



## TOWN COUNCIL MEETING

NOTICE IS HEREBY GIVEN that a Meeting of Bishop's Stortford Town Council will be held **on MONDAY 22<sup>nd</sup> MARCH 2021 at 7.30pm**, via VIDEO-CONFERENCE for the purpose of transacting the business set out in the Agenda below and you are hereby summoned to attend.

J Parker  
Chief Executive  
16<sup>th</sup> March 2021

### **VIDEO-CONFERENCE DIAL IN DETAILS:**

Please join this meeting (ideally 5 mins beforehand) by:

Visiting this website:

[https://us02web.zoom.us/j/6686300628?pwd=j6UeQtKQUaxiro9qn\\_ziuAJskUGpdw](https://us02web.zoom.us/j/6686300628?pwd=j6UeQtKQUaxiro9qn_ziuAJskUGpdw)

**or** By phone on 0208 080 6592

**then**

Enter the Meeting ID: 668 630 0628

**and**

Enter the Unique Passcode: 385381

### **PLEASE NOTE: This video-conference is open to the Press and Public**

Members of the public are welcome to attend Council video-conference meetings. To reduce the risk of intruders interrupting Council meetings, we ask you to please email [sim.richardson@bishopstortfordtc.gov.uk](mailto:sim.richardson@bishopstortfordtc.gov.uk) by 12 noon on the day of the meeting to provide your Zoom meeting name and postal code, if you wish to attend.

### **MEMBERS:**

Cllr Dave Anderson  
Cllr Terence Beckett  
Cllr Louie Corpe  
Cllr George Cutting  
Cllr Holly Drake  
Cllr Toby Garrett  
Cllr Diane Hollebon (Deputy Mayor)  
Cllr Shane Manning

Cllr Tim Page  
Cllr Judith Ranger  
Cllr David Snowdon  
Cllr Jill Sortwell  
Cllr Norma Symonds  
Cllr Bob Taylor  
Cllr Richard Townsend  
Cllr Keith Warnell (Mayor)  
Cllr John Wyllie

# **A G E N D A**

## **1. RECORDING OF MEETING**

To establish whether it is the intention of any person present to record the meeting

## **2. APOLOGIES FOR ABSENCE**

## **3. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

To receive Members' Declarations of disclosable pecuniary interests where these have not already been entered into the register and relate to a matter to be considered

To NOTE that interests so declared must be formally notified to The Chief Executive Officer of Bishop's Stortford Town Council and the Monitoring Officer at East Hertfordshire District Council within 28 days

## **4. COMMUNICATIONS**

To NOTE communications received.

## **5. QUESTIONS ASKED PURSUANT TO STANDING ORDER 5.17**

## **6. PUBLIC PARTICIPATION**

To receive representation from members of the public concerning items included on the Agenda.

## **7. MINUTES OF THE TOWN COUNCIL MEETING HELD ON THE 8<sup>th</sup> FEBRUARY 2021**

To receive the minutes of the meeting the 8<sup>th</sup> February 2021

## **8. PRESENTATION FROM NORTHGATE END YOUTH CENTRE (MARK HUGHES)**

To receive a verbal update on the Northgate End Youth Centre activities

## **9. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS – *APPENDIX 1(Pages 9-10)***

Update on open actions

## **10. COMMITTEE REPORTS – *APPENDIX 2 (Pages 11-26)***

### **Environment and Public Amenities Committee**

To receive the Minutes of the meetings held on 1<sup>st</sup> March 2021

### **Planning and Development Committee**

To receive the Minutes of the meetings held on 1<sup>st</sup> February and 22<sup>nd</sup> February 2021

## **11. MAYOR ELECT**

To NOTE that Council is required by statute to elect the Mayor at the Statutory Annual Meeting of Council.

To elect a Mayor-Elect for the Civic Year 2019-2020 who will, if confirmed by a vote at that meeting, take office as Mayor at the Statutory Annual Meeting to be held in May 2021.

## **12. ANNUAL TOWN MEETING**

To NOTE that the Annual Town Meeting will take place by Zoom on 19<sup>th</sup> April 2021

## **13. STATUTORY ANNUAL MEETING**

To NOTE:

- That the Statutory Annual Meeting of Council (which must take place each year in May) is currently scheduled to take place on Monday 10<sup>th</sup> May 2021
- That the regulations permitting meetings to be held remotely currently expire on 7<sup>th</sup> May 2021
- That, on 10<sup>th</sup> May 2021, restrictions on indoor gatherings will remain in place, indicating (presumably) that the Government considers that there remains a material risk to public health should gatherings take place

To consider rescheduling the Statutory Annual Meeting so that it takes place on 3<sup>rd</sup> May 2021 at 7pm, immediately before the meeting of the Planning and Development Committee scheduled for 7.30pm on that date.

## **14. GRANT APPLICATIONS – APPENDIX 3 (Pages 27-50)**

To consider applications to the Town Council for grants in accordance with the schedule attached NOTING and considering the appended briefing on the ambiguity over whether it is lawful for parish councils to provide funding for churches

## **15. ITEMS FOR FUTURE AGENDA**

To NOTE items for future agenda

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# MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON MONDAY 8<sup>th</sup> FEBRUARY 2021 AT 7.30PM

*	Cllr Dave Anderson	*	Cllr Judith Ranger
*	Cllr Terence Beckett	*	Cllr David Snowdon
*	Cllr Louie Corpe	*	Cllr Jill Sortwell
*	Cllr George Cutting	*	Cllr Norma Symonds
*	Cllr Holly Drake	*	Cllr Bob Taylor
*	Cllr Toby Garrett	*	Cllr Richard Townsend
*	Cllr Diane Hollebon	*	Cllr Keith Warnell (Town Mayor)
*	Cllr Shane Manning	*	Cllr John Wyllie
*	Cllr Tim Page		

\* denotes present.

\*\* denotes present part time

In attendance:

James Parker (Chief Executive Officer)

Two members of the public

One member of the press

## **TC59. VIDEO-CONFERENCING OF MEETING**

Due to the impact of the Covid-19 epidemic the meeting was held by video-conference. This constitutes a lawful meeting of the Council under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

## **TC60. RECORDING OF MEETING**

It was established that nobody present intended to record the meeting.

