

Sawbridgeworth Town Council

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



MAYOR
Cllr Reece Smith

TOWN CLERK
Christopher Hunt

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

Cllrs E Buckmaster; R Buckmaster;
Furnace; Newell; Pagdades; Penney; A Parsad-Wyatt; N Parsad-Wyatt; Rattey;
Rider; R Smith; S Smith

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 22nd July 2024** commencing at 7:00pm to transact the business as set out in the agenda below.

Town Clerk
16th July 2024

AGENDA

- A one minute silence will be held to mark the recent passing of previous serving councillors Pat Coysten and Heather Riches.
- Welcome by the Town Mayor followed by Thought for the Day.

24/43

APOLOGIES FOR ABSENCE



To receive any apologies for absence

24/44

DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

24/45

PUBLIC FORUM



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

24/46

MINUTES



To approve as a correct record the minutes of the Meeting of the Town Council held on 24th June 2023 (M02)
[Attached appendix A]



















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

Actions from previous meeting

Action	Owner	Update
Will the better health bus mentioned in Cllr Eric Buckmaster report, be coming to Sawbridgeworth?	Cllr Eric Buckmaster	

M03 Agenda 240722

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

- 24/47 PLANNING COMMITTEE**
 To receive and note the minutes of the Planning Committee held on 24th June 2024 (P03)
[Attached appendix B]
-  To receive and note the draft minutes of the Planning Committee held on 15th July 2024 (P04)
[Attached appendix B]
- 24/48 TOWN ACTION PLAN AND AMENITIES COMMITTEE**
 To receive and note the draft minutes of the Town Action Plan and Amenities Committee held on 15th July 2024 (T01)
[Attached appendix C]
- 24/49 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive mayor's appointments and communications
- 24/50 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr R Buckmaster
 - Cllr Furnace
-  *[Attached appendix D]*
- 24/51 TOWN CLERK REPORT**
 To receive and note clerk's report for the month of July 2024.
[Attached appendix E]
- 24/52 TOWN EVENTS MANAGER REPORT**
 To receive a verbal update on the Towns Event Managers report for the month of July 2024.
- 24/53 GRANT APPLICATIONS**
 To consider and **resolve** the following grant applications:
[Attached appendix F]
-   1. Hertfordshire Boat Rescue
 Water Safety Patrols **£500**
-   2. Citizens Advice East Herts
 Staffing Costs **£500**
-   3. East Herts District Council
 Diversionary Activities **£500**
-   4. Friends of Sawbridgeworth Neuro Centres
 Music therapy sessions **£500**
-   5. Rivers Heritage Site and Orchard (RHSO)
 300th Anniversary celebrations **£500**
-   6. Southbrook Allotment Association
 Insurance to loan out machinery **£300**



7. Sawbridgeworth Sports Association
Replacement street signage **£1104**

24/54



**LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN AND
HERTFORDSHIRE LOCAL NATURE RECOVERY PLAN**

Resolution:- To discuss and **resolve** that Sawbridgeworth Town Council provide feedback and input into the following two consultations, in addition to any responses submitted by individual councillors:

- Local Cycling and Walking Infrastructure Plan
www.hertfordshire.gov.uk/EasthertsLCWIP
- Hertfordshire Local Nature Recovery Plan
<https://www.hertfordshire.gov.uk/about-the-council/how-the-council-works/partnerships/herts-nature-recovery-partnership/hertfordshire-nature-recovery-partnership.aspx> Cllrs Annelise Furnace and Cllr Angus Parsad-Wyatt

24/55



SAWBRIDGEWORTH TOWN MARKET

Resolution:- To discuss and **resolve** re-introducing a market to the town as per the requests made via the consultation for the Town Action Plan 2023-2027.

24/56

DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation

24/57



FINANCIAL REPORT

To note the current Financial Report
[Attached appendix G]

24/58

ACCOUNTS FOR PAYMENT

To note and approve accounts for payment.

24/59

ITEMS FOR FUTURE AGENDAS

To note any items for future agendas.

Appendix A

SAWBRIDGECWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 24th June 2024**.

Those present

Cllr Eric Buckmaster	Cllr Simon Penney
Cllr Ruth Buckmaster	Cllr Greg Rattey
Cllr Annelise Furnace	Cllr John Rider
Cllr Dawn Newell	Cllr Reece Smith
Cllr Nathan Parsad - Wyatt	Cllr Steve Smith

In attendance: 4 x members of the public
Lisa Dale –
Chris Carter – Press

Welcome by the Town Mayor followed by thought for the day from Cllr John Rider

24/27 APOLOGIES FOR ABSENCE

Cllr Salvatore Pagdades
Cllr Angus Parsad - Wyatt
Approved [Prop Cllr Ruth Buckmaster; sec'd Cllr Annelise Furnace]

24/28 DECLARATIONS OF PECUNIARY INTEREST

Cllr Annelise Furnace raised as a member of Sustainable Sawbridgeworth the agenda item regarding reducing the councils carbon footprint should be disclosed. It was not felt this was to be recorded as a pecuniary interest.

24/29 PUBLIC FORUM

Questions

Does this Council have a communication and engagement strategy? If so, how will it be shared with residents? If not, why not?

Cllr Nathan Parsad-Wyatt responded that the Town Action Plan had an action to review all communication platforms and the Clerk is working on a protocol and this matter will be progressed by Cllr Nathan Parsad-Wyatt.

Will this Council conduct an audit of signage in the town to ensure that current signs are fit for purpose and that amenities and community assets are properly signposted?

Cllr Eric Buckmaster stated the Clerk and himself will liaise directly with Hazel regarding the war memorial brown sign as this was initially funded by the town council previously.

Regarding the sports association signage there is an opportunity for the association to apply for funding next month. Also, if the sports association explore what is needed and to apply to the town council for funding this can be considered in next year's budget.

An initial question related to actions by MP Julie Marson and Cllr Reece Smith stated we would not be in a position to comment on this.

The second part to the question related to a footpath to Leventhorpe School allowing pupils to walk to school away from road pollution. Cllr Annelise Furnace stated that Sustainable Sawbridgeworth were campaigning to upgrade footpath 9 to an all-weather surface for this purpose using a petition.

Cllr Eric Buckmaster will be utilising some of his locality budget to assess the cost to upgrade footpath 9 to an all-weather surface. Consultation on the Local Cycling and Walking Infrastructure Plan (LCWIP) will open to the public on the 8th July. He is exploring funding opportunities for footpath 9 as part of the LCWIP and other funding streams.

It appears we are suffering an increase in anti-social behaviour in particular a scooter with three people on it riding around the town. Can the town council put out a communication around this?

The Clerk stated he was working with the local officers and utilising CCTV to identify any incidents and assist in prosecutions if offences are captured.

24/30 MINUTES

Resolved: To approve as a correct record the minutes of the Annual Meeting of the town council held on 20th May 2024 (M01)
[prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
Nothing was raised.

24/31 PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 20th May 2024 (P01)

Received and noted: the draft minutes of the planning committee held on 10th June 2024 (P02)

24/32 FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Received and noted: the draft minutes of the Finance, Policy and Economic Development Committee held on 10th June 2024 (F01)

24/33 TOWN CLERK REPORT

Received and noted: the clerk's report for the month of June 2024.

24/34 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-24

1. **Noted:** the report of the Internal Auditor for the financial year 2023-24
2. **Resolved:** to approve and sign the Annual Governance Statement, 2023/2024.
[prop Cllr Ruth Buckmaster; sec'd Cllr Nathan Parsad-Wyatt]
3. **Resolved:** to approve and sign the Annual Return for 2023/24.
[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Eric Buckmaster]

24/35 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications
Cllr Reece Smith advised.

- Attended river day which was a fantastic event and gave a good opportunity for engagement where he met several groups who complete great work locally.
- Commemorated D-Day through an event organised by the history society and led by Father Simon.
- Attended the local scouts group AGM and awards ceremony where several young people received awards for leadership. Over 2000 badges have been awarded to our scout group members in the last 12 months,
- Attended the Ukrainian summer garden party. It was heartwarming to attend this community event in a great setting.

24/36

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor E Buckmaster additionally added;
 - Angie Ridgwell has been appointed as the new Chief Executive of Herts County Council.
 - Has written a letter to a minister representing 'water and growth' to visit Hertfordshire as we have 10% of the world chalk streams in this county. The letter included writing to landowners to suggest they reduce water run off from their land.
 - Attended environment Hertfordshire climate change for sustainability. This group have applied to be listed for consideration as a local area for retro fit plans.
 - The first night of improvements to the Essex side of the A1184 has taken place and will be monitored going forward.
 - Engagement will start soon on the local nature recovery plan. A company has been hired to complete this engagement on behalf of the county.
 - At the environmental cabinet panel this Friday we will be working on replacement for the Sustainable Hertfordshire impact assessment and the growth boards 'missions and visions'
 - At District the waste recycling and street cleansing contract will be reviewed.
 - The Chief executive at East Herts has been written to in relation to EV chargers. This resulted in the following information that procurement is close, around four to five weeks until a tender launch but realistically EV chargers will not arrive until 2025.

Question.

Cllr Furnace, asked as Hertfordshire Council will receive 7.8 million pounds from the HS2 project can some money be diverted to help the footpath 9 upgrade. Cllr Eric Buckmaster feels that this money may not be available but other funding will be explored.

Regarding the better health bus mentioned in Cllr Eric Buckmaster's report, will this be coming to Sawbridgeworth?

ACTION Cllr Eric Buckmaster will enquire regarding the bus.

- Cllr Ruth Buckmaster, updated on the East Herts Council Development Management Committee (DMC) meeting that an application for 60 houses had been made for Watton at Stone and the leader of the Council had an application approved for an air sourced heat pump.
- Herts police – PC Shelly Marshall updated the meeting on local issues. Various schools have been visited prior to the summer holidays to try and reduce ASB. They have and will

attend council events and will inform Councillors on police events to allow for engagement. Speed enforcement will continue and are now entering a period of high demand due to the European championship football. The town centre CCTV has proved key for information relating to a crime series in the region. No peaks in crime have been seen in the town.

