhorpe School, CM21 9BX**  
Variation of condition 2 (approved plans) of planning permission: 3/20/0413/FUL (Demolition of existing science building and the erection of a new 2-storey teaching block [Use D1] with associated landscaping and the installation of an additional block of interim temporary classrooms during construction [Approximately 1068 m2 GEA] alongside the retention of temporary units approved under planning consent 3/18/2098/FUL) – Revisions to the siting of the additional temporary classrooms located on the tennis courts  
**Applicant:** Bowmer & Kirkland  
**STC Comment:** No objection. *[prop Cllr Rattey; secd Cllr Furnace]*

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**3/20/1524/HH**                      **18 Rowney Gardens, CM21 0AT**  
Demolition and replacement single storey side/rear extension with roof terrace  
**Applicant:** Mr Halls  
**STC Comment:** No objection. *[prop Cllr Furnace; secd Cllr Rattey]*

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**3/20/1543/HH**                      **19 Sayesbury Road, CM21 0EB**  
Two storey, front/side extension with open porch and insertion of window to flank elevation  
**Applicant:** Bloss  
**STC Comment:** No objection. *[prop Cllr Chester; secd Cllr Furnace]*

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**3/20/1589/ADV**                      **Dorringtons Ltd, Station Road, CM21 9JY**  
1 non illuminated fascia sign on pin spacer and 1 non illuminated projecting sign  
**Applicant:** Dorringtons  
**STC Comment:** No objection. *[prop Cllr Chester; secd Cllr Furnace]*

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**3/20/1621/PNHH**                      **35 Barnard Road, CM21**  
Single storey rear extension: Depth 6.0 metres, Maximum height 3.3 metres, Eaves height 3.0 metres, and a single storey side extension: Depth 6.0 metres, Maximum height 3.3 metres, Eaves height 3.0 metres  
**Applicant:** Ozan Hassan  
**STC Comment:** No comment.

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**3/20/1656/HH**      **43 Sayesbury Road, CM21 0EB**  
Single storey front extension  
**Applicant:** Mr Pateman  
**STC Comment:** No objection. *[prop Cllr Furnace; secd Cllr Rattey]*

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**3/20/1662/HH**      **4 Pishiobury Mews, Pishiobury Drive, CM21 0AP**  
Single storey rear extension with alterations to canopy roof  
**Applicant:** Dr Fernandes  
**STC Comment:** No objection. *[prop Cllr Chester; secd Cllr Rattey]*

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**3/20/1674/HH**      **Inglis, Spellbrook Lane West, Spellbrook**  
Erection of ground floor front extension to create porch and changes to fenestration.  
Demolition of double garage and replacement of single storey garage with dormer windows to front and rear elevations  
**Applicant:** Mr Richard Smith  
**STC Comment:** No objection. *[prop Cllr Rattey; secd Cllr Furnace]*

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**3/20/1688/HH**      **117 West Road, CM21 0BW**  
Demolition of conservatory. Erection of a two storey rear extension and external alteration  
**Applicant:** Mr & Mrs Taylor  
**STC Comment:** No objection. *[prop Cllr Rattey; secd Cllr Chester]*

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**P 20/47**      **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 11 September 2020. There were none.

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**P 20/48**      **PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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**3/20/0537/HH**      **10 Rushfield, CM21 9NF**  
Single storey rear extension and insertion of window to flank elevation  
**Applicant:** Mrs Emily Unthank  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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# SAWBRIDGEWORTH TOWN COUNCIL

## ECONOMIC DEVELOPMENT & SAWBRIDGEWORTH TOWN ACTION PLAN COMMITTEE

### Minutes

of the meeting of the Economic Development and STAP Committee held by Zoom conference at, Sayesbury Manor, Bell Street, Sawbridgeworth at 19:10 on **Monday 14 September 2020**.

#### **Those present**

Cllr Angela Alder  
Cllr Ruth Buckmaster  
Cllr Craig Chester

Cllr Greg Rattey  
Cllr David Royle  
*Cllr Furnace – ex officio*

#### **In attendance:**

R Bowran – Town Clerk

One member of the public

#### **E 20/18 APOLOGIES FOR ABSENCE**

Received from Cllr Patel – business commitment

#### **E 20/19 PUBLIC FORUM**

There were no questions from members of the public on matters within the remit of the Economic Development and STAP Committee.