## **TC61. APOLOGIES FOR ABSENCE**

None.

## **TC62. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

None.

## **TC63. COMMUNICATIONS**

None.

## **TC64. QUESTIONS ASKED PURSUANT TO STANDING ORDER 5.17**

None.

## **TC65. PUBLIC PARTICIPATION**

None.

TC16

Minutes Approved  
Chairman:  
Date:

## **TC66. MINUTES OF THE MEETING HELD ON THE 14<sup>th</sup> DECEMBER 2020**

It was RESOLVED to accept the minutes of the meeting the 14<sup>th</sup> December 2020 as a true record.

## **TC67. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS**

None.

## **TC68. BUDGET 2021/2022 – APPENDIX 1**

It was RESOLVED that the budget as recommended by the Finance and Policy Committee and set out in Appendix 1 be adopted, representing a total precept of £1,108,374 or £ 68.69 per annum for a band D property.

## **TC69. COMMITTEE REPORTS – APPENDIX 2**

### **Finance and Policy**

The Minutes of the Finance and Policy Committee held on 18<sup>th</sup> January 2021 were NOTED.

The recommendations were considered and it was RESOLVED, in respect of Grants for Sports projects, as follows:

- that, at this stage, grant applications be invited for major capital spend (£10,000-£0.5M) on sports related projects to benefit the people of Bishop's Stortford which have been costed and can be commenced within a period of 2 years.
- that expressions of interest for longer term projects of the same nature also be invited, with well thought out wording that appropriately manages expectations, to be reviewed by Task and Finish group
- that the Chief Executive Officer seek advice (from EHDC and others) on, and proposes a mechanism (based eg on transfer of assets, charge on the property etc) to ensure that the asset purchased by the grant is preserved in perpetuity (or for its useful life if less) for the public good unless the Council agrees otherwise and that this is ensured even in extreme circumstances such as the insolvency of the recipient
- that the documentation as proposed and attached in appendix 2, with minor amendments set out in the minutes of the Task and Finish Group and the inclusion of suitable clauses related to securing assets should an appropriate mechanism be agreed, be adopted
- That the Chief Executive Officer be authorised to make modifications in the general spirit of the documentation as he reasonably sees fit as the programme evolves.

It was further RESOLVED that the current balance of the New Homes Bonus be allocated to the following projects in the Strategic Plan:

<b>Objective from Strategic Plan</b>	<b>Funds allocated (£K)</b>	<b>Comment</b>
Cultivate an integrated town centre experience encompassing commercial and green space, exploiting the opportunity created by the relocation of the Causeway car park to the 'green'	100	Part funding for town centre improvements including possible furniture enhancements and/or timed

TC17

Minutes Approved  
Chairman:  
Date:

side of the Causeway, the Castle Park project, ORL and other activities to encourage dwell and cross fertilisation between leisure and shopping visits. (E&PA)		pedestrianisation of South Street
Identify, actively promote and match fund or otherwise contribute financially to the delivery of the key interventions in the Cycling/Walking strategy (E&PA)	150	Match or partial funding for 1-2 cycle routes from strategic route plan
Building on the S106 sports strategy created for Bishop's Stortford North, support the creation of a sports facilities strategy for the town. (F&P)	250	Initial tranche of sports grants; consider further funding from sale of Farnham Rd Allotments
Consider the establishment of a limited grant system to help businesses to make changes to business premises to help those with disabilities. (F&P)	20	Suggest some sort of match funding/encouragement programme

It was NOTED that this allocation did not, at the current time, identify any specific project or recipient which would be the subject of a future discussion.

#### **Planning and Development Committee**

The Minutes of the meetings held on 1<sup>st</sup> December 2020 and 11<sup>th</sup> January 2021 were NOTED.

### **TC70. GRANT APPLICATIONS**

There were no grant applications.

### **TC71. ITEMS FOR FUTURE AGENDA**

Update from Northgate End Youth Centre (Full Council)  
Update on Castle Park including new Skatepark (referred to the E&PA committee)

There being no further business the meeting closed at 7.42pm

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ACTIONS FROM PREVIOUS MEETINGS							APPENDIX 1
No.	Committee	Date Raised	Item	Assigned To	Action Required	Action Taken/Response	Status
1143	Town Council	04/02/2019	Asset Ownership	James	To explore with EHDC, options for asset ownership in return for the capital contribution to ORL	An initial exchange (comprising (land at the cemetery and land near southmill arts transferred from EHDC to BSTC, two small parcels of land at the Causeway transferred to EHDC) has been agreed by Council and is progressing, completion expected May 2021. Further exchanges related to the Community Centres are now on hold following recent decisions by EHDC in respect of ORL. Matter will go to F&P once EHDC decisions confirmed, likely May 2021	Open

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**MINUTES OF THE MEETING OF THE  
ENVIRONMENT AND PUBLIC AMENITIES COMMITTEE  
HELD ON MONDAY 1<sup>st</sup> MARCH 2021 AT 7.30PM**

*	Cllr T Beckett	*	Cllr T Page (Vice-Chairman)
*	Cllr L Corpe	*	Cllr J Ranger
*	Cllr G Cutting	*	Cllr J Sortwell
*	Cllr T Garrett	*	Cllr N Symonds
*	Cllr D Hollebon (Chairman)	*	Cllr K Warnell (ex-officio)
	<b>Substitute members:</b>		
	Cllr H Drake		Cllr R Townsend
	Cllr B Taylor		Cllr J Wyllie

\* denotes attendance  
\*\* denotes attendance part time

In attendance:

Cllr J Wyllie (not as substitute)  
James Parker (Chief Executive Officer)  
Rosanna Zaffuto (Events and Tourism manager)  
One member of the Press  
Two members of the public

**EPA36. VIDEO-CONFERENCING OF MEETING**

Due to the impact of the Covid-19 epidemic the meeting was held by video-conference. This constitutes a lawful meeting under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**EPA37. RECORDING OF MEETING**

It was established that no one present intended to record the meeting.

**EPA38. APOLOGIES FOR ABSENCE**

None.

**EPA39. DECLARATION OF DISCLOSABLE PECUNIARY INTEREST**

Although not pecuniary Cllr Cutting declared that he is Commodore of the Stort Boat Club, relevant to Waterside Stortford.