Cllr Annelise Furnace asked if there were any youth activities this summer, PC Shelly Marshall didn't think there were.

- Cllr Ruth Buckmaster updated on SYPRC that some damage has been caused to the play equipment at Bullfields. The car park had been re-surfaced but grass cutting had stopped by the football club and the town council due to the lawnmower breaking down. This was now being completed by a local company in the interim. The air sourced heat pumps should be fitted to the centre in August.

RHSO will be celebrating 300 years of the Thomas Rivers Nursery with a whole year of events. Juice sales will be taking place this Saturday in Bell Street.

Cllr Eric Buckmaster added that the celebrations should have a launch in January at the council chamber. All members agreed this was a good idea.

- Cllr Annelise Furnace updated that the energy hub had its first engagement event and 100 residents were engaged with and information on different aspects of energy saving and funding was shared.

The real time air quality monitor will be online soon and accessible through the EHDC website.

The Eco Audit working group met last week and the project on reducing the councils carbon footprint will be reported on at the Finance, Policy and Economic Development Committee and the Town Action Plan and Amenities Committee.

Question. Cllr John Rider asked regarding the brook that runs through the town should be raised regarding the water quality. Cllr Annelise Furnace said she had invited Bob Reed to speak at a council meeting to raise awareness with Councillors.

24/37 TOWN PROJECTS MANAGER REPORT

Received and noted: the Town Project Managers report for June 2024

24/38 ANNUAL TOWN MEETING DATE

Resolved the date for the 2025 Annual Town Meeting set as 24th March 2025.

[prop Cllr Nathan Parsad-Wyatt; secd Cllr Ruth Buckmaster]

24/39 REDUCING THE COUNCILS CARBON FOOTPRINT

Resolved for the following agenda items to be adopted at the quarterly Finance, Policy and Economic Development Committee and Town Action Plan and Amenities Committee and annually at the full Town Council meeting.

[prop Cllr Nathan Parsad-Wyatt; secd Cllr Ruth Buckmaster]

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

24/40 FINANCIAL REPORT
Noted: The current Financial Report

24/41 ACCOUNTS FOR PAYMENT
Noted and Approved: Accounts for payment.

24/42 ITEMS FOR FUTURE AGENDAS
 Nothing was raised.

Meeting ended at 7:53pm

<i>Action</i>	<i>Owner</i>	<i>Update</i>
<i>Will the better health bus mentioned in Cllr Eric Buckmaster report, be coming to Sawbridgeworth?</i>	<i>Cllr Eric Buckmaster</i>	

Signed.....

Date.....

Appendix B

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 24 June 2024** at 8pm.

Those present

Cllr Ruth Buckmaster
Cllr Simon Penney
Cllr Steve Smith

Cllr Nathan Parsad-Wyatt
Cllr John Rider

In attendance:
C Hunt – Town Clerk

3 Members of Public
Cllr Furnace

P 24/21 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllr A Parsad-Wyatt and approved.

P 24/22 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. David Royle stated that work continues to be carried out on the old Barclays Bank site, Knight Street. Planning Enforcement confirmed an officer has attended and are happy with the works being carried out. Case officer requested planning application be withdrawn and resubmitted. New Noise Assessment being undertaken.

P 24/23 DECLARATIONS OF PECUNIARY INTEREST

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

P 24/24 MINUTES

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

- 10 June 2024 (P02) [*prop Cllr S Smith; secd Cllr Penney*]

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

P 24/25 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. Planning committee to monitor the proposed development of the new hospital site, Sheering, as this may offer future funding opportunities. Planning committee to write to Kevin Steptoe at EHDC regarding the Gilston development to explore future funding.

P 24/26 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/24/1094/FUL Bell Street Car Park, CM21 9AN

[Sitting of Parcel Locker](#)

STC Comment: No objection [prop Cllr S Smith; sec'd Cllr Penney]

P 24/27 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 21 June 2024.

3/24/0668/FUL 15 Cambridge Road, CM21 9JP

Demolition of the existing dwelling property and outbuildings. Erection of two blocks comprising a total of 5 flats and 2 one and a half storey dwellings with parking, access and landscaping

STC Comment: "We raise concerns relating to highways and access, loss of trees and biodiversity, lack of green space, sustainable materiality/energy consumption and neighbouring amenity" [prop Cllr R Buckmaster; sec'd Cllr S Penney]

3/24/1133/HH 33 Sayesbury Road, CM21 0EB

Erection of single storey front extension and front porch. Change the side door into a ground floor window

STC Comment: No objection [prop Cllr R Buckmaster; sec'd Cllr N Parsad-Wyatt]

P 24/28 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/23/2290/HH Lower Hamptons, 92a Station Road, CM21 9JY

Erection of side car port and single storey garden room with associated landscaping

STC Comment: No objection

EHDC Decision: Granted

3/24/0800/HH 3 Blakes Court, Church Street, CM21 9TD

Insertion of a first floor window to the rear elevation. Alterations to existing windows to the front elevation

STC Comment: No objection provided neighbours concerns re overlooking an access are addressed by applicant

EHDC Decision: Granted

3/24/0841/HH 1 Forebury Crescent, CM21 9BE

Demolition of single storey rear extension, erection of two-storey rear extension and replacement front porch

STC Comment: No objection provided neighbouring amenity is not affected and note lack of information regarding materials being used

EHDC Decision: Refused. "The proposal, through the size, bulk and appearance of the proposed rear extension, would create a dominating and incongruous addition to the host property to the detriment of the character and appearance of the host property and that of the surrounding streetscene. This would fall contrary to policies HOU11 and DES4 of the East Herts District Plan 2018 and the aims and objectives of the National Planning Policy Framework." & "Insufficient information has been provided with the application to demonstrate a sufficient level of parking would be provided. In addition, it hasn't been demonstrated that there would not be a resultant unacceptable impact on highway safety. The proposal would therefore be contrary to Policies TRA2 and TRA3 of the District Plan 2018 and the aims and objectives of the National Planning Policy Framework."

P 24/29 PLANNING APPEALS

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

Meeting Closed at 8.20pm

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 15 July 2024** at 7pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr Steve Smith

Cllr Angus Parsad-Wyatt
Cllr John Rider
(*Cllr Reece Smith Ex-officio*)

In attendance:

C Hunt – Town Clerk
L Dale – Planning Officer

3 Members of Public
Cllrs Newell & Furnace

P 24/30 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllr Penney and approved.

P 24/31 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. David Royle asked the committee to confirm that planning application 3/23/2062/FUL – 28 Knight Street – would be discussed at the next planning meeting. Cllr Nathan Parsad-Wyatt confirmed that this had been received as a late application and would be added to the next agenda to ensure members of public have suitable notice.

P 24/32 DECLARATIONS OF PECUNIARY INTEREST

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

P 24/33 MINUTES

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

- 24 June 2024 (P03) [*prop Cllr R Buckmaster; secd Cllr Rider*]

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

P 24/34 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. Cllr Nathan Parsad-Wyatt mentioned that the HGV Logistic centre on the St James development may have been taken on by a more data led company which would eliminate heavy traffic & noise pollution etc from the potential 24/7 distribution centre. Cllr R Buckmaster gave notice of the Gilston Community Engagement Event – Landscape Masterplanning being held this coming Saturday, 20th July, from 9am-1pm in the Harvey Centre, Harlow & 2pm-6pm in the Hunsdon Village Hall.

P 24/35 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/24/1111/FUL Land Rear of 32 West Road CM21 0BL
[Demolition of detached garage and the erection of a single storey dwelling and cart lodge.](#)
[New dropped kerb and parking arrangements installation of air source heat pump.](#)
STC Comment: No objection [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

3/24/1148/HH Inglis, Spellbrook Lane West, CM23 4AY
[Demolition of conservatory, rear bay window, bedroom 4 and adjoining bathroom; erection of single storey side extension; front infill extension; alterations to garage roof, fenestration and openings; and alterations to roof tiles](#)
STC Comment: No objection [*prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster*]

3/24/1150/HH 7 Wimborne Close, CM21 0EA
[Removal of conservatory and shed. Construction of single storey rear extension with roof lantern window and two storey side extension. Replace front dormer flat roof with a pitched roof. Front porch infill with pitched roof above and replace ground floor front flat roof with a pitched roof. 1 new first floor side window](#)
STC Comment: No objection in principle provided applicant engages with neighbouring properties to address issues of privacy and ensure obscured glass be used on overlooking windows [*prop Cllr N Parsad-Wyatt; secd Cllr Angus Parsad-Wyatt*]

3/24/1213/HH 2 East Park, CM21 9EX
[Erection of single storey rear extension with rooflight windows and an external flue, alterations to fenestration, change side window into a door and insertion of rooflight windows, addition of timber cladding.](#)
STC Comment: No objection [*prop Cllr N Parsad-Wyatt; secd Cllr R Smith*]

P 24/36 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 12 July 2024.

3/24/1290/HH 1 Forebury Crescent, CM21 9BE
Demolition of single storey rear extension, erection of two-storey rear extension and replacement front porch
STC Comment: No objection provided neighbouring amenity is not affected [*prop Cllr A Parsad-Wyatt; secd Cllr S Smith*]

3/23/1152/FUL 35-37 Bell Street, CM21

Change of use from Class E to Class C3 to form 3 residential units, with partial retention of existing ground floor commercial space. First floor rear extension, incorporating roof terrace with associated screening and balustrade. Installation of roof lantern, creation of green roof, installation of gates/fencing, installation of air conditioning units, erection of timber stores and alterations to fenestration

STC Comment: It was agreed to defer this planning application to the next meeting [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

P 24/37 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/23/2489/FUL The Hailey Centre, Bell Street, CM21 9AN

Single storey rear extension. New windows, new rooflight windows and alterations to fenestration. Replacement of timber fencing with new black iron railing. Replacement of path with new bound resin. New air conditioning unit on the roof.