#### **E 20/20 DECLARATIONS OF INTEREST**

There were no Declarations of Pecuniary Interest by Members

#### **E 20/21 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on 13 July 2020 (E01)  
*[prop Cllr Furnace; secd Cllr Alder]*

There were no matters arising from the Minutes not covered by the current agenda.

#### **E 20/22 ECONOMIC DEVELOPMENT**

Progress on promoting economic development in the town was reviewed.

Development of a market brand.

It was determined that the launch of a market should not be dependent on branding. Use of original "Market@Sawbridgeworth" would suffice. Agreed that for economic stimulation a market was important and members asked for the market to start as soon as practicable with publicity via social media, STC website and BS Independent.

Asked what was stopping us, Clerk said nothing apart from COVID safe distancing and branding. Projects Manager to revisit potential traders.



Shop Local.

Suggested that the market plus the BS Independent is used to promote "Shop Local". Costs to be determined.

Development of a related town brand.

Consensus was that the proposed icons were not liked or understood. There was disagreement on which sections of our society would understand either modern or traditional logos. Members said that they'd conduct at least some informal consultation with community, etc. groups we work with. A public consultation was suggested and rejected in favour of the committee making the decision on what branding to use. Clerk was instructed to brief Design Chambers to develop the traditional iconography of church, maltings and river. Asked whether the remaining £1,500 of the market publicity budget could be used for this exercise, the Clerk said this would be reflected in the briefing to Design Chambers.

Asked where the indicated contribution of £2,100 from EHDC was going to be applied, Clerk indicated that EHDC has favoured making this contribution to the initial surveys needed for the development of Town Green.

**E 20/23      TOWN ACTION PLAN**

Progress in creating the Sawbridgeworth Town Action Plan for 2020-24 was reviewed. Agreed the latest version was a good update and Cllr Royle was asked to keep updating it.

**E 20/24      DEVELOPMENT OF TOWN GREEN**

The notes of the meeting of the Town Green Working Party which took place on 01 September 2020 were reviewed.

Cllr R Buckmaster had met with EHDC Conservation Officer John Bosworth who stated he was not against the demolition or other amendment to the Bell Street wall. He gave the opinion that the current layout of the area was "awful"

Clerk had obtained quotes for a topographical survey, including digital mapping, from Survey House at £1,180 and for an arboricultural survey, including an impact assessment, at £1,068. Work could be carried out within 2 or 3 weeks. Members asked for this work to proceed.

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

**E 20/25      ITEMS FOR FUTURE AGENDAS**

There were no further items for inclusion on future agendas.

Meeting Closed at 20:00

# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE AND POLICY COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held by Zoom conference  
at 16:00 on **Friday 28 August 2020**.

#### Those present

Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

Cllr Annelise Furnace  
Cllr David Royle  
*Cllr Annelise Furnace*

In attendance:  
R Bowran – Town Clerk

#### F 20/10 APOLOGIES FOR ABSENCE

There were none

#### F 20/11 DECLARATIONS OF INTEREST

There were none

#### F 20/12 MINUTES

**Resolved:** To approve as a correct record the minutes of the Finance and Policy Committee held on 26 May 2020 (F01)  
*[prop Cllr R Buckmaster; secd Cllr Royle]*

#### F 20/13 FINANCE MATTERS

To consider matters relating to year-end arrangements of the Council

- **Noted:** The report of the Internal Auditor which took place on 19 August 2020.
- **Resolved:** To note the comments of the RFO relating to the AGAR for 2019-20  
*[prop Cllr R Buckmaster; secd Cllr Alder]*
- **Resolved:** To recommend adoption of the AGAR for 2019-20 to council on 28 August 2020  
*[prop Cllr Royle; secd Cllr Alder]*

#### F 20/14 ITEMS FOR FUTURE AGENDAS

There were none.

Clerk confirmed that Eco-Audit continues to be a standing item on regular F&P agendas.

Meeting Closed at 16:10

# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE AND POLICY COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held by Zoom conference  
at 18:40 on **Monday 14 September 2020.**

#### **Those present**

Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster

Cllr Annelise Furnace  
Cllr David Royle  
*Cllr Annelise Furnace*

#### **In attendance:**

R Bowran – Town Clerk

One member of the public

#### **F 20/15 APOLOGIES FOR ABSENCE**

There were no apologies for absence

#### **F 20/16 PUBLIC FORUM**

There were no questions from members of the public on matters  
within the remit of the Finance and Policy Committee.