**EPA40. PUBLIC PARTICIPATION**

Mr Luke Stokoe stated that the people building the extension to the skate park were not sufficiently up to date with modern practices by skaters and that some of the obstacles planned are not are not clear. Some changes could be made. He advised that some skaters at Northgate End Youth Centre had raised money towards the skate park and he was unsure where the funds had gone ditto the comments made.

Members and the Chief Executive Officer encouraged Mr Stokoe to contact the Council in writing, stressing that an informal email will do, in order that the comments can be passed on to those closer to this part of the Castle Park project.

Mr Stokoe also asked where the BMX track (multi-use wheeled sports facility) would be going, a question which was answered on the night.

**EPA41. MINUTES OF THE MEETING HELD ON 23<sup>rd</sup> NOVEMBER 2020**

The Minutes of the meeting held on 23<sup>rd</sup> November 2020 were accepted as a true record of the meeting.

**EPA42. UPDATE ON ACTIONS FROM PREVIOUS MEETINGS -  
APPENDIX 1**

It was RESOLVED to close items 1220 and 1236.

One member registered dismay at the time taken by EHDC to resolve item 1181. It was AGREED that the CEO chase the matter once more and in particular contact Richard Cassidy (Chief Executive Officer, EHDC) to progress it.

**EPA43. PROJECTS UPDATE – APPENDIX 2**

The update was NOTED. Members asked a number of questions and several mentioned comments from the public about the felling of trees on Sworders Field. The CEO explained that this was part of the Castle Park project. He further explained that trees were being felled to make way for the Tennis Courts, and also along the river corridor to open it up so that light can reach the riverbed, which is beneficial to the ecology. He further added that more trees were being planted than were being felled.

It was NOTED that the public may not be aware of the reasoning and AGREED that the Chief Executive Officer would speak with the team and ensure that the reasons were publicised and a public update on Castle Park published.

**EPA44. COMMUNITY ORCHARD AT JENKINS LANE – APPENDIX 3**

The briefing prepared by the Chief Executive Officer was NOTED. Members expressed wide ranging opinions; several expressed general support for the concept however there was significant concern about the practicalities, terms of any licence and potential impact on the viability of the site for future burials. After an extensive discussion a motion that 'The Committee acknowledges the merits of the concept but has concerns about the implementation and requests the group to clarify its response to the conditions laid out on page 21 of the agenda papers' fell on a vote.

No further decisions and it was RESOLVED that the matter should be referred to the Finance and Policy Committee without comment.

#### **EPA45. EVENTS UPDATE**

It was NOTED that the CEO and Events Team do not consider it wise to organise a Carnival in 2021, due to Covid. The Events team are exploring how to deliver a series of smaller Covid secure events in the spring/summer on Sworders Field and in the Town Centre. These events may include a series of fun music, theatre workshops or 'have a go sessions', open air cinema, travelling markets, River Stort celebration etc. They are also working alongside and supporting other event organisers to increase the event offering within the town.

Some discussion ensued during which members appeared to support the proposal for a series of smaller events and to recognise that a Carnival in June in the form to which we are accustomed is not viable in 2021. It was suggested by one member that a smaller carnival or similar event might take place, for example in September and the Chief Executive Officer stated that the team would give the practicality of this some thought.

#### **EPA46. REVISED OPENING HOURS OF TOURIST INFORMATION CENTRE – APPENDIX 4**

It was RESOLVED to approve the proposed to vary the opening hours of the Tourist Information Centre as proposed, initially on a trial basis, to become permanent subject to operational success and any customer feedback. The new hours will be 9.30am-4pm Monday-Saturday with a lunchtime closure from 12.25pm – 1pm.

#### **EPA47. S106 MONEY HELD BY HERTFORDSHIRE COUNTY COUNCIL – APPENDIX 5**

The information was NOTED. Members expressed disappointment that EHDC have not provided an update and it was AGREED that the Chief Executive Officer would press for an update by end March, to be presented to the next meeting of E&PA.

#### **EPA48. ITEMS FOR FUTURE AGENDA**

None

There being no further business the meeting closed at 9.28 pm.

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**MINUTES OF THE MEETING OF THE  
PLANNING AND DEVELOPMENT COMMITTEE  
HELD ON MONDAY 1<sup>st</sup> FEBRUARY 2021 AT 7.30PM**

*	Cllr D Anderson	*	Cllr J Sortwell
*	Cllr T Garrett	*	Cllr B Taylor
*	Cllr S Manning	*	Cllr R Townsend
	Cllr J Ranger (Vice Chairman)	*	Cllr K Warnell (Chairman)
	<b>Substitute Members</b>		
	Cllr L Corpe		Cllr D Snowdon
	Cllr H Drake		Cllr J Wyllie

\* denotes present

\*\* denotes present part time

In attendance:

Sim Richardson (PA to Chief Executive Officer)  
Cllr John Wyllie (Bishop's Stortford South Ward)  
Cllr Diane Hollebon (Bishop's Stortford South Ward)  
Six members of the Public  
One member of the Press

**P105. VIDEO-CONFERENCING OF MEETING**

Due to the impact of the Covid-19 epidemic the meeting was held by video-conference. This constitutes as a formal meeting of the Committee under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**P106. RECORDING OF MEETING**

It was established that nobody present wished to record the meeting.

**P107. APOLOGIES FOR ABSENCE**

None.

**P108. MINUTES OF THE MEETING HELD ON 11<sup>th</sup> JANUARY 2021**

It was RESOLVED to accept the Minutes of 11<sup>th</sup> January 2021.

**P109. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

None.

**P110. PUBLIC PARTICIPATION**

**Item b – 3/20/2584/REM**

Mr Colin Nicholls of Thorley Parish Council, Cllr John Wyllie (Bishop's Stortford South Ward Councillor) and Cllr Diane Hollebon (Bishop's Stortford South Ward) spoke to the Committee regarding this application.

Mr Colin Nicholl told the Committee that the application relates almost entirely to works within Thorley Parish, it is also a retrospective application as the groundwork's started in October 2020 on the Thorley Parish side of the Hertfordshire Way. Despite the location, Thorley Parish Council has never been informed of the works either by EHDC Planning or the developer Countryside.