STC Comment: No objection

EHDC Decision: Granted

3/24/0684/HH Redricks, Hampton Gardens, CM21 0AN

Demolition of outbuilding. Erection of two storey side extension, single storey rear extension incorporating roof lantern. Reconfiguration of front door with creation of open porch. Garage conversion. External alterations to all elevations.

STC Comment: No objection

EHDC Decision: Grant Planning Permission subject to conditions.

3/24/0874/HH 36 East Park, CM21 9EX

Demolition of side conservatory and construction of a new single storey side extension

STC Comment: No objection

EHDC Decision: Granted

3/24/0901/HH 6 Honeymeade, CM21 0AR

Erection of front porch and alterations to fenestration

STC Comment: No objection

EHDC Decision: Granted

3/24/0907/HH 11 Cambridge Road, CM21 9JP

Erection of single storey rear and side extension.

STC Comment: No objection in principle, but we note that the proposed building will significantly exceed the original footprint prior to construction under 3/21/1016/FUL, and may therefore be considered overdevelopment by EHDC.

EHDC Decision: Grant Planning Permission subject to Conditions.

3/24/0975/PNHH

32 Church Walk, CM21 9BJ

Erection of pitched roof single storey rear extension Depth 3.40 metres, Maximum heights 3.42 metres, Eaves height 2.59 metres.

STC Comment: No Objection

EHDC Decision: Prior approval is not required, accords with the criteria for General Permitted Development.

P 24/38

PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. Noted

5a Bluebell Walk, Sawbridgeworth CM21 0JQ

LPA Appeal Reference:24/00061/REFUSE

Meeting Closed at 7.18pm

Appendix C

SAWBRIDGEGWORTH 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 15th July 2024**.

Those present

Cllr Annelise Furnace	Cllr Angus Parsad-Wyatt
Cllr Dawn Newell	Cllr John Rider
Cllr Salvatore Pagdades	
<i>Cllr R Smith (Ex Officio)</i>	

In attendance:

Christopher Hunt - Town Clerk	5 x Members of the Public
	2 x Councillors

T24/01 ELECTION OF COMMITTEE CHAIR

Resolved: Cllr Annelise Furnace was elected Chair of the Committee for the year 2023/24. There were no other proposals
Approved [Prop Cllr Angus Parsad-Wyatt; Secd Cllr Salvatore Pagdades]

T24/02 ELECTION OF COMMITTEE VICE CHAIR

Resolved: Cllr Angus Parsad-Wyatt was elected Vice Chair of the Committee for the year 2023/24. There were no other proposals
Approved [Prop Cllr Salvatore Pagdades; Secd Cllr John Rider]

T24/03 APOLOGIES FOR ABSENCE

Cllr Simon Penney

T24/04 PUBLIC FORUM

Q1. The proposed bench positions in Jubilee Gardens may cause an increase in ASB, one may be too close to the nursery.

The Clerk reassured that this matter would be discussed at the next Jubilee Gardens working party scheduled for the 25th July 2024. Planting, wall lowering, CCTV and lighting will also be considered to reduce the ASB in the area that currently exists.

Q2. Who is responsible for a tree stump opposite Reedings School as this has become a trip hazard.

Cllr Reece Smith stated he would raise this with SYPRC.

Q3. Will the EV chargers be arriving soon in the town?

Cllr Annelise Furnace and Cllr Angus Parsad-Wyatt stated they have explored avenues to fit chargers in the Bell Street car park and local businesses that has proved negative so far. Enquiries with East Herts Council will continue but the procurement stage needs to progress and it may be several months before these are seen.

Q4. In the light of a number of people expressing their concerns to me, what more the committee thinks we all might do to get

immediate further action from Herts County Council on our Definitive Map Modification Order (DMMO) for the legally unprotected Elmwood to the River informal footpath of 20+ years, on which our Town Council spent thousands of pounds resurfacing it?

We want to get the DMMO progressed quickly to a successful conclusion with a declaration as a Public Right of Way within the next couple of months, given the threat from development activities in that area? An allotment holder reported to me that men with Darren Glover of Basildon (the recent digger driver on the area next to the allotments), were seen taking photos of the footpath. That doesn't sound to me like the actions of a man who is director of a building company and who is reported as saying he is clearing the land to put horses on it. The land is a designated flood plain and an allotment holder with knowledge of keeping horses tells me it is completely unsuitable for horses.

The Clerk explained he had been in contact with a solicitor at Tees Law who had been involved in the DMMO application process in 2018. The solicitor then has since retired and as such they are checking their archives for documentation. This will be added to what the Clerk has sent and for advice to follow.

Cllr John Rider asked for this matter to be the number one priority for the council as the risk was high in relation to some form of development that may take place. He stated that residents and allotment holders were keeping a close eye on the land for signs of illegal activity which can be reported to Cllr Eric Buckmaster at any time.

T24/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T24/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 13th May 2024 (T04)
[prop Cllr Angus Parsad-Wyatt sec'd Cllr Dawn Newell]

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

Owner	Action	Completed
Clerk	To ask rangers to repair the goal area in the park near to the Crescent.	Requested 29 th May 2024 and completed
Clerk	To write to Bob Reed and Gilly Squires to explore if projects were underway regarding hedgehog houses and bat boxes.	Email sent 28 th May 2024 Bob keen to ask local groups to build hedgehog houses. He is looking for designs for specifications.
Clerk	To diary in regular meetings throughout the year	Completed 29 th May 2024

	with Cllr Angus Parsad-Wyatt to review the Town Action Plan	
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T24/07 ALLOTMENTS

Received and noted – Allotments Officer Report

The report was talked through by the Clerk. It was agreed that the water charge increase of 50p per year was acceptable but would need to be proposed as a motion at the next full town council meeting.

T24/08 CEMETERY

Received and noted – Cemetery update from the Clerk

The Clerk highlighted the grass cutting had been managed through use of one of the drivers with the Ranger as the rapid growth was due to the heavy rainfall this year.

Community payback members had only visited once this period and eight interments had taken place in the last two months.

T24/09 FOOTPATHS & OPEN SPACES

Cllr Rider highlighted the following points from Keith Mattacks and Nicholas Maddex from Hertfordshire County Council Rights of Way Officers.

- Sawbridgeworth FP22: We are not aware of any other sections of the riverbank that had deteriorated to the point where we needed to undertake further works. Nicholas will inspect when he is next in Sawbridgeworth. The works previously undertaken were on the basis of an Environment Agency Exemption which had to be registered with them and comes with a number of fixed conditions ie (including a maximum of 10meters length). Any further works would need to be undertaken on a similar basis using a separately registered exemption and we need to be careful as registering two exemptions for the same thing that are adjacent might bring concerns that we are trying to avoid the standard application route.
- Church Crescent is a tarmac surface and as such is the responsibility of Highways to maintain. The issues with this surface have been reported to Highways.
- Fair Green: the public right of way ends at the point it joins Fair Green and as such there is no public right of way across the common land on the definitive map. The responsibility for maintaining this path rest with the persons who own the land, the "commoners" and there may be some responsibility with the resident who drives their vehicle across the path.
- Leventhorpe (Sawbridgeworth FP9): We have been looking into the improvements to this path and while we have made some progress, there are still issues to be resolved. The section of the path opposite the new development should be relatively straightforward technically and the ownership is effectively with the management company for the new development site. The section that runs to the rear of the properties in School Lane is narrow in places and has a number of mature trees with their root structures on or adjacent all of which will make it technically difficult to excavate and compact in this area and we need an alternative

solution to providing a robust surface in this location. We are also struggling to identify who owns this land currently. The section that runs down to the main road A1184 has a neighbouring property on the boundary and as such we will not be able to either raise the height of this path or to introduce a camber to avoid any risk of bridging any damp proofing in the property. Therefore the solution to providing a more robust path at this location is likely to result in rainwater washing down in the gutters on the main road. We are not certain of the ownership of this section of the path.

- The path associated with the Southbrook Allotments; as these paths are not part of the Definitive Map we are not able to comment on these until the various applications come up for consideration at which point all interested parties will have a chance to comment.

Cllr John Rider stated that the budget may need to include additional funds to maintain the pathways across Fair Green as these are not owned by the County or District Councils.

The Clerk added that he reported criminal damage and a theft to the police today due to a picnic bench that had been set on fire and a memorial bench stolen from West Road green space. Cllr Reece Smith and Cllr Salvatore Pagdades would like to take this matter forward through the local press.

T24/10 OPERATIONS

To receive, note and discuss matters relating to Operations

The Clerk covered the following items

- Sawbobus: the bus has received a new sponsor assisting in maintaining the service at a low cost to passengers. It had been broken into a week ago and the first aid kit and glass hammer stolen.
- Public toilets have had some damage caused to one of the locks which was under repair but the toilets remain operational.
- CCTV has been used to collate evidence in several police investigations locally and outside of the county.

T24/11 ECO-AUDIT WORKING PARTY

Received and noted – Eco Audit Report

Cllr Furnace advised that:

- The group will support the councils net zero aims and report to this committee as well as the finance committee
- The next energy hub will be at the Fun on the Field event which will promote reducing energy and heating expense.
- Discussion was held over the LCWIP and the local recovery plan.

ACTION. The clerk to add the above agenda items on to the full town council meeting on the 22nd July 2024.

- Bob Reed will be attending the next full town council meeting

Cllr Angus Parsad-Wyatt stated the LCWIP consultation is now open and this needs consideration from the town council for suggestions to be made for the project.