#### **F 20/17 DECLARATIONS OF INTEREST**

There were no Declarations of Interest by Members

#### **F 20/18 MINUTES**

To approve as a correct record the minutes of the Finance and Policy  
Committee held on 28 August 2020 (F01A)  
*[prop Cllr Alder; secd Cllr R Buckmaster]*

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

#### **F 20/19 STAFF MATTERS**

To consider any matters relating to members of staff.

- Clerk started to outline current working arrangements and arrangements for fully returning to the office. Since this necessarily includes personnel matters it was agreed to hold an A&A sub-committee meeting at 19:30 on 16 September to examine these issues in detail.
- Clerk confirmed national pay award is 2.5% from 01 April 2020 and had agreed with the A&A sub-committee that this should be applied.
- Clerk noted the end of contract for the second groundsman who will now revert to his 8 hours per week contract.
- Arrangements for Sawbobus drivers also relate to personnel issues and will be discussed at the upcoming A&A sub-committee meeting.

#### **F 20/20 FINANCE MATTERS**

To consider any matters relating to the finances and year end arrangements of the Council

- Clerk advised that following the meeting of council on 28 August 2020, the Annual Return (AGAR) had been sent to the external auditor, PKF Littlejohn

- Clerk advised that the financial impact to the town council as a result of COVID-19 was neutral. However, an unpredicted New Homes Bonus of £8,863 had been received. Agreed that any surplus would be re-elected in General reserves and thus effect the budget for 2021-22. A guidance letter from EHDC was mentioned and the Clerk is to send a copy to the chairman. Additional expenditure to combat fly tipping on the Bullfields allotment was highlighted and Clerk was asked to install a CCTV camera to capture activities.

**F 20/21      POLICY MATTERS**

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

**F 20/22      ECO-AUDIT WORKING PARTY**

Reviewed the actions identified in the report of the Eco-Audit Working Party of 10 June 2020. Agreed to set a date for another meeting of the Working party. Identified that a Green Champion had not been appointed.

When asked Clerk reported on the Eco-Agenda for the cemetery and confirmed that an eco-toilet had been installed, meadow flowers were being planted adjacent to the roadways and that investigations were in hand for the potential use of The Spinney as an environmentally friendly site.

When asked the Clerk confirmed that trade waste collections has recommenced at the council offices now that staff were back to work there.

**F 20/23      ITEMS FOR FUTURE AGENDAS**

There were no items for inclusion on future agendas.

Meeting Closed at 19:10

**Mayor's report for full council meeting 28<sup>th</sup> September 2020 (as of 20<sup>th</sup> September 2020)**

**Welcome service for Fr Simon**

- I was delighted to attend the licensing service on 20<sup>th</sup> September of Fr Simon Vivian as Vicar of Sawbridgeworth at Great St Mary's. This was a fascinating service, and extremely well organised in line with Covid-19 social distancing rules. A very warm welcome to Fr Simon and his family, and we look forward to working with him.

**St Elizabeth's Centre**

- On 16<sup>th</sup> September I had a super socially distanced visit to St Elizabeth's Centre on the outskirts of Much Hadham, and was amazed at just how much is there. The site includes a special school, a specialist Further Education College, domiciliary care for College learners, residential care with nursing for over 100 adults, and a Day Opportunities programme for residents and day clients. Like all charitable organisations, the Centre is finding it difficult to raise funds in current circumstances. For more details on how you can help please visit <https://www.stelizabeths.org.uk/>

**Representation to DMC committee**

- I gave a representation on behalf of the Town Council to EHDC's DMC committee on the SAWB4 (Kecksys) planning application on 9<sup>th</sup> September. The full webcast is available at <https://www.youtube.com/watch?v=0NOb7JoZufQ> (start 1 hour 38 minutes in).

**Community Voice**

- I attended the Community Voice session at Bullfields along with other councillors on 30<sup>th</sup> July, organised by our local police and PCSOs – many thanks to them for running this.