On 26 November 2020, residents of two listed properties independently advised the PC that their houses, both built circa 1638 , had been ` badly shaken' One property 'Moorlands' advised that 'pictures had fallen off interior walls'. He added that the sand to be found on the site is 'Glacial fluvial sand' found at the mouths of rivers and Thorley Wash.

Since March 2020, the Developers contractors who access the site with large lorries and articulated vehicles have been blocking London Road as drivers attempt to negotiate the narrow entrance.

Mr Nicholls concluded by saying the Parish Council and Thorley Street residents are disgusted by the antics of the Developer and the total lack of any proper control by the planning authority.

Cllr John Wyllie, a South Ward Councillor, told the Committee he felt that the Developers must be held accountable for their actions and play by the rules. He requested that the Committee write to East Herts Planning and ask them to look closely at the development as it progresses, and particularly investigate the sand sediments on site. He added that the Developers should consider sending newsletters to residents with up-to-date information on the progression of development.

Cllr Diane Hollebon, a South Ward Councillor, stated that the public must have their views actioned by the Developers. There had been evidence of subsidence in the past, and this would cause problems to the new property owners when the houses are completed. She added that more public consultation would make for less objections.

It was agreed that Chairman Keith Warnell would write to East Herts Planning to highlight the concerns raised.

**P111. NOTIFICATION OF PLANNING APPLICATIONS ISSUED BY EAST HERTS COUNCIL - APPENDIX 1**

The Chairman requested that members attempt to keep comments succinct.

After some discussion on each application, the observations in Appendix 1 were recorded.

**P112. PLANNING DECISIONS ISSUED BY EAST HERTS COUNCIL - APPENDIX 2**

These were NOTED.

**P113. APPEALS - APPENDIX 3**

These were NOTED.

**P114. STREET NAMING - APPENDIX 4**

This was noted.

There being no further business the meeting closed at 8.55pm.

**Bishop's Stortford Town Council Planning and Development Committee:  
01/02/2021**

**Appendix 1: Town Council Decisions on Applications Notified**

a 3/20/2580/REM Land At Bishops Stortford South

Application for reserved matters in respect of landscaping to planning permission 3/18/2253/OUT for the erection of 142 dwellings, 608 (Class C3), care home (Class C2), up to 4 hectares of employment land (classes B1, B2, B8 sui Generis (car showroom), a local centre including up to 1000 sq m for retail (Class A1), and up to 2200 sq m for other uses (Classes A2, A3, A4, A5 and D1), a primary school (Class D1) up to 3 forms of entry and including early years facilities, a secondary school (Class D1) up to 8 forms of entry, open space including equipped areas for play, sustainable drainage systems, landscaping and all associated infrastructure and development.

No Objection                      The Committee do not object to this application, however stress that the developers consult with residents via newsletters during the development process. They added that the developers should be made accountable for any subsidence and environmental impacts from the development.

b 3/20/2584/REM Land At Bishops Stortford South

Application for reserved matters in respect of layout of substations within the development to planning permission 3/18/2253/OUT for the erection of 142 dwellings, 608 (Class C3), care home (Class C2), up to 4 hectares of employment land (classes B1, B2, B8 sui Generis (car showroom), a local centre including up to 1000 sq m for retail (Class A1), and up to 2200 sq m for other uses (Classes A2, A3, A4, A5 and D1), a primary school (Class D1) up to 3 forms of entry and including early years facilities, a secondary school (Class D1) up to 8 forms of entry, open space including equipped areas for play, sustainable drainage systems, landscaping and all associated infrastructure and development.

No Objection                      The Committee do not object to this application, however stress that the developers consult with residents via newsletters during the development process. They added that the developers should be made accountable for any subsidence and environmental impacts from the development.

j 3/21/0114/ADV Site Boundary Whittington Way

Erection of non illuminated signboard

Objection                          The Committee feel the sign may cause highway safety issues at a location that has not been built as yet.

k 3/20/1964/FUL 45 Grange Road CM23 5NG

RECONSULTATION

Demolition of detached dwelling. Erection of 2 detached dwellings with widening and creation of new access.

Objection                          The Committee object to this application due to the loss of amenities, light and space. It is an overdevelopment of the site and is not in keeping with the street scene.

l 3/21/0127/FUL St Marys Catholic School, Windhill CM23 2NQ  
Replacement of windows.

No Comment

m 3/20/2583/ADV 13 Northgate End CM23 2ET  
New Nissan corporate identity to include; 5 illuminated and 2 non  
illuminated logo signs incorporating back panels.

Objection The Committee object to this application as the signage is illuminated in a  
conservation area and not in line with the character of the town and street scene.

n 3/20/2551/FUL 10-12 Potter Street CM23 3UL  
Change of use of first and second floors from A1 to C3 and conversion of 2  
retail units into 2 x 1 bed flats and 2 x 2 bed maisonettes, creation of two  
indentations on the side elevation to be used as atrium/light wells,  
replacement of one of the commercial shopfronts to create a residential  
entrance to the building.

Objection The Committee object to this application due to the loss of a potential retail  
location. There is no evidence that advertising for commercial market interest  
has taken place for six months.

o 3/21/0091/FUL Land Adjacent To 24 Ashdale CM23 4EA  
Construction of new 2 bed end of terrace house

Objection The Committee object to the application as it is overdevelopment on a small  
land area and is on valuable Thorley green space.

p 3/21/0081/LBC 30 High Street CM23 2LX  
Retention of works: first floor alterations, including removal of modern  
studwork partitions, staircase, ceiling and overlaying of existing first floor.  
No Objection

q 3/20/2349/LBC War Memorial The Causeway Bishops Stortford  
RECONSULTATION

Alterations to name plate and cleaning  
No Comment

1 3/20/2577/HH 23 Warwick Road CM23 5NH  
Loft conversion and extension, incorporating raising of the roof, provision  
of front and rear dormers and roof lights. Alterations to fenestration,  
including addition of Juliet balcony to rear.  
No Comment

2 3/20/2605/HH 18 Wayletts Drive CM23 5JE  
Single storey rear extension and external alterations.  
No Comment