T24/12 REDUCING THE COUNCILS CARBON FOOTPRINT

Update on progress in relation to the following two items;

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

Cllr Annelise Furnace updated the meeting with the following:

- In 2019 the three acorns company produced a report following an Eco Audit and a second report has been requested following a recent assessment of the day to day running of the town council.
- The data showed a reduction from the initial audit until now in 10% reduction in electricity use, gas reduced by 93%, diesel down 8.5%, water has doubled in use which may be due to water leaks at the allotments, paper now 100% recycled, office waste down by 33% and the waste at the cemetery needs to be addressed to lower this.
- Banking has an impact on the carbon footprint and switching banks can have a positive impact.

A full report is to be sent in around three weeks' time for more information to be worked on to reduce the carbon footprint.

Cllr Reece Smith stated that if an electric bus was to be considered the cost to charge it must be born in mind as he currently has an electric vehicle and the charging costs are very high.

T24/13 TOWN ACTION PLAN

Cllr A Parsad-Wyatt updated the meeting with current progression on the action plan.

- Police liaison has improved and offices regularly used by local officers with the police car parked in the carpark. Police visibility has improved.
- Sawbobus commuter service is being explored and a driver is driving the route 3 times in the morning and 3 times in the evening prior to and following the Sawbobus normal timetable. Once assessed and costs known this service may be trialled with paying passengers to assess the uptake.
- The Rangers are assisting with small tasks in the town rather than waiting for district or county resources which are not always timely.
- Road treatment in the winter is being monitored by Cllr John Rider and locally a salt spreader will be purchased to allow small areas to be treated by the Rangers that may have been missed or not on the county treatment plan.
- Communications has been looked at and a newsletter is being explored that has useful information, to include the town action plan and all the councillors listed with their responsibilities and contact details. This will be refreshed every four years to coincide with the election of the local councillors.
- The market needs to be revisited and a new project explored and this to be added to the Full Town Council meeting next week.

ACTION – the Clerk to add the above matter to the full town council agenda on the 22nd July 2024

T24/14 COUNCILLOR ENGAGEMENT

- Love Parks 12 – 3pm on the 1st August
- Bike Marking Event 7pm – 8pm 15th August

T24/15 ITEMS FOR FUTURE AGENDAS

No suggestions were made.

Meeting ended at 8:25pm

ACTIONS

Owner	Action	Completed
Cllr Reece Smith	A tree stump opposite Reedings School has become a trip hazard.to be raised with SYPRC who may own the land the stump is on	
Clerk	To add LCWIP and the local recovery plan to the next Full Town Council meeting 22 nd July 2024	Added 16 th July 2024
Clerk	To add the Town market to be discussed at the next Full Town Council meeting 22 nd July 2024	Added 16th July 2024

Appendix D

E Buckmaster County Councillor Report July 2024

Hertfordshire County Council Annual Residents' Survey (2024)

This survey is seeking the views of Hertfordshire residents. Please only complete the survey if you live in the county. It should take less than 10 minutes to complete (There are 14 questions and optional demographic questions)

This survey is open until 15 September and is seeking the views of Hertfordshire residents.

<https://surveys.hertfordshire.gov.uk/s/residentssurvey2024>

Environment matters.

Trees planted and Your Tree Our Future (YTOF)

YTOF has returned for its third year, after 121,000 trees were claimed during the first two years. The goal this year was to provide residents and communities with over 50,000 more trees to be planted across all ten districts and boroughs. The scheme launched on Monday 17 **June**, after 24 hours 25,000 trees had been claimed and after seven days this figure had risen to 58,000. The scheme was closed after just two weeks by which point 69,500 trees had been claimed.

Using the date of adoption of the Sustainable Hertfordshire Strategy as a starting point, the county council has so far enabled the planting of c. 326,000 trees.

Based on current projects we are on course to plant about 100,000 trees this winter, but with six more months to go before the planting season we are expecting to increase this number as new projects are identified, probably with a view to achieving a number similar to 23/24. So by the end of this financial year we'll be approaching 500,000 trees. At the current trajectory we are on course to achieve approximately 1.3 million trees by 2030.

Hertfordshire Nature Recovery Partnership (HNRP)

Development of the Hertfordshire Local Nature Recovery Strategy is underway, led by the HNRP. Stakeholder engagement has begun with landowners and land managers and wider engagement activities will be starting shortly after PERP. Task and Finish Groups have been established for the various workstreams; the initial mapping of sites of importance for biodiversity has been completed and the Mapping Task and Finish Group will shortly be mapping nature recovery opportunities. Determination of nature recovery priorities is also underway; a long list of priority species has been drawn up (featuring over 2,000 species filtered down to below 400) and the partnership is working with external ecological stakeholders to begin refining this list. The HNRP are getting in touch with you as important stakeholders relating to the natural environment within Hertfordshire, and want you to provide feedback on the pressures, priorities and measures that need to be considered to input into the LNRS. This feedback can relate to a particular habitat or species which you are interested in, specific to your local area, or across the county as a whole. You can share your feedback via the online survey found here -

<https://surveys.hertfordshire.gov.uk/s/HNRPpublic2024/>.

The Facilitator for in person drop in events is Meeting Place.

Stakeholder Engagement:

Venues and Dates.

Venue	District
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Hitchin Town Hall, Brand Street, Hitchin, SG5 1JE – Tuesday 16th July	North Herts, Stevenage
Rickmansworth Baptist Church, High Street, Rickmansworth, WD3 1EH – Wednesday 17th July	Three Rivers, Watford
The Welwyn Civic Centre, Prospect Place, Welwyn, AL6 9ER – Thursday 18th July	Welwyn Hatfield, Hertsmere
St Peter’s Church, St Albans, AL1 3HG – Tuesday 23rd July	St Albans, Dacorum
Sele Farm Community Centre, Hertford, SG14 2LW – Wednesday 24th July	East Herts, Broxbourne

Extract of Letter to new Secretary of State for Environment from me on behalf of the Hertfordshire Nature Recovery Partnership.

‘Clearly, tackling **sewage discharges** is a critical issue that will be high on your agenda. However, chalk stream health is influenced by a variety of factors including water quantity and quality, the ecological integrity of the channel, riparian zones and adjoining habitats. Tackling these issues will be complex, requiring action on several fronts over a period of time. All of us in the HNRP are committed to playing our part, across public, private and voluntary/community sectors, and across political parties. We are already doing what we can locally, with Herts and Middlesex Wildlife Trust, Hertfordshire County Council and other partners undertaking restoration work across the County. We would warmly welcome an open dialogue with you as you formulate your policies at national level in the weeks ahead, and be delighted to show you some of our work already underway.

As a starting point, we would urge you to consider the following actions, which complement the five priorities set out by the Wildlife Trusts:

- 1. Targets** to put our rivers in good ecological condition brought forward, and **bespoke legal protections** for all our chalk streams that protect them from over-abstraction and pollution, and drives investment by water companies into these special ecosystems.
- 2. More action to prevent sewerage discharges during wet weather:** the previous Government’s plans to reduce storm overflows as set out in the Plan for Water was a good starting point, but we urge you to go further and faster to tackle this blight on our chalk streams (and other water courses). Our aspiration would be for Hertfordshire’s chalk rivers to achieve Good ecological and chemical condition by 2027. We also seek assurances that the widely reported financial uncertainty surrounding Thames Water will not impact on this important work.
- 3. Accelerating work to reduce abstraction:** we recognise the steps being taken by Affinity Water and others, in discussion with the regulator, to reduce abstraction in particularly sensitive areas. This work needs to be accelerated and expanded to investigate the broad relocation of abstraction points from the upper reaches of chalk streams to down-channel, substantially reducing instances of low and no-flow in these vital habitats.
- 4. On planning, water companies investing in necessary infrastructure** to keep pace with population growth and climate change, rapidly scaling up and prioritizing the use of nature-based solutions over hard infrastructure where appropriate. Also embedding

sustainable urban drainage systems (SUDS) through implementation of Schedule 3 of the Flood and Water Management Act 2010, as a cornerstone of good growth while also stimulating aquifer recharge and mitigating the risk of undesirable sewer discharge and flooding. Delays and uncertainty around the implementation of Schedule 3 substantially hampers the county council's ability to prepare for the additional responsibilities arising from the Act. Confidence in the expected timescales for both the anticipated consultation and subsequent implementation including any phasing, would ensure sufficient time to prepare for these new responsibilities.

- 5. Making landowners responsible for curtailing excess runoff from their land:** we ask that Government consider and explore the value and viability of introducing new legislation that sets out landowner responsibilities for curtailing excessive levels of runoff from their land. While we have found that the Environment Agency is well placed to take enforcement action around point source pollution, it appears that the challenges arising from diffuse pollution cannot be so easily addressed through existing legislation. We recognise the role that schemes under the Environmental Land Management umbrella can play in this regard; however, these remain voluntary. This should include sufficient budget to enable landholders to adopt water-friendly farming practices across chalk river catchments, to reduce their impacts on rivers and restore vital habitats.
- 6. Clarifying the role of local authorities and the Lead Local Flood Authority:** by clarifying the role and responsibilities of local authority bodies in this area, the Government could further help streamline activities across local government, thereby supporting effective delivery against the water-focussed environmental targets detailed in the Environment Act 2021. Furthermore, with new burdens funding, Lead Local Flood Authorities would be well placed to coordinate local action to address water quality issues alongside their current responsibilities around flooding. Such an approach would utilise the expertise and long-standing local partnership structures already in place.^v

School ventilation project

The project has seen the successful roll out of 363 air purifiers providing cleaner air for all in every classroom in 31 primary schools across the county. The project has been enhanced by securing external funding to provide air quality monitors into each classroom which come with an online dashboard providing activities that help deliver the national curriculum and visualise the data. The benefits will be felt by over 8,000 primary school aged children and 400 staff. A second wave of installations is now under way with approximately 20 additional schools being recruited to receive air purifiers which will take the number of more at risk individuals breathing cleaner air to more than 10,000. Evaluation of ill health absence will be carried out by our academic partners over the next academic year helping us understand the local significance while contributing to national research giving this project national significance. DfE are being kept informed of progress.