**Harlow Mayor's bubble picnic**

- I was very pleased to represent Sawbridgeworth at the Chair of Harlow Council, Cllr Maggie Hulcoop's, bubble picnic on 11<sup>th</sup> August, which raised funds for the mental health charity Mind and the baby loss counselling charity Petals.

**Local retailers**

- I attended the opening of Squisita café on 21<sup>st</sup> August, and can claim to be their first cappuccino customer.

**YC sessions at Bullfields**

- Unfortunately due to thundery weather conditions, visits to the YC youth sessions at Bullfields on both 13<sup>th</sup> and 17<sup>th</sup> August had to be cancelled.

**Local schools**

- I am due to visit Reedings School on 21<sup>st</sup> September to attend four bubble year group assemblies at which members of the school council will be announced.

**Bridging the Gap Activity Pack**

- We ran the activity pack over the summer holidays designed for local children; it has been extended into September and also offered to local primary schools.
- Thank you very much to the Tuck Shop and Budgens for acting as collection points.

**Charities**

- Some of the town's cafes are running the Donate my Bake campaign for two weeks to raise funds for this year's Mayor's Charities – a massive thank you to the cafes for doing this <https://www.justgiving.com/crowdfunding/sawbomayorcharities>

*Annelise Furnace*

## County councillor report Sept 2020 (as of 13th Sep)

### **Nine Herts councils to receive housing support for vulnerable people**

Vulnerable people who were housed during the pandemic will be helped to stay in accommodation this year thanks to the allocations of funding announced by the Housing Secretary Rt Hon Robert Jenrick. £91.5 million allocated to 274 councils in England to help vulnerable people housed during the pandemic, including the following Hertfordshire councils:

Broxbourne	£70,200.00
East Hertfordshire	£71,474.00
Hertsmere	£49,753.00
North Hertfordshire	£183,000.00
St Albans	£65,589.00
Stevenage	£333,740.00
Three Rivers	£35,940.00
Watford	£235,240.00
Welwyn Hatfield	£137,488.00

### **Lister Hospital funded to improve patient care ahead of winter**

Lister Hospital in Stevenage is one of 25 hospital A&E departments that will receive a share of £150 million in funding to upgrade, reduce overcrowding and improve infection control ahead of winter. Lister will receive just over £6m for Front Door Triage and Streaming, Increased Capacity within the Emergency Department (specific focus on children), Co-located Assessment and Same Day Emergency Care Services, and Dedicated radiology support to Emergency Department and Assessment.

### **How should speed limits be set in Hertfordshire?**

**A clearer approach to setting speed limits on Hertfordshire's roads could be on the way under plans for a new Speed Management Strategy for the county.**

A consultation on the draft plan was open until 12 September 2020.

Hertfordshire County Council is consulted on a new strategy for setting speed limits on the county's roads, including clearer guidance on introducing 20mph speed limits to protect pedestrians and cyclists.

Suggested measures also include changing the way speed limits are decided, so they more consistently match the design of the road and the way it is used, as well as clearer guidelines on the design, enforcement and traffic calming measures needed to actually reduce traffic speeds. The draft Speed Management Strategy supports the county council's Local Transport Plan, which sets out the vision for transport in Hertfordshire, and in particular how active travel such as walking and cycling can play a bigger role in helping people get around.

To view the draft Speed Management Strategy and comment on it, go to <https://www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/speed-strategy-2020.aspx>

## **Reviewing our plans for the county's waste**

**Hertfordshire County Council is reviewing its Waste Local Plan to ensure that the county has the right mix of facilities to deal with the waste produced by residents and businesses.**

Hertfordshire is projected to be producing 4.4 million tonnes of waste a year by 2033 – an increase of almost 1m tonnes a year from current levels.

Hertfordshire already produces more waste than it can manage locally, and with the county's population expected to rise by up to 175,000 by 2031, and up to 100,000 new homes and 100,000 new jobs being created over the same period, we will need significantly more capacity to recycle, recover and dispose of our waste in future.

As the Waste Planning Authority for Hertfordshire, the county council needs to set out strategic policies for managing the county's waste, and identify the types of facilities needed. These could include recycling centres, transfer stations, composting facilities or disposal facilities.

Although the new plan will not identify particular sites for new facilities, it will set out the broad areas where growth is expected in the county, and where new facilities are likely to be needed. It will also set out design principles for facilities.