3 3/21/0039/HH 14 Twyford Gardens CM23 3EH  
Demolition of conservatory and lobby/store. Erection of two storey side  
and rear extensions with side access.  
No Comment

- 4 3/21/0050/HH 1 Hillside Avenue CM23 5HS  
First Floor Side Extension with one new skylight to existing roof.  
No Comment
- 5 3/21/0048/HH 107 Waytemore Road CM23 3RD  
Single storey side and rear extension to include 3 skylights.  
No Comment
- 6 3/21/0058/HH 8 Richmond Close CM23 4PG  
Removal of conservatory. Proposed single storey rear extension and single storey rear/side infill extension. Partial garage conversion, new external render and alterations to fenestration.  
No Comment
- 7 3/20/2585/HH 28 Thorley Lane CM23 4AB  
single storey rear extension to include 2 skylights.  
No Comment
- 8 3/20/2388/HH 1 Grange Road CM23 5NG  
Demolition of side extension and erection of single storey side and rear extension. Alterations to fenestration  
No Comment
- 9 3/21/0079/HH 45 Church Manor CM23 5AF  
Demolition of rear extension and garage; erection of two storey side and rear extensions with two Juliet balconies to first floor rear elevation and roof solar panels; single storey side and rear extensions; front porch extension and alterations to fenestration.  
No Comment A ward member objected to this application as it is overly intrusive to neighbouring properties.
- 10 3/21/0090/HH 8 Chenies Green CM23 4HJ  
Proposed single storey rear extension to include 3 skylights and new door to rear elevation.  
No Comment
- 11 3/21/0099/HH 48 Havers Lane CM23 3PB  
Demolition of garage. Erection of replacement garage, gates and creation of one parking space.  
No Comment
- 12 3/21/0111/HH 33 Walnut Drive CM23 4JT  
First floor front and side extension.  
No Comment

- 13 3/21/0103/HH 26 Pinelands CM23 2TE  
Erection of single storey rear extension. Loft conversion with rear dormer; hip to gable roof extension and 3 roof lights to front. Alterations to fenestration and openings and addition of glass balustrade to first floor rear Juliet balcony.  
No Comment
- 14 3/21/0122/HH 46 Broadleaf Avenue CM23 4JZ  
Erection of cladding to first floor front and side elevations  
No Comment
- 15 3/21/0121/HH 57 Magnaville Road CM23 4DW  
Proposed Two Storey Rear Extension  
No Comment
- 16 3/21/0130/HH 88 Stansted Road CM23 2DZ  
Demolition of garage. Proposed loft extension and conversion, with side, rear and front rooflights. Single storey side extension, to form replacement garage.  
No Comment
- 17 3/21/0131/HH 20 Larksway CM23 4DG  
Garage conversion and alterations to fenestration.  
No Comment
- 18 3/21/0169/HH 36 Manston Drive CM23 5EL  
Construction of two storey side and single storey rear extension.  
No Comment
- 19 3/21/0173/HH 39 Benhooks Avenue CM23 3RG  
Two storey side extension.  
No Comment
- 20 3/21/0170/HH 11 Fairway CM23 5LT  
Replacement single storey rear extension  
No Comment

**MINUTES OF THE MEETING OF THE  
PLANNING AND DEVELOPMENT COMMITTEE  
HELD ON MONDAY 22<sup>nd</sup> FEBRUARY 2021 AT 7.30PM**

*	Cllr D Anderson	*	Cllr J Sortwell
*	Cllr T Garrett	*	Cllr B Taylor
*	Cllr S Manning	*	Cllr R Townsend
	Cllr J Ranger (Vice Chairman)	*	Cllr K Warnell (Chairman)
	<b>Substitute Members</b>		
	Cllr L Corpe		Cllr D Snowdon
	Cllr H Drake		Cllr J Wyllie

\* denotes present

\*\* denotes present part time

In attendance:

Sim Richardson (PA to Chief Executive Officer)  
Cllr John Wyllie (Bishop's Stortford South Ward)  
Cllr Diane Hollebon (Bishop's Stortford South Ward)  
Three members of the Public  
One member of the Press

**P115. VIDEO-CONFERENCING OF MEETING**

Due to the impact of the Covid-19 epidemic the meeting was held by video-conference. This constitutes as a formal meeting of the Committee under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

**P116. RECORDING OF MEETING**

It was established that nobody present wished to record the meeting.

**P117. APOLOGIES FOR ABSENCE**

None.

**P118. MINUTES OF THE MEETING HELD ON 1<sup>st</sup> FEBRUARY 2021**

It was RESOLVED to accept the Minutes of 1<sup>st</sup> February 2021.

**P119. DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST**

None.

## **P120. PUBLIC PARTICIPATION**

**Item a - X21/0057/CND**

**Item b - X21/0058/CND**

**Item c - X21/0059/CND**

**Land at Bishop's Stortford North**

These 3 items are regarding Bishop's Stortford North Section 106 related matters and refer to various Section 106 clauses which are not explained in the application.

The Chairman, Cllr Keith Warnell has spoken with the Principal Planning Officer, Mr Stephen Tapper, who will supply that detail however it was not available until after this meeting. Therefore it was proposed to defer these three items pending receipt of the relevant S106 Schedules and Clauses.

**Item j - 3/21/0217/OUT**

**Land between 66a Ashdale and 29 Irving Close**

Ms Gemma Bourne gave a presentation to the Committee.

She told the Committee that this is a tiny piece of green space which comprises a walkway used by the public, the elderly and those walking pets through to the main shopping area and is used daily as a green space especially during COVID-19 pandemic to help maintain social distancing. It is also slip hazard used for when the path is icy as.

Residents have questioned the hours of business and the impact this development would have on noise levels, anti-social behaviour, and loss of natural light. Ms Bourne also raises concerns about fire precautions, dangerous chemicals, air pollutions, rubbish, pest control, storage facilities, goods access and drainage systems on the paths that tend to get flooded.

Ms Browne ended by saying what would happen if the development failed, would the area would be left with this eyesore encroaching over the boundaries of existing shops into the separate housing area.