National Nature Reserve Plan

Our Countryside and Rights of Way Service (CRoW) has recently published a new Greenspace Action Plan (GAP) for Broxbourne and Bencroft Woods covering the period 2024 to 2029. Broxbourne and Bencroft Woods are part of Hertfordshire's only National Nature Reserve, owned by the County Council and managed by CRoW for biodiversity and public access. The plan was developed following a structured engagement process, involving relevant local stakeholders. Information was also made available to visitors through on site promotion to give them an opportunity to contribute. This is the latest in a series of plans which have been produced and delivered since 2009, leading to external investment in the sites exceeding half a million pounds and the restoration of habitats of National and European-wide significance. The plan will be

available to view on the CRoW website - [Countryside Management Service | Hertfordshire County Council](#)

Pishiobury Park Local Nature Reserve

I approved this when I was Executive Member at East Herts. However there seem to have been problems with the bureaucracy so residents and I have been chasing this up. As an update from officers, Natural England have sent their letter of support so we can now tidy up some final paperwork to get the process complete. This involves notices to be located in the park (I don't know exactly when but that's imminent – as in the next week or so), and the consultation will happen during Love Parks week, 1st August along with associated PR/comms. Once all this is complete, Planning will mark it on the map.

Local Cycling Walking Infrastructure Plan Consultation starts on 8th July

There will be an online portal with draft walking and cycling maps showing primary and secondary routes based on earlier public engagement. People will be invited to comment or add suggestions. We do anticipate a lot of comments from the 570+ sign ups we have had to date, and all other stakeholders.

Building Retrofit Guide to insulate and reduce energy consumption

80% of houses that will exist in 2050 have already been built but, with the oldest building stock in the world, England's homes are not currently fit for a safe, healthy and comfortable future. HCCSP is working to help increase the speed that we all take action to meet our health, wellbeing and sustainability ambitions

Over 60% of domestic homes in Hertfordshire are classed as yellow (EPC D or below) and more than 60,000 homes are living in fuel poverty. Improving buildings improves quality of life, can reduce energy bills and can even increase the value of the property, and .

A Hertfordshire-wide Retrofit Steering Group is being convened and a Retrofit Strategy will be developed (Q3 24/25) to capture, support and progress all elements of building retrofit currently progressing across the county, to include and reference work currently underway across public and private, commercial and domestic buildings, skills and trades, supply and demand. It also presents guidance that is appropriate to the type, age and style of dwelling.

The link to the guide is here [hccsp-retrofitting-your-house-guide.pdf](#)

Waste and Recycling

Hertfordshire Waste Partnership Annual Report 2022/23

The HWP recently published its annual report for 2022/23. Highlights include:

- Significant changes in household waste during 2022/23.
- Lowest total household and residual waste recorded in the last 8 years.
- 50%+ recycling achieved for the 8th year running.
- Highest recorded diversion from landfill – 89% - through a combination of re-use, recycling, composting and energy recovery.

- Chewing gum taskforce in East and North Herts.
- Launch of the HWP's new period poverty scheme bringing re-usable alternatives to those most in need.
- Launch of #WorthSaving – the HWP's new avoidable food waste campaign driving down avoidable food waste being needlessly thrown away.
- County Council's reuse shops bounce back after the pandemic.
- Bicycle recycling in Hertsmere.
- St Albans test an electric refuse collection vehicle.
- Further reductions in fly tipping across Hertfordshire during 2022/23.
- A summary of end destinations for HWP recyclables, organics, and residual wastes in 2022/23. [HWP Annual Report 2022-23 \(hertfordshire.gov.uk\)](https://www.hertfordshire.gov.uk)

East Herts Waste Collection and Street Cleansing.

I attended the **Overview and Scrutiny Committee** which considered the appointment of a contractor for East Herts Waste Collection and Street Cleansing. The Committee discussed the matters and broadly agreed the recommendations. The matter will then go to the Executive for approval on 9th July.

Changes to the waste and street cleansing services operated jointly by East Herts and North Herts will come into operation by August 2025.

The changes are designed to ensure that the two councils continue to deliver high quality and well-performing waste and street cleansing services which are both financially and environmentally sustainable.

Changes from Aug 2025 will include:

- Three weekly collection of mixed paper and cardboard and three weekly collection of the remaining mixed dry recycling (glass, plastic and cans, plastic bags and wrapping)
- Collection of food waste on a weekly basis
- A reduction in the number of litter bins across the district by approximately 30%, ensuring that bins are located where they are needed
- Increasing response times for non-urgent, non-scheduled work such as additional street cleansing and bin deliveries
- Reducing the number of items collected as part of a bulky waste collection from six to three

The likely schedule of collections will become more complex for residents over a 6 weekly cycle so the possibility of an App with push notifications to alert residents what to put out each week was also suggested. The schedules will also be seen on the website and residents, as now, can put in their address and postcode to check.

The likely schedule in up to 5 separate bins:

Week 1 food, dry recycling of containers and packaging (eg cans, plastic, glass)

Week 2 food, cardboard and paper

Week 3 food, residual waste (non-recyclables currently the black bin)

Fortnightly the charged for green/garden waste

This illustrates why an app is needed because over a six week period there will be different variations of bins to be presented. The three weekly collection of residual waste will be a challenge for some but the new regime should considerably reduce the amount that goes into the residual waste bin after all of the recycling.

East Herts Council has already started the phasing in of 180L purple-lidded bins to replace existing 240L black lidded general waste bins. The transition means that bin sizes and colours will be standardised across East and North Herts which will save money and improve stock levels. Larger bins will remain available for households who need them, such as those with multiple children using nappies or those with other special waste needs.

Why this is important

The 10 Districts and boroughs and County Council collectively recycle around 52pc of the waste which is the highest in the East of England. East Herts is around 49pc and two of Hertfordshire's boroughs exceed 60pc. The introduction of these measures, especially weekly food waste should significantly reduce the amount of left over residual waste. The Government is also introducing a scheme called Extended Producer Responsibility whereby the producers of the packaging pay local authorities towards the cost of collecting the waste.

From April of this year the County Council as waste disposal authority has introduced new contracts where the default is to go to incineration/Energy Recovery to create electricity, ie nothing to landfill. However by 2027/28 the Government is also intending to introduce the Emissions Trading scheme to providers of the Energy Recovery Plants. This will involve buying permits on the trading market and which will result on significant additional costs being passed on to local authorities based on the amount of fossil related elements in the waste stream, mainly plastic material. T

As chair of the Herts Waste Partnership on behalf of the Districts and Boroughs and as cabinet member at County I'll be responding to a government consultation on this msubject. The crux of the matter is that we believe that the producers of the waste should be paying for this additional burden, not the local authorities. In this way in addition to the other reforms it will lead producers to be innovative in the designs of their packaging to reduce the amount of plastic they use.

Bishops Stortford Recycling Centre has received planning approval for some improvements

Description & location of development:

EXTENSION TO THE EXISTING RECYCLING CENTRE INCORPORATING AN ADDITIONAL 560M2 LAND TO THE NORTH AND WEST OF THE SITE, PROVISION OF ADDITIONAL WASTE BINS, AN ONSITE COMPACTOR AND ASSOCIATED LANDSCAPING AND ANCILLARY WORKS

AT: BISHOP'S STORTFORD RECYCLING CENTRE, WOODSIDE INDUSTRIAL ESTATE, WOODSIDE, BISHOP'S STORTFORD, HERTFORDSHIRE, CM23 5RG

The compactor will be more efficient in terms of the transportation of waste to the Transfer Stations.

Over 20,000 Herts children to get creative for this year's Summer Reading Challenge



This summer, children can visit their local Hertfordshire Library, run and funded by Hertfordshire County Council, to join the **Marvellous Makers** Summer Reading Challenge, firing up their imaginations through the power of reading and creative expression.

In partnership with The Reading Agency and Create, a leading arts charity, this year's Challenge celebrates children's creativity and storytelling abilities. Children will be encouraged to explore new books and stories while taking part in free activities, from poetry and music to arts and crafts and more.

The Challenge will be running in all Hertfordshire Libraries from Saturday 6 July to Saturday 7 September. The perfect free activity for the summer break, children are encouraged to read six library books and collect stickers. Those who finish the Challenge will be rewarded with a medal and certificate and be entered into a prize draw to win tickets to an interactive poetry workshop with award-winning poet, Joshua Seigal.

Visit www.hertfordshire.gov.uk/summerreadingchallenge to discover more about the Challenge and learn more about some **Marvellous Makes** to do at home. Some libraries will have pop up Maker Stations happening during the summer holidays, with simple, fun and free activities that are sure to unleash children's creativity.

CLlr Annelise Furnace, Eco representative report for 22 July 2024 (as of 14 July 2024)

STC's carbon footprint – 27 June

- 3 Acorns presented the results of STC's latest carbon footprint audit
- We have made good progress in cutting our carbon footprint in several areas including electricity, gas, diesel, paper and office waste
- Water use is up (possibly due to different measures and the allotments leak), while current banking choices result in quite a high carbon count
- Several strategies were suggested going forward, including switching to a renewable energy tariff and expansion of flower meadows at the town cemetery
- Our final report from 3 Acorns with all these details and much more in will be ready within six weeks. An interim summary will be given at the TAPAC meeting on 15 July.

Eco Audit Working Group – 18 June

- Covered a range of items including the 3 Acorns update, Energy Hub feedback, EV chargers
- Strong support for helping officers with STC's net zero ambitions
- Reports to Finance & Policy as well as Town Action Plan & Amenities Committee (TAPAC)
- The group has a vacancy for a community representative
- Full minutes available in TAPAC agenda.

Clean Air Day stall, Bell Street – 22 June

- Members of Sustainable Sawbridgeworth braved the rain to hold a stall on Bell Street marking Clean Air Day, providing tips to residents on how we can all improve air quality
- Walking maps were shown with air pollution hot spots
- A petition calling on Herts County and East Herts District Councils to urgently fund the all-weather resurfacing of Footpath 9 from West Road to Cambridge Road has been started by the group, and passersby were keen to support it
- The group notes the Local Cycling & Walking Infrastructure Plan (LCWIP) is now out for consultation by EHC until 19 August, and will be looking at and commenting on proposals with clean air in mind.