The draft Waste Local Plan will, if it is supported by a meeting of the County Council, be put out for public consultation for 10 weeks from 11 January.

The current Waste Local Plan was adopted in 2014 and now needs to be reviewed following a number of changes to the planning system and national policies in the intervening years.

**County Minerals Plan** The Forward Plan now indicates that the proposed plan will go to Cabinet and Council in October ahead of submission to the Minerals Planning Inspector. A public consultation will then be held in the new year and the Examination in Public could be held later in 2021

**Winter Self Help Gritting.** This is now open to the Herts Association of Parish and town Councils so they can send it on to towns and Parishes. In the next week or two we will also be doing our usual social media campaign warming people up to winter and the start of the season on 1<sup>st</sup> October. We have a limited amount of salt to give to community organisations to help local people grit their own area.

You can apply once a year. Let us know the total amount you need for the whole winter as we can **only make 1 delivery**.

Resident associations, resident groups (with a constitution or agreed terms of reference) and community groups can apply for salt to grit the public highway in their area. Resident and community groups can request between **1 – 34 x 20kg bags of salt** per group. We can't guarantee to process applications received after 31 October.

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

## **Devolution white paper**

In a recent response to a Written Question, the Local Government Minister Simon Clarke MP confirmed that a Devolution White Paper will be published in the autumn and indicated that it will include plans for more mayors and unitary councils. County Leader supports a single unitary across Hertfordshire. White paper with details expected in the Autumn. However no definite idea as to when.

### **Revised Gilston applications**

Target dates are:

#### **PfP Villages 1-6**

Revised material received September? Seems to have slipped

Consultation period start later in Sept?

Consultation 4 weeks/30 days

Committee Report To be published November

Target Dev Mgmt Committee December?

**Village 7** Applicants suggest also being ready for committee Dec?

**The Daily Mile Destinations Campaign arrives in Hertfordshire for September 2020.**

**The Daily Mile is simple and free and gets children out of the classroom for 15 minutes every day to run or jog at their own pace with their classmates, making them fitter, healthier and more able to concentrate in the classroom.**

The Herts Sports Partnership is continuing to support physical activity in primary schools by providing each school with free resources to participate in The Daily Mile Destinations initiative this September. Classes will be challenged to complete The Daily Mile three, four or five times a week, with each day moving them along the map towards a new destination. Fun fact sheets about each destination are included in the resource pack, so that children and staff will have the opportunity to learn about the destinations they reach, linking their Daily Mile activities to the classroom. Unfortunately, many young people have missed out on school sport and physical activity over the last few months, but HSP are hoping that The Daily Mile Destinations initiative will re-capture the enjoyment of being physically active in school



## AGENDA 20/73

EHDC

10.8.20 members briefing Sustainability Supplementary planning documents this is out on consultation till 8.10.20 it is on the East Herts web site.

12.8.20 DMC

We only had one application to consider 3/19/2211 Land at Home Farm Munden Road, Dane End. This motion was carried.

21.8.20 Affordable Housing Research

I was one of a cross party research group looking into affordable housing. We looked at statistics that used an average income of £39k. This was discussed and it was felt that £34 k was a more realistic figure. Taking from this that 40% would be spent on rent it leaves very little to live on. We were shown various examples of situations e.g. single people, single parents, couples with children paying for childcare and without childcare. The single persons with or without children living on benefits could not afford any affordable rent. These only become achievable when in employment. The couples if are both working full time could also reach affordable rent, but if on benefits or one not working can't.

As East Herts is one of the most unaffordable areas in the country more needs to be done. We discussed different ways of trying to achieve greater numbers of affordable and social housing. But whilst the developers own the most of the land available for building we will always be in contention with them.

It was discussed if councils could take on building and maintaining social housing, but that also had its own problems.

The difference between affordable and social rent is:

Affordable is 75-80% of market value.

Social is 50% of market value.

This is one of the reasons building developers do not want to include social housing in its remit.

26.8.20. Members briefing DMC

This briefing was on Sawb 4 (Keksy) ,Bish 9 (Manor Links) and Bish 6( Boys High School)

The officers take us through the plans, outline and full, and explain the different points. We the had a site visit to all three on 28.8.20. These briefings help explain and clarify different aspects of the applications. It always helps to see the actual sites and to be able to visualise the development.