Cllr John Wyllie, a South Ward Councillor, told the Committee agreed with Ms Browne's comments and added that East Herts District Council had previously refused permission on this development. This previous application was refused due to the potential loss of an area of open amenity space and lacked sufficient information regarding the issues of potential harm to nearby trees and refuse storage and collection. These issues all contradicted the aims and objectives of policy EQ2, DES3, DES4 and HOU12 of the East Herts District Plan 2018.

Cllr Wyllie added the development would cause issues with HGV construction and delivery access to the site, which would be via Ashdale, as Sainsbury's car was on private land.

Cllr Diane Hollebon, a South Ward Councillor, also agreed with the comments, and added that a clear message must be sent to applicants, that residential land must remain residential.

**P121. NOTIFICATION OF PLANNING APPLICATIONS ISSUED BY EAST HERTS COUNCIL - *APPENDIX 1***

The Chairman requested that members attempt to keep comments succinct.

After some discussion on each application, the observations in Appendix 1 were recorded.

**P122. PLANNING DECISIONS ISSUED BY EAST HERTS COUNCIL - *APPENDIX 2***

These were NOTED.

**P123. APPEALS - *APPENDIX 3***

These were NOTED.

There being no further business the meeting closed at 8.35pm.

**Bishop's Stortford Town Council Planning and Development Committee:  
22/02/2021**

**Appendix 1: Town Council Decisions on Applications Notified**

j    3/21/0217/OUT            Land Between 66A Ashdale And 29 Irving Clos

Outline permission for the erection of a kiosk retail unit (Use Class A1). All matters reserved except for layout and scale.

Objection                    The Committee strongly object to this development due to overdevelopment of the site, loss of amenity, light and green space, drainage problems on the land, smell and noise pollution, lack of commercial waste storage and lack of service access. The development compromises the amenities of neighbouring properties.  
The development would cause issues with HGV construction and delivery access to the site, which would be via Ashdale, as Sainsbury's car was on private land.  
The Committee has requested that this application be heard by the Planning Committee at East Herts and a member of East Herts to be asked to request this as there have been a substantial number of resident objections.

k    3/20/2430/FUL            192 Stansted Road CM23 2AR

Demolition of dwelling. Erection of 4 semi-detached dwellings with dropped kerb, associated parking and private amenity gardens

No Objection                The Committee do not object to this application, however stated that the site has already been cleared of trees and scrubs. They believe the magnitude of the development is greater than the application.

l    3/21/0113/VAR            The Heights Galloway Road CM23 2HS

Variation of a conditions 2, 4 and 5 of planning permission application reference 3/19/1489/HH. Proposed two-storey side extension to north-east elevation and two-storey side extension to south-west elevation. 1 additional rear dormer window, removal of 2 chimneys, 4 roof lights and changes to fenestration. For the insertion of five roof lights. Window to open with obscured glazing within dormer. Roofline have been extended and external materials to be render overall

Objection                    The Committee objects to this application as they believe there is no need to change the conditions of the application. They would like any non-compliance enforced including the installation of obscured glass in the bathroom.

m    3/21/0123/FUL            Land at BSN To The Rear Of 217-221 Rye Stre

Erection of foul water pumping station and creation of access way.

Objection                    The Committee object to this application as they believe residents have not been consulted properly on the details and specifics of the development. The Committee agree with comments made by the Hertfordshire Highways.

n    3/21/0313/FUL            Gilscroft 3 Broadfield CM23 2JA

Retention of: Erection of single storey physiotherapy room building.

No Objection

- o 3/21/0096/FUL Jackson Square CM23 3XH

Demolition of the Bridge Street elevation glazed entrance and mall rooflight. Proposed extension, redevelopment and reconfiguration of the Bridge Street elevation of Jackson Square Shopping Centre. New mall rooflight and roof alterations. New signage. Improvements to the public realm including new paving, metal balustrade, stepped setts, wheelchair access ramp and removal of bollards.

No Objection The Committee do not object to the application, however, request the developers consider installing proper provisions for disabled access in the absence of the Bridge Street entrance.

- p 3/21/0097/ADV Jackson Square CM23 3XH

2 externally illuminated Jackson Square logo signs and 3 internally illuminated tenant signage panels.

Objection The Committee object to internal illuminated signage within a conservation area.

- 1 3/21/0302/HH 13 Thorn Grove CM23 5LB

Single storey rear extension, erection of first floor side extension and porch. Installation of 2 rooflights to front and 2 to rear elevation.

No Comment

- 2 3/21/0294/HH 46 Warwick Road CM23 5NW

Demolition of single storey lean to garage; construction of two storey side extension; addition of solar panels to rear roof; re-cladding of rear dormer and new windows to side elevation.

No Comment

- 3 3/21/0295/HH Acer House 17 Windhill CM23 2NE

Double storey side extension with changes to fenestration.

No Comment

- 4 3/21/0240/HH 2 Portland Road CM23 3SJ

Replace canopy, main front entrance door and external steps. New first floor window opening. Replace cementitious render with breathable limebased system. Two 'blind' windows within the new render thickness. New Soil pipe. Repaint joinery. Renew timber gate and perimeter fencing.

No Comment

- 5 3/21/0290/HH 121 The Thatchers CM23 4GU

Proposed front entrance lobby.

No Comment

- 6 3/21/0232/HH 25 Pynchbek

Single storey rear extension and first floor extension above existing rear extension.

No Comment Concerns were highlighted in regards to overshadowing of other properties.

- 7 3/21/0238/HH 13 Cannons Close CM23 2BG

Erection of a single storey side and rear extensions. Alterations to fenestration and insertion of an air source heat pump

No Comment

- 8 3/21/0201/HH 4 Reynard Copse CM23 2BB  
Increase roof height with two storey front and rear extensions, single storey side infill extension, new first floor window openings and alterations to fenestration.  
No Comment
- 9 3/21/0215/HH 24 Fulton Crescent CM23 5DA  
Single storey rear extension  
No Comment
- 10 3/21/0298/HH 4 Woodpecker Close CM23 4QA  
Conversion and alterations of garage. The relocation of front door, single storey rear extension and alterations to parking area.  
No Comment
- 11 3/21/0344/HH 12 Fulton Crescent CM23 5DA  
Demolition of conservatory. Two storey side and rear extensions and front extension to garage.  
No Comment
- 12 3/21/0339/HH 9 Long Meadow CM23 4HH  
Front porch with a pitched roof.  
No Comment
- 13 3/21/0331/HH 25 South Road CM23 3JG  
Demolition of garage and creation of a Studio/Home office space with storage.  
No Comment
- 14 3/21/0332/HH 52 Clover Avenue CM23 4BW  
Loft conversion with rear dormer and 3 front velux roof windows.  
No Comment
- 15 3/21/0324/HH 6 Woburn Avenue CM23 4PW  
Two storey rear extension and partial conversion and alterations of garage..  
No Comment



## Appendix 3a

Does the Council have the power to provide  
Grants to Churches?