COMING UP (correct at time of writing)

16 July – EHC Environmental Sustainability and Climate Forum – postponed from May due to GE

23 July – Sustainable Sawbridgeworth group meeting (moved to avoid clash with above)

20 July – Sawbridgeworth Repair Café

31 August – Energy Hub at Fun on the Field

21 September – Sustainable Sawbridgeworth's Veggie Night, Memorial Hall

23 to 28 September – Sawbo Travel Challenge Week & Town Walk on the Saturday



Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: FULL TOWN COUNCIL COMMITTEE
From: Christopher Hunt
Subject: Clerks update
Date: 22nd July 2024

Sawbobus

Sawbobus has gained a new sponsor – Pro Plumbing Ltd. Their logo is now on both buses and, also features on the “Guide to Timings”.

Sponsorship is essential to the running of Sawbobus, and the Town Council and bus passengers are extremely grateful for the support of all the sponsors.

Sawbobus was broken into last week and the morning’s service was cancelled as a result. A Scenes of Crimes Officer from Hertfordshire Police attended and gathered evidence from the vehicle. The vehicle was put back into service in the afternoon, once the safety checks had been completed and the stolen first aid kit and window hammer had been replaced, as required by our bus permit.

CCTV

Recent CCTV enquiries has revealed the offender and his actions following the attempted break into the Tuck Shop in Bell Street and damaging a car’s windows and breaking into the Sawbobus. PCSO Collins has this footage and is working on identification for this male.

Other incidents relating to a breach of premises license have been captured and police are investigating this and a neighbouring police force have been sent footage regarding a missing person enquiry.

Further CCTV cameras are being explored to cover Jubilee Gardens and areas with restricted coverage in the town.

Jubilee Gardens

A consultation has been completed with neighbouring properties and a notice board was placed in the area for passing users to have access to the plans. Comments received were mainly concerning ASB, placement of benches and the footpath removal towards the nursery across the grass area. These matters will be discussed at the next working group meeting on the 25th July 2024.

West Road Play Area

Damage through arson has been reported to police to one of the new picnic benches and the theft of a memorial bench. Cllrs Reece Smith and Cllr Salvatore with the Clerk have commented on a press release to try and assist the police in the recovery of the bench and to identify possible offenders to these crimes.

Appendix F

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Meeting
From: Christopher Hunt
Subject: Grant Funding Applications
Date: 22nd July 2024

Eight funding applications were received for the first of the two funding rounds for this financial year.

Seven have been submitted for consideration as one did not meet the criteria.

The seven applications are as follows;

No	Applicant	Requirement for funding	Amount
1	Hertfordshire Boat Rescue	Water Safety Patrols	£500
2	Citizens Advice East Herts	Staffing Costs	£500
3	East Herts District Council	Diversionary Activities	£500
4	Friends of Sawbridgeworth Neuro Centres	Music therapy sessions	£500
5	Rivers Heritage Site and Orchard (RHSO)	300th Anniversary celebrations	£500
6	Southbrook Allotment Association	Insurance for loaning machinery out to allotment holders	£300
7	Sawbridgeworth Sports Association	Replacement street signage	£1104

The total annual budgeted amount for the two rounds of grant funding is £3,500.00.

The grant requests in this round alone exceeds the budgeted amount by £404.00

To note that a second round of funding is planned for January 2025 from this year's budget.

** The detailed applications will be available through separate email due to the size of the pack and available hard copy at the Council offices for inspection. **

Appendix G

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/05/2024	8126	6,044.76		6,044.76		R <input checked="" type="checkbox"/>	HMRC
15/05/2024	8127	2,999.36		2,999.36		R <input checked="" type="checkbox"/>	Herts County Council
15/05/2024	8128	483.51		483.51		R <input checked="" type="checkbox"/>	NEST
21/05/2024	8140	403.26		403.26		R <input checked="" type="checkbox"/>	CaterCare Catering Equipment L
01/06/2024	Direct		540.00	540.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/06/2024	Direct		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/06/2024	DD1	242.29		242.29		R <input checked="" type="checkbox"/>	The Fuelcard Company
03/06/2024	DD	400.00		400.00		R <input checked="" type="checkbox"/>	Oakridge Nursery
03/06/2024	dd2	45.00		45.00		R <input checked="" type="checkbox"/>	Open Spaces Society
04/06/2024	Direct		442.63	442.63		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/06/2024	8142	100.00		100.00		R <input checked="" type="checkbox"/>	Inst. of Cem. and Crem. Manage
05/06/2024	Direct		500.00	500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/06/2024	dd3	50.00		50.00		R <input checked="" type="checkbox"/>	Francotyp-Postalia Limited
06/06/2024	Direct		1,095.00	1,095.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/06/2024	Direct		45.20	45.20		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/06/2024	Direct		80.00	80.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
10/06/2024	dd2	384.63		384.63		R <input checked="" type="checkbox"/>	The Fuelcard Company
12/06/2024	8160	2,400.00		2,400.00		R <input checked="" type="checkbox"/>	Tees Law
13/06/2024	8162	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
13/06/2024	Direct		70.00	70.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/06/2024	8143					R <input checked="" type="checkbox"/>	Carter, Laura
14/06/2024	8144					R <input checked="" type="checkbox"/>	Sargant, Joanne
14/06/2024	8145					R <input checked="" type="checkbox"/>	Parrish, Stephen
14/06/2024	8146					R <input checked="" type="checkbox"/>	Dale, Lisa
14/06/2024	8147					R <input checked="" type="checkbox"/>	Jones, John
14/06/2024	8148					R <input checked="" type="checkbox"/>	Derrick, Viv
14/06/2024	8149					R <input checked="" type="checkbox"/>	Hunt, Christopher
14/06/2024	8150					R <input checked="" type="checkbox"/>	Robinson, Adrian
14/06/2024	8151					R <input checked="" type="checkbox"/>	Crank, Darren
14/06/2024	8152					R <input checked="" type="checkbox"/>	Langley, Graham
14/06/2024	Direct		3,945.00	3,945.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/06/2024			3,060.00	3,060.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/06/2024	Direct		118.75	118.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
17/06/2024	DD	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
17/06/2024	DD1	52.70		52.70		R <input checked="" type="checkbox"/>	Quartix Limited
17/06/2024	dd2	107.04		107.04		R <input checked="" type="checkbox"/>	Workplace Drink Solutions Limi
17/06/2024	DD4	2,118.44		2,118.44		R <input checked="" type="checkbox"/>	East Herts District Council
17/06/2024	dd5	142.41		142.41		R <input checked="" type="checkbox"/>	The Fuelcard Company
17/06/2024	dd6	93.60		93.60		R <input checked="" type="checkbox"/>	Francotyp-Postalia Limited
18/06/2024	dd4	36.01		36.01		R <input checked="" type="checkbox"/>	Lloyds Bank plc
19/06/2024	dd3	39.00		39.00		R <input checked="" type="checkbox"/>	Vatix
21/06/2024	Direct		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
24/06/2024	dd2	313.96		313.96		R <input checked="" type="checkbox"/>	The Fuelcard Company
24/06/2024	BCARD1	13.08		13.08		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/06/2024	BCARD	20.40		20.40		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/06/2024	BCARD3	23.38		23.38		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/06/2024	BCARD4	25.81		25.81		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/06/2024	BCARD5	11.97		11.97		R <input checked="" type="checkbox"/>	Amazon Services Europe