9.9.20 DMC

There were two applications the first was 3/20/0245 Land East of Manor Links(Bish 9).

There was a long discussion on this development with some of the main concerns being 11 more houses than originally stated in the district plan.

The motion was carried.

The second was 3/18/2735 Land at Cambridge road Sawbridgeworth (Sawb4)

This application had many of the councillors concerned on many different aspects.it went on so long the meeting had to be extended. Several of us spoke out against it, even asking it to be deferred. But the officers stated that to defer the developers could appeal against the decision (and the costs

would go against the council.) unfortunately because it is part of the district plan it cannot be refused on principle, but there were many faults with the design and layout of the development. It was on those points we argued against it. It just scraped through on planning levels so the motion was carried.

#### 10.9.20 Members Training Etiquette at Meetings

This was very interesting as it covered and explained different points that arise during meetings. I just feel it should have been one of the first training meetings not held 15 months after the election.

It covered

Procedural Rules

Members Questions

Motions without notice

Motions on notice

Debate

Amendments

Debate during motion and amendments

Voting

#### 15.9.20 Overview and Scrutiny

The main points covered in this meeting were:

Enhancing the Councils working arrangements with Registered Providers

Council Tax Reduction Scheme

Policy for enforcing Standards for private sector Landlords

I'm sure Councillor Alder will report on these.

I'm happy to take questions on the evening.

East Herts District Councillor Ruth Buckmaster

## AGENDA 20/73

### **SAWBRIDGEWORTH TOWN COUNCIL 28 SEPTEMBER 2020: REPRESENTATIVES' AND CHAMPIONS' REPORTS**

**1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS.** Postponed until 2021. Reedings, Spellbrook and FandB have new head teachers, who have been contacted.

**2 FOOTPATHS, OPEN SPACES AND DOG FOULING.** Footpath 21 (Vantorts Play area to Fair Green) still awaiting completion. Footpath 32 from Fair Green to London Road ditto. No action on the Fair Green footpath (degraded surface/trip hazard) at residents' request; unsure of status of Japanese knotweed on Footpath/Right of Way 27.

The Modification Order for Public Bridleway 11 from Tharbies Lodge on West Road and tree preservation orders for the lime trees on the continuation as Footpath 26 awaiting completion. HCC has removed vegetation round the signage at the start of the bridleway. I'm still trying to arrange a meeting with the Farm Manger to talk about a possible quid pro quo for Footpath 26, i.e. a permissive path straight ahead to Tharbies Farm, linking up with footpaths beyond. Problems remain with crops encroaching public rights of way. Nicholas Maddex is following up.

**Open Spaces.** No update on Pishiobury Park's Local Nature Reserve application; Cllr Eric Buckmaster has also followed up.

**Dog fouling.** No update to hand.

**3 Town twinning.** I have written an article about the history of twinning for each town and a bit about their history for the Local History website and hopefully the STC website. We successfully marked the postponed visit to Bry via Zoom on 19 September and propose to do the same with Moosburg in October.

**4 Sustainable Sawbridgeworth.** Socially-distanced Tidy Up Sawbridgeworth activity 25-27 September to coincide with the Keep Britain Tidy campaign. The new Fix-it Café is due to start in Church House on 7 October.

**David Royle 200920**

## AGENDA 20/73

### RHSO

The Orchard group have started holding Maintenance Days again on the first Sundays. We are all socially distanced and disinfect all tools between uses.

We are not holding an open Apple Day due to the restrictions but the volunteers will be picking apples to take to the juicers.

We held a Juice stall on 19.9.20 in Bell St car park and did very well so will hold another before Christmas.

At the moment we have 350 bottles left from last years juicing of 1200 bottles.

Ruth Buckmaster

SYPRC Report for Town Council meeting 28.9.20

The committee held a physical meeting in the hall on 24.8.20

We are still working on getting the film club started but when will depend on government guidelines.

YC held sessions during the summer on Monday and Thursday evenings. Due to the current situation they were held outside on the field. They hope to return to using the hall in September again when they are able.

Playground maintenance is ongoing and repairs when necessary, it passed its annual inspection.

We are going to discuss whether to get bike racks for the centre as funding might be available.

We are looking into installing CCTV and are getting quotes.

The building development group are looking at quotes for digital surveys.