# The Issue

- There is dispute over whether parish councils can provide grants to churches
  - The National Association of Local councils is adamant that they cannot (see attached reasoning)
  - Others disagree (with logical arguments – see later for details)
  - Marcus Jones (minister for local government at the time) stated in writing in 2017 that he disagreed with NALCs interpretation
    - However statements by Government ministers do not make law!
  - The matter has not been resolved in the courts and, although Parliament has been asked to resolve the matter, it has not done so
  - So it remains ambiguous
- Notwithstanding the ambiguity many Parish Councils do make grants to churches



# The argument in brief

- NALC argument in essence
  - S8 of the Local Government Act 1894 gives parish councils the power
    - “to execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of any of the foregoing powers, or in relation to any parish property, not being property relating to affairs of the church or held for an ecclesiastical charity; and
    - to contribute towards the expense of doing any of the things above mentioned, or to agree or combine with any other parish council to do or contribute towards the expense of doing any of the things above mentioned.”
  - NALC argue that this prohibits expenditure on church property unless *expressly* permitted in other legislation
- The counter argument in essence
  - S8 of the LGA 1894 provides a *fettered power* not an *express prohibition*
  - So whilst expenditure cannot occur under this power, if there are other powers available they can be used.
  - There are other powers under which parish councils may make contributions to church property in certain circumstances (including, for example, S137 of LGA 1972:
    - A local authority may, subject to the provisions of this section, incur expenditure which in their opinion is in the interests of, and will bring direct benefit to, their area or any part of it or all or some of its inhabitants, but a local authority shall not, by virtue of this subsection, incur any expenditure—
      - (a) for a purpose for which they are, either unconditionally or subject to any limitation or to the satisfaction of any condition, authorised or required to make any payment by or by virtue of any other enactment; nor
      - (b) unless the direct benefit accruing to their area or any part of it or to all or some of the inhabitants of their area will be commensurate with the expenditure to be incurred.
  - Other powers depending on the actual use for which the facility is primarily intended



# Commentary

- The ambiguity is not going to be resolved by further enquiry or reference to legal advice
  - It has been well aired nationally, and not resolved
- The risk is relatively small
  - It is unlikely, given the ambiguity, that any individual would challenge
    - Particularly if the expenditure clearly is beneficial to a wider range of people than church-goers
  - It is possible that an auditor may pick the matter up, but given the nationally acknowledged ambiguity, the Council would have a defence
- Those who are risk averse would probably consider that the ambiguity provides reason not to make a grant
- Those who are not so risk averse would probably consider that the ambiguity is such that, if they otherwise consider it the right thing to do, then a grant can be made

31 JANUARY 2018

## LO1-18 | FINANCIAL ASSISTANCE TO THE CHURCH

### Introduction

The purpose of this briefing is to consider whether a parish council or, in Wales, a community council may provide financial assistance to the church (or other religious bodies).

### Relevant legislation

s.6(1) (a) of the Local Government Act 1894 ("1894 Act") transferred powers from the Vestry and Churchwardens to the newly formed parish councils **"except so far as relates to the affairs of the church or to ecclesiastical charities."** s.6(1) (c) of the 1894 Act confirms the powers, duties and liabilities conferred on parish councils include "the holding and management of parish property **"not being property relating to affairs of the church or held for an ecclesiastical charity"**.

S.8 of the 1894 Act gives parish councils further powers including the power "to execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of the powers in s.6 , **"not being property relating to affairs of the church or held for an ecclesiastical charity"** and further "to contribute towards the expense of doing any of the things above mentioned, or to agree or combine with any other parish council to do or contribute towards the expense of doing any of the things above mentioned". It should be noted that the prohibition relates to the nature of the property concerned not to the use to which that any funding will be put. Thus funding to make a church hall suitable for meetings of the guides and scouts is still prohibited because the building is church property.

Despite references in the above provisions to parish councils, the 1894 Act applies to both England and Wales.

The powers in the 1894 Act prohibit councils' involvement in property relating to the affairs of the church e.g. the maintenance or improvement of buildings or land or contributing to the costs. The question often asked is whether that prohibition still applies or is it overridden by legislation made after the 1894 Act. Examples of such legislation are:

- s.214(6) of the Local Government Act 1972 ("the 1972 Act") which provides that councils which are burial authorities may contribute to another

person's expenses (e.g. the PCC or synagogue) in providing a cemetery in which residents in the council's area may be buried.

- s.215 of the 1972 Act permits a council to maintain a closed churchyard.
- s.137 of the 1972 Act which allows a council to incur expenditure for any purpose except one which is subject to a statutory prohibition, restriction or limitation.
- s.138B of the 1972 Act empowers a parish council to support or facilitate a religious event.
- The General Power of Competence in s.1 of the Localism Act 2011 ("the 2011 Act") is available to eligible parish councils that satisfy the conditions in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965.

## **NALC's views**

There is an accepted legal principle, applied by the courts, which is that in interpreting what an Act of Parliament means, a specific provision overrides one of a general nature. In other words, if two statutory provisions are in conflict or overlap, the detailed provision will prevail over the more general one. In applying this principle, NALC's views are as summarised below.

Ss.137 and 138B of the 1972 Act and s.1 of the 2011 Act constitute general provisions and do not override the specific prohibitions in s.8 of the 1894 Act. S.137 expressly provides that expenditure cannot be incurred purposes which are subject to a statutory prohibition, restriction or limitation.

S.2 of the 2011 Act confirms that the general power of competence does not allow an eligible parish council to get round any statutory prohibition, restriction and limitation which existed before the general power was introduced.

S.214(6) of the 1972 Act which permits a council as a burial authority to contribute to the expenses of anyone else providing a cemetery, appears to overlap with the specific provision in s.8 of the 1894 Act which prevents a council from contributing to the affairs of the church and, in NALC's view, the specific provision would prevail.

S.215 of the 1972 Act is a specific provision in respect of the responsibilities of a council (whether or not a burial authority) to maintain a closed churchyard which, in NALC's opinion, thus overrides the prohibitions in ss. 6 and 8 of the 1894 Act.

## Summary

There is no current case law to resolve the question of whether or not the 1894 Act restrictions override the provisions in later Acts of Parliament and ultimately it would be for the courts to determine the extent of any prohibition from the 1894 Act. Any court action started so as to resolve this point is likely to be expensive and time consuming.

It would, of course, be possible for Parliament to clarify the point with a specific provision in new legislation, however, the Government's current view on the legal issues is that there is no need for any further legislation as they believe the 1894 Act restrictions do not override the provisions in later Acts of Parliament.

Whilst there is no consensus on this issue, a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid.

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TOWN COUNCIL GRANT APPLICATIONS					APPENDIX 3
APPLICANT	DATE OF MEETING	AMOUNT REQUESTED £	AMOUNT APPROVED £	AVAILABLE BALANCE £	REVENUE OR CAPITAL
<b>GRANT APPLICATIONS 2020-2021</b>					
<b>Budget</b>				<b>35500</b>	
Apton Day Centre (see note)	pre-allocated		16000	19500	
Birchanger Wood Trust	pre-allocated		500	19000	
Bishop's Stortford Mini Bus Trust	pre-allocated		8500	10500	
Sporting Inspirations CIC	29/06/2020	560	560	9940	Revenue
Bishop's Stortford RFC	29/06/2020	750	750	9190	Revenue
Hertfordshire Boat Rescue	05/10/2020	500	500	8690	Revenue
Wiggly Willow CIC	05/10/2020	4000	0	8690	Capital
Wiggly Willow CIC	14/12/2020	2000	2000	6690	Capital
Red Kite	14/12/2020	2000	1600	5090	Revenue
<b>Bishop's Stortford Methodist Church</b>	<b>22/03/2021</b>	<b>5000</b>			<b>Capital</b>
Note: The Apton Day Centre Grant will be adjusted to match the adjusted rent, however this will not affect the available grant budget, all as resolved by Council					
<b>GRANT APPLICATIONS 2019-2020</b>					
<b>Budget</b>				<b>35500</b>	
Apton Day Centre (see note)	pre-allocated		16000	19500	
Birchanger Wood Trust	pre-allocated		500	19000	
Bishop's Stortford Mini Bus Trust	pre-allocated		8500	10500	
Bishop's Stortford VIP Club	24/06/2019	300	300	10200	Revenue
U3A Art Group	24/06/2019	590	300	9900	Revenue
Bishop's Stortford Choral Society	24/06/2019	500	0	9900	Capital
Acehounds Friendship Dogs	30/09/2019	1000	1000	8900	Revenue
Bishop's Wellbeing	30/09/2019	3615	1000	7900	Both
Citizens Advice East Herts	30/09/2019	1451	0	7900	capital
Herts Musical Memories	30/09/2019	1000	1000	6900	Revenue
Home-Start Hertfordshire	30/09/2019	1040	0	6900	Revenue
Grove Cottage (Bishop's Stortford Mencap)	03/02/2020	2530	2530	4370	Revenue
Stortford Music Festival	30/03/2020	5000	0	4370	Revenue
Apton Day Centre	30/03/2020	10000	4370	0	Revenue

<b>PREVIOUS GRANT APPLICATIONS 2018-2019</b>					
<b>Budget</b>				<b>27500</b>	
Apton Day Centre (see note)	pre-allocated		8000	19500	
Birchanger Wood Trust	pre-allocated		500	19000	
Bishop's Stortford Mini Bus Trust	pre-allocated		8500	10500	
Al's Adventures in Wonderland	25/06/2018	2000	0	10500	Revenue
Hertfordshire and Middlesex Wildlife Trust	25/06/2018	768	0	10500	Revenue
Holy Trinity Church	25/06/2018	1000	1000	9500	Revenue
Kickstart Trust	25/06/2018	500	500	9000	Revenue
Mental Wellbeing in Schools CIC Ltd	25/06/2018	3840	0	9000	Revenue
Pro-Action Herts	25/06/2018	560	280	8720	Revenue
St Michael's Society of Change Ringers	25/06/2018	2000	1000	7720	Both
The Giving Machine	24/09/2018	3984	2000	5720	Both
Bishop's Stortford and District Angling Society	17/12/2018	438	438	5282	Revenue
Bishop's Stortford Youth Project	17/12/2018	4720	582	4700	Revenue
CHIPS	17/12/2018	2000	1000	3700	Revenue
Herts All Stars	17/12/2018	2000	0	3700	Capital
Herts and Essex High School and Science College	17/12/2018	2000	0	3700	Capital
Senior Parish Art Club	17/12/2018	1000	500	3200	Both
Bishop's Stortford Detachment Beds and Herts ACF	04/02/2019	400	400	2800	Revenue
Enterprise East	18/03/2019	4795	2800	0	Capital
<b>PREVIOUS GRANT APPLICATIONS 2017-2018</b>					
<b>Budget</b>				<b>27500</b>	
Apton Day Centre	pre-allocated		8000	19500	
Birchanger Wood Trust	pre-allocated		500	19000	
Bishop's Stortford Mini Bus Trust	pre-allocated		8500	10500	
Bishop's Stortford Swifts and Youth FC	25/09/2017	500	500	10000	Revenue
Al's Adventures in Wasteland	25/09/2017	200	0	10000	Revenue
Citizens Advice East Herts	18/12/2017	1500	1500	8500	Capital
The Wellbeloved Club	18/12/2017	250	250	8250	Both
Contexture Theatre Ltd	05/02/2018	1400	1400	6850	Revenue
<b>PREVIOUS GRANT APPLICATIONS 2016-2017</b>					
<b>Budget</b>				<b>19000</b>	
Apton Day Centre	pre-allocated		