Bank Reconciliation up to 30/06/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/06/2024	BCARD6	15.82		15.82		R <input checked="" type="checkbox"/>	Card Factory
24/06/2024	BCARD7	50.00		50.00		R <input checked="" type="checkbox"/>	Dunmow Emporium
24/06/2024	BCARD8	282.70		282.70		R <input checked="" type="checkbox"/>	Langthornes Plantery
24/06/2024	BCARD9	263.70		263.70		R <input checked="" type="checkbox"/>	Majestic Wine Warehouses Ltd
24/06/2024	BCARD10	176.88		176.88		R <input checked="" type="checkbox"/>	Protek
24/06/2024	BCARD11	47.75		47.75		R <input checked="" type="checkbox"/>	The Range
24/06/2024	BCARD12	15.93		15.93		R <input checked="" type="checkbox"/>	The Range
24/06/2024	BCARD13	71.02		71.02		R <input checked="" type="checkbox"/>	Tesco Stores Ltd
24/06/2024	BCARD14	10.63		10.63		R <input checked="" type="checkbox"/>	Tesco Stores Ltd
24/06/2024	BCARD15	128.06		128.06		R <input checked="" type="checkbox"/>	Thaxted Dry Cleaners
24/06/2024	BCARD16	5.99		5.99		R <input checked="" type="checkbox"/>	Amazon Services Europe
24/06/2024	BCARD17	7.78		7.78		R <input checked="" type="checkbox"/>	Amazon Services Europe
24/06/2024	BCARD18	15.99		15.99		R <input checked="" type="checkbox"/>	Amazon Services Europe
24/06/2024	BCARD19	144.00		144.00		R <input checked="" type="checkbox"/>	Euro Loo
24/06/2024	BCARD20	85.98		85.98		R <input checked="" type="checkbox"/>	Screwfix
25/06/2024	dd1	88.17		88.17		R <input checked="" type="checkbox"/>	Engie Gas
25/06/2024	DD	634.40		634.40		R <input checked="" type="checkbox"/>	EDF Energy
26/06/2024	8157	80.06		80.06		R <input checked="" type="checkbox"/>	Southern Electric
26/06/2024	8158	93.02		93.02		R <input checked="" type="checkbox"/>	Initial Washroom Hygiene
26/06/2024	8159	330.00		330.00		R <input checked="" type="checkbox"/>	Froom & Co Limited
26/06/2024	8161	895.49		895.49		R <input checked="" type="checkbox"/>	Ernest Doe & Sons Ltd
26/06/2024	8163	768.58			768.58	<input type="checkbox"/>	The Anglia Sign Casting Compan
26/06/2024	8164	224.39		224.39		R <input checked="" type="checkbox"/>	Portek Limited
26/06/2024	8165	192.00		192.00		R <input checked="" type="checkbox"/>	Home & Office Fire Extinguishe
26/06/2024	8166	82.74		82.74		R <input checked="" type="checkbox"/>	Southern Electric
26/06/2024	8168	24.00		24.00		R <input checked="" type="checkbox"/>	Create Identitiee Limited
26/06/2024	8169	58.60		58.60		R <input checked="" type="checkbox"/>	Rowland Ridgwell Ltd
26/06/2024	8170	3,834.71		3,834.71		R <input checked="" type="checkbox"/>	James Hallam Council Guard
26/06/2024	8171	729.60		729.60		R <input checked="" type="checkbox"/>	Branson Leisure Ltd
26/06/2024	8172	444.39		444.39		R <input checked="" type="checkbox"/>	Airdrome Cars Ltd
26/06/2024	8173	1,200.00		1,200.00		R <input checked="" type="checkbox"/>	HGC Accountancy Services Limit
26/06/2024	8156	169.80		169.80		R <input checked="" type="checkbox"/>	Premier Badges Limited
26/06/2024	8174	62.07		62.07		R <input checked="" type="checkbox"/>	Carter, Laura
26/06/2024	8167	1,650.00		1,650.00		R <input checked="" type="checkbox"/>	Tree Surgery Landscaping Contr
28/06/2024	CORRECTION	0.53		0.53		R <input checked="" type="checkbox"/>	NEST
28/06/2024	DD	215.96		215.96		R <input checked="" type="checkbox"/>	Citation Limited
		<u>46,321.19</u>	<u>9,996.58</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Income & Expenditure by Budget Heading 01/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4001 Carter L						38.3%	
4003 Sargant J						35.7%	
4004 Parrish S						38.9%	
4005 Dale L						39.3%	
4011 V Derrick						36.5%	
4013 Crank D						39.6%	
4015 C Hunt						34.7%	
4035 NIC						50.0%	
4040 Pension						36.4%	
Staff :- Indirect Expenditure	<u>105,134</u>	<u>275,700</u>	<u>170,566</u>	<u>0</u>	<u>170,566</u>	<u>38.1%</u>	<u>0</u>
Net Expenditure	<u>(105,134)</u>	<u>(275,700)</u>	<u>(170,566)</u>				
<u>200 General Administration</u>							
1076 Precept	226,388	452,775	226,388			50.0%	
1090 Interest Received	1,550	5,000	3,450			31.0%	
General Administration :- Income	<u>227,937</u>	<u>457,775</u>	<u>229,838</u>			<u>49.8%</u>	<u>0</u>
4070 Subscriptions	1,613	2,500	887		887	64.5%	
4075 IT Support	3,661	15,000	11,339		11,339	24.4%	
4080 Training (Members)	0	500	500		500	0.0%	
4081 Travel Expenses	57	550	493		493	10.3%	
4082 Training (Staff)	0	1,000	1,000		1,000	0.0%	
4090 IT Development	0	1,600	1,600		1,600	0.0%	
4095 Photocopy Charges	383	1,500	1,117		1,117	25.5%	
4100 Telephone/Broadband	(539)	3,000	3,539		3,539	(18.0%)	
4105 Postage	128	900	772		772	14.2%	
4110 Stationery	139	1,000	861		861	13.9%	
4115 Insurance	4,641	10,000	5,359		5,359	46.4%	
4120 Bank Charges	43	500	457		457	8.6%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	313	1,500	1,187		1,187	20.8%	
4135 Office Care	261	3,000	2,739		2,739	8.7%	
4140 Office Equipment	0	1,500	1,500		1,500	0.0%	
4180 Accountancy Services	868	3,000	2,132		2,132	28.9%	
4185 Audit	(1,365)	3,565	4,930		4,930	(38.3%)	
4190 Professional Fees	(336)	6,000	6,336		6,336	(5.6%)	
4195 Tourism	196	1,000	804		804	19.6%	
4200 Web-site	0	1,500	1,500		1,500	0.0%	
4201 Web-site development	0	1,500	1,500		1,500	0.0%	

Detailed Income & Expenditure by Budget Heading 01/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Town Signs	0	500	500		500	0.0%	
4990 Contingency	0	3,000	3,000		3,000	0.0%	
General Administration :- Indirect Expenditure	<u>10,063</u>	<u>64,865</u>	<u>54,802</u>	<u>0</u>	<u>54,802</u>	<u>15.5%</u>	<u>0</u>
Net Income over Expenditure	<u>217,874</u>	<u>392,910</u>	<u>175,036</u>				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	3,105	5,000	1,895			62.1%	
Democratic Services :- Income	<u>3,105</u>	<u>5,000</u>	<u>1,895</u>			<u>62.1%</u>	<u>0</u>
4310 Election Expenses	(6,000)	10,000	16,000		16,000	(60.0%)	
4315 Mayor's Allowance	877	1,500	623		623	58.5%	
4330 Civic Events	230	2,500	2,270		2,270	9.2%	
4335 Civic Dinner Expenditure	3,015	5,000	1,985		1,985	60.3%	
Democratic Services :- Indirect Expenditure	<u>(1,878)</u>	<u>19,000</u>	<u>20,878</u>	<u>0</u>	<u>20,878</u>	<u>(9.9%)</u>	<u>0</u>
Net Income over Expenditure	<u>4,983</u>	<u>(14,000)</u>	<u>(18,983)</u>				
<u>220 Grants</u>							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	75	75		75	0.0%	
4375 Freedom of the Town	1,207	1,000	(207)		(207)	120.7%	
4380 Grants - Other	0	3,500	3,500		3,500	0.0%	
Grants :- Indirect Expenditure	<u>1,207</u>	<u>6,575</u>	<u>5,368</u>	<u>0</u>	<u>5,368</u>	<u>18.4%</u>	<u>0</u>
Net Expenditure	<u>(1,207)</u>	<u>(6,575)</u>	<u>(5,368)</u>				
<u>300 Civic Centre</u>							
1400 Rental Income	440	800	360			55.0%	
Civic Centre :- Income	<u>440</u>	<u>800</u>	<u>360</u>			<u>55.0%</u>	<u>0</u>
4405 Rates	3,165	9,500	6,335		6,335	33.3%	
4410 Heat & Light	2,138	10,000	7,862		7,862	21.4%	
4415 Water	140	600	460		460	23.3%	
4420 Maintenance	799	5,000	4,201		4,201	16.0%	
4425 Fixtures & Fittings	51	0	(51)		(51)	0.0%	
4445 New Equipment	61	3,000	2,939		2,939	2.0%	
Civic Centre :- Indirect Expenditure	<u>6,354</u>	<u>28,100</u>	<u>21,746</u>	<u>0</u>	<u>21,746</u>	<u>22.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,914)</u>	<u>(27,300)</u>	<u>(21,386)</u>				

Detailed Income & Expenditure by Budget Heading 01/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Hailey Centre</u>							
4420 Maintenance	2,000	5,000	3,000		3,000	40.0%	
Hailey Centre :- Indirect Expenditure	<u>2,000</u>	<u>5,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>40.0%</u>	<u>0</u>
Net Expenditure	<u>(2,000)</u>	<u>(5,000)</u>	<u>(3,000)</u>				
<u>330 Other Rented Accommodation</u>							
4400 Rent	1,095	3,425	2,330		2,330	32.0%	
Other Rented Accommodation :- Indirect Expenditure	<u>1,095</u>	<u>3,425</u>	<u>2,330</u>	<u>0</u>	<u>2,330</u>	<u>32.0%</u>	<u>0</u>
Net Expenditure	<u>(1,095)</u>	<u>(3,425)</u>	<u>(2,330)</u>				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	101	850	749			11.9%	
1510 Allotment Water Income	15	200	185			7.5%	
Bullfield Allotments :- Income	<u>116</u>	<u>1,050</u>	<u>934</u>			<u>11.1%</u>	<u>0</u>
4415 Water	59	600	541		541	9.9%	
4420 Maintenance	112	700	588		588	16.0%	
Bullfield Allotments :- Indirect Expenditure	<u>171</u>	<u>1,300</u>	<u>1,129</u>	<u>0</u>	<u>1,129</u>	<u>13.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(55)</u>	<u>(250)</u>	<u>(195)</u>				
<u>410 Bellmead Allotments</u>							
1500 Allotment Rent Income	35	120	85			29.2%	
1510 Allotment Water Income	3	30	28			8.3%	
Bellmead Allotments :- Income	<u>38</u>	<u>150</u>	<u>113</u>			<u>25.0%</u>	<u>0</u>
4415 Water	23	100	77		77	23.1%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>23</u>	<u>350</u>	<u>327</u>	<u>0</u>	<u>327</u>	<u>6.6%</u>	<u>0</u>
Net Income over Expenditure	<u>14</u>	<u>(200)</u>	<u>(214)</u>				
<u>420 Vantorts Allotments</u>							
1500 Allotment Rent Income	0	125	125			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	<u>0</u>	<u>150</u>	<u>150</u>			<u>0.0%</u>	<u>0</u>
4415 Water	17	100	83		83	17.3%	
4420 Maintenance	0	500	500		500	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>17</u>	<u>600</u>	<u>583</u>	<u>0</u>	<u>583</u>	<u>2.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(17)</u>	<u>(450)</u>	<u>(433)</u>				