Unfortunately, a group of young people managed to gain entrance to the hall one evening. They took drinks and crisps, smoked cannabis and rode their bikes. We have now changed the locks on the windows and cupboards.

Chair SYPRC Ruth Buckmaster

# **Sawbridgeworth Town Council**

## **Memorandum from the Town Clerk**

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To: All Members  
From: Richard Bowran  
Subject: Briefing for 28 September  
Date: 20 September 2020

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### **Annual Governance and Accounting Review (AGAR)**

Or in layman's terms the year-end accounts return has been submitted to the external auditor following approval by the council at its meeting on 28 August.

### **Cemetery**

Cemetery operating as normal with social distancing precautions in place. Wildflower borders are being prepared and sown this autumn. These will take several years to establish.

### **Council Offices**

Remain closed to members of the public. Staff are attending on a rota on Monday to Friday. Risk Assessment has been carried out and the site deemed to be a "High Risk" area. Measures to mitigate this have been suggested and once in place status will change to "Medium Risk"

### **Conduct of council meetings**

Council and committee meetings seem to be proceeding satisfactorily by Zoom. I can't see that situation changing any time soon.  
We are now required to publish Zoom address on the agenda for all meetings so that members of the public can participate.

### **East Herts Citizens Advice**

Have been in contact (Monica Stokes) to advise that the facilities offered by STC are not compatible with social distancing. Face to face meetings are offered in Hertford. Telephone advice line is 01920 459944.

### **Electric Vehicle Points**

These were estimated to be installed by the end of December 2019. Latest update is that EHDC Property Services Department have not had time to produce Wayleave documents. This seems irrelevant since the cabling will pass over their own asset (the Hailey Centre)

### **Events**

#### **Remembrance Day**

- Discussions with representatives of the uniformed services have elicited the fact that they have been instructed that they must not take part in parades.
- An alternative way of marking the day is being developed along with a proposal that any service will be held in the open air.
- As advised we have nevertheless applied for a road closure under the Town Police Clauses Act 1847

### **Christmas Lights**

- The event cannot take place this year in the usual format as we, as a town council, cannot be seen to be encouraging mass gatherings.
- Festive illuminations will be erected in the same format as last year subject to gaining a licence from HCC. There will be no formal switching on of the lights, they will just be there from the end of November.
- Father Christmas will, we hope, make an appearance in the town and arrangements are being made to facilitate this.
- The police are aware of our intentions and will support this activity
- Similarly as a precaution, and as advised, we have nevertheless applied for a road closure under the The Town Police Clauses Act 1847

### **Christmas Carols**

- The town council had agreed to assist Sawbridgeworth Rotary Club this year with the organisation of this event. However in consultation with Rotary it was agreed that it was not practical to hold the event this year. An announcement will be made in conjunction with Rotary in due course.

### **Lights of Love**

- The ceremony has been cancelled this year at the instigation of Isabel Hospice.

### **Sawbobus**

The Sawbobus service recommenced on 06 July on a limited basis, normal Guide to Timings but only on Monday, Wednesday and Friday. Budgens discount voucher scheme has been transferred to Wednesdays.  
Hire minibus made available for shopping trips if needed.

### **SAWB4**

The Development Management Committee met on 09 September and has approved the application. The decision notice is not yet posted on the EHDC Planning Portal.

### **Shell Petrol Station**

Detailed response from RSK (Geo-environmental engineers) stating that they await discharge of a planning condition by EHDC. When this is received they will re-commence development of the site. They estimate that this will be in the first quarter of 2021.

### **Summer Project in conjunction with the Mayor**

A series of Activity Sheets have been designed by the TPM, working with the mayor, and could be found online and distributed from the Tuck Shop and Budgens

### **Town Green**

- Working Party met on 01 September.
- Survey quotes received and approved by ED&STAP committee 14 September
- Permission for surveys received from EHDC on 15 September
- Orders place on 16 September
- First survey (topographical) scheduled for 01 October.

### **Town Project Work**

- Town Rebranding in progress with Design Chambers, a local media company.
- Market launch date to be determined, in liaison with landlord at the Bell and in line with Covid19 restrictions and the sourcing of new traders.

- Exploring a 'shop local' type scheme – possibly a reward / loyalty scheme, research into what is on offer currently, i.e. The Green Room have a loyalty card.

### **Travel Challenge**

Travel Challenge week and Town Selfie Walk have been moved to the spring of 2021. To keep Buster in the minds of children TPM will be working with local shops to do a Buster trail in the October half term.

### **Website Compliance**

We were required by 23 September to ensure that our website meets the new accessibility requirements. The required notice has been placed on the front page. A report has been commissioned and despite the site, now seven years old, being designed to the then current standards, it is estimated that there are about 40 hours of work remaining to be done to meet the WCAG 2.1 AA standard.



**PROPOSAL TO SAWBRIDGEWORTH TOWN COUNCIL 28 SEPTEMBER 2020**

At the Town Council meeting on 27 July 2020 (minute 20/52) I was asked to submit a costed proposal to this meeting in support of twinning the Council's toilet with one in the developing world as part of the Toilet Twinning charity's programme:

<https://www.toilettwinning.org/twin-your-town/>

The proposal is that we fund the cost twinning one toilet at £60. The Council, if it agrees, will receive a photograph and GPS location for the twinned toilet.

Toilet Twinning has been running since 2010, since 2015 as a fundraising wing of Tearfund. Without proper toilets and clean water, people are trapped in a vicious cycle:

- They are likely to become sick through sanitation-related diseases
- Illness means they cannot work or farm their land, so they earn less or grow less food
- Children miss school, because they are sick or because they're busy collecting water
- Girls may drop out of school altogether when they start their periods if there are no toilets or changing rooms
- Parents have to pay for medicines or food, so they may fall into debt
- Women and girls risk being attacked or bitten by snakes as they go to the toilet in the open, especially if the culture dictates that they have to go out at night.

Water and sanitation projects enable families to build a toilet, have access to clean water, and to learn about handwashing and other hygiene principles. People generally build their own latrine, and this means they are much more likely to continue to use it, and maintain it, ensuring the project is sustainable. It's unlikely that the £60 will pay for a latrine pit and slab. It's much more likely that it will help fund an education process that involves relationships, community meetings and workshops.

I believe this is an opportunity for the Council to take the lead and set an example to schools, community groups and businesses who might also be interested in supporting this cause and/or moving towards toilet twinned town status (the target would be 20 twinned toilets). I understand that the Guides and Congregational Church have already twinned their toilets; the Town Twinning Association has funded three and a toilet block. The charity also now offers tap and bin twinning options.

CLLR. DAVID ROYLE 20 SEPTEMBER 2020

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members

Subject: PAPERS AND REPORTS (A PROTOCOL)

AGENDA 20/80

Date: 21 September 2020

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Following the suggestions for scrutiny and transparency put forward by Cllr Royle at the last meeting of council, the following is tendered as a Protocol for Papers and Reports which, if approved, will be incorporated in the Constitution of the council.

### Agendas & minutes

- Council
  - Draft council agendas and such associated papers that are available at the time will be sent to the mayor and deputy in advance and discussed on the Monday of the meeting, or as otherwise agreed
  - Draft minutes will be sent to the mayor and deputy as soon as possible after the meeting but no longer than one month after the date of the meeting.
  - Draft minutes, annotated as such, will be posted on the town council web-site
  - Agreed agendas with associated papers will be posted on the council web-site three clear working days before the date of the relevant meeting.
  - Approved minutes will be posted on the council web-site on the next day after the meeting at which they were approved.
- Committees
  - Draft committee agendas and such associated papers that are available at the time will be sent to the committee chair and deputy chair advance
  - Draft minutes will be sent to the committee chair and deputy chair as soon as possible after the meeting but no longer than one month after the date of the meeting
  - Agreed agendas with associated papers will be posted on the council web-site three clear working days before the date of the relevant meeting.
  - Approved minutes will be posted on the council web-site on the next day after the meeting at which they were approved.
  -
- Working Groups
  - Draft agendas will be shared with group members in advance
  - Draft notes will be shared with group members as soon as possible after the meeting

### Reporting

- All reports for inclusion with the agendas for any meeting of the council or its committees, sub-committees or working parties should be submitted in writing to the town clerk by the end of the Monday preceding the meeting unless otherwise agreed

### Attendance record

- Members' attendance record should be kept up to date on the website and shared with members at council meetings, and annually at the Annual Town Meeting.