Detailed Income & Expenditure by Budget Heading 01/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Southbrook Allotments							
1500 Allotment Rent Income	39	900	861			4.3%	
1510 Allotment Water Income	5	115	110			4.3%	
Southbrook Allotments :- Income	<u>44</u>	<u>1,015</u>	<u>971</u>			<u>4.3%</u>	<u>0</u>
4415 Water	37	500	463		463	7.4%	
4420 Maintenance	250	700	450		450	35.7%	
Southbrook Allotments :- Indirect Expenditure	<u>287</u>	<u>1,200</u>	<u>913</u>	<u>0</u>	<u>913</u>	<u>23.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(243)</u>	<u>(185)</u>	<u>58</u>				
440 Cemetery							
1550 Burial Fees	17,500	40,000	22,500			43.8%	
1560 Memorial Fees	725	2,000	1,275			36.3%	
1570 Grave Digging Income	1,580	1,200	(380)			131.7%	
1580 Tree Sales	1,725	2,700	975			63.9%	
1581 Bench Sales	1,140	3,000	1,860			38.0%	
1582 Memorial Plaque Sales	620	500	(120)			124.0%	
Cemetery :- Income	<u>23,290</u>	<u>49,400</u>	<u>26,110</u>			<u>47.1%</u>	<u>0</u>
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4415 Water	30	150	120		120	20.1%	
4420 Maintenance	1,627	5,000	3,373		3,373	32.5%	
4440 New Area (Spinney)	2,600	5,000	2,400		2,400	52.0%	1,300
4520 Skip Hire	275	3,500	3,225		3,225	7.9%	
4530 Trees	249	360	111		111	69.0%	
4531 Benches	608	2,000	1,392		1,392	30.4%	
4532 Plaques	641	300	(341)		(341)	213.5%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	<u>6,029</u>	<u>17,810</u>	<u>11,781</u>	<u>0</u>	<u>11,781</u>	<u>33.9%</u>	<u>1,300</u>
Net Income over Expenditure	<u>17,261</u>	<u>31,590</u>	<u>14,329</u>				
6000 plus Transfer from EMR	1,300						
Movement to/(from) Gen Reserve	<u>18,561</u>						
450 Playground							
4420 Maintenance	152	2,000	1,848		1,848	7.6%	
4421 New Equipment -Playground	0	3,000	3,000		3,000	0.0%	
Playground :- Indirect Expenditure	<u>152</u>	<u>5,000</u>	<u>4,848</u>	<u>0</u>	<u>4,848</u>	<u>3.0%</u>	<u>0</u>
Net Expenditure	<u>(152)</u>	<u>(5,000)</u>	<u>(4,848)</u>				

Detailed Income & Expenditure by Budget Heading 01/06/2024

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
460 Rivers Heritage Site & Orchard							
4700 RHSOG	0	3,000	3,000		3,000	0.0%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
500 Groundsman							
1600 SYPRC/STFC Grass Cut - Income	200	500	300			40.0%	
1603 Conveniences coin operation	178	800	622			22.2%	
1610 Sub Contract Watering	0	200	200			0.0%	
Groundsman :- Income	<u>378</u>	<u>1,500</u>	<u>1,122</u>			<u>25.2%</u>	<u>0</u>
4029 Salary Recharge	0	4,820	4,820		4,820	0.0%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	354	800	446		446	44.2%	
4602 Bell St Convenience Repairs	0	5,000	5,000		5,000	0.0%	
4615 Ranger's Mower	1,253	2,000	747		747	62.6%	
4620 Ranger's Tools	704	1,500	796		796	46.9%	
4625 Mower Replacement	0	13,000	13,000		13,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,200	(253)		(253)	111.5%	
4635 CCTV Extension	1,822	3,000	1,178		1,178	60.7%	
Groundsman :- Indirect Expenditure	<u>6,585</u>	<u>33,320</u>	<u>26,735</u>	<u>0</u>	<u>26,735</u>	<u>19.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,207)</u>	<u>(31,820)</u>	<u>(25,613)</u>				
600 Fun on the Field							
1670 Event Income	0	900	900			0.0%	
Fun on the Field :- Income	<u>0</u>	<u>900</u>	<u>900</u>			<u>0.0%</u>	<u>0</u>
4045 Subcontracted Labour	0	800	800		800	0.0%	
4670 Event Costs	0	1,300	1,300		1,300	0.0%	
4675 Publicity	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	<u>0</u>	<u>2,300</u>	<u>2,300</u>	<u>0</u>	<u>2,300</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,400)</u>	<u>(1,400)</u>				
610 Events General							
4670 Event Costs	151	1,000	849		849	15.1%	
Events General :- Indirect Expenditure	<u>151</u>	<u>1,000</u>	<u>849</u>	<u>0</u>	<u>849</u>	<u>15.1%</u>	<u>0</u>
Net Expenditure	<u>(151)</u>	<u>(1,000)</u>	<u>(849)</u>				

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
620 Christmas Festival							
1670 Event Income	0	500	500			0.0%	
Christmas Festival :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4045 Subcontracted Labour	0	1,200	1,200		1,200	0.0%	
4670 Event Costs	0	1,500	1,500		1,500	0.0%	
4675 Publicity	0	500	500		500	0.0%	
4685 Christmas Lights	0	15,000	15,000		15,000	0.0%	
4690 Competitions	0	600	600		600	0.0%	
Christmas Festival :- Indirect Expenditure	<u>0</u>	<u>18,800</u>	<u>18,800</u>	<u>0</u>	<u>18,800</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(18,300)</u>	<u>(18,300)</u>				
640 Projects							
1671 HUB Funding	3,000	0	(3,000)			0.0%	
Projects :- Income	<u>3,000</u>	<u>0</u>	<u>(3,000)</u>				<u>0</u>
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Jubilee Gardens	375	10,000	9,625		9,625	3.8%	
4725 Fair Green	600	1,200	600		600	50.0%	
4735 Remembrance Day	0	400	400		400	0.0%	
4740 War Memorial	260	1,000	740		740	26.0%	
Projects :- Indirect Expenditure	<u>1,235</u>	<u>14,600</u>	<u>13,365</u>	<u>0</u>	<u>13,365</u>	<u>8.5%</u>	<u>0</u>
Net Income over Expenditure	<u>1,765</u>	<u>(14,600)</u>	<u>(16,365)</u>				
660 Town Selfie Walk							
4670 Event Costs	250	500	250		250	50.0%	
4675 Publicity	0	350	350		350	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>250</u>	<u>1,850</u>	<u>1,600</u>	<u>0</u>	<u>1,600</u>	<u>13.5%</u>	<u>0</u>
Net Expenditure	<u>(250)</u>	<u>(1,850)</u>	<u>(1,600)</u>				
670 River Day							
1670 Event Income	0	300	300			0.0%	
River Day :- Income	<u>0</u>	<u>300</u>	<u>300</u>			<u>0.0%</u>	<u>0</u>
4670 Event Costs	120	200	80		80	60.0%	
River Day :- Indirect Expenditure	<u>120</u>	<u>200</u>	<u>80</u>	<u>0</u>	<u>80</u>	<u>60.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(120)</u>	<u>100</u>	<u>220</u>				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Sawbobus</u>							
1150 Grants Received	0	6,000	6,000			0.0%	
1800 Fares	1,675	10,000	8,325			16.8%	
1820 Fuel Rebate	0	1,200	1,200			0.0%	
1830 Sponsorship	500	5,000	4,500			10.0%	
Sawbobus :- Income	2,175	22,200	20,025			9.8%	0
4029 Salary Recharge	11,149	26,145	14,996		14,996	42.6%	
4045 Subcontracted Labour	0	2,000	2,000		2,000	0.0%	
4800 Fuel	573	8,500	7,927		7,927	6.7%	
4805 Vehicle Maintenance	3,402	4,500	1,098		1,098	75.6%	
4810 Vehicle Tax & Insurance	1,113	1,500	387		387	74.2%	
4815 Vehicle Hire	0	1,000	1,000		1,000	0.0%	
Sawbobus :- Indirect Expenditure	16,237	43,645	27,408	0	27,408	37.2%	0
Net Income over Expenditure	(14,062)	(21,445)	(7,383)				
<u>800 Heffer GL61</u>							
1850 Vehicle Hire Income	85	500	415			16.9%	
Heffer GL61 :- Income	85	500	415			16.9%	0
4800 Fuel	1,096	500	(596)		(596)	219.2%	
4805 Vehicle Maintenance	272	1,200	928		928	22.7%	
4810 Vehicle Tax & Insurance	1,113	1,200	87		87	92.8%	
Heffer GL61 :- Indirect Expenditure	2,481	2,900	419	0	419	85.6%	0
Net Income over Expenditure	(2,397)	(2,400)	(3)				
<u>810 Rangers Truck #1 WG64</u>							
4800 Fuel	374	2,000	1,626		1,626	18.7%	
4805 Vehicle Maintenance	22	1,500	1,478		1,478	1.5%	
4810 Vehicle Tax & Insurance	737	1,000	263		263	73.7%	
Rangers Truck #1 WG64 :- Indirect Expenditure	1,133	4,500	3,367	0	3,367	25.2%	0
Net Expenditure	(1,133)	(4,500)	(3,367)				
<u>820 Rangers Truck #2 SY65</u>							
4800 Fuel	153	1,200	1,047		1,047	12.7%	
4805 Vehicle Maintenance	313	1,500	1,187		1,187	20.9%	
4810 Vehicle Tax & Insurance	737	1,000	263		263	73.7%	
Rangers Truck #2 SY65 :- Indirect Expenditure	1,203	3,700	2,497	0	2,497	32.5%	0
Net Expenditure	(1,203)	(3,700)	(2,497)				

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>910</u> Town Action Plan							
4910 Town Action Plan Costs	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
Grand Totals:- Income	260,607	541,240	280,633			48.2%	
Expenditure	160,050	559,240	399,190	0	399,190	28.6%	
Net Income over Expenditure	<u>100,557</u>	<u>(18,000)</u>	<u>(118,557)</u>				
plus Transfer from EMR	1,300						
Movement to/(from) Gen Reserve	<u>101,857</u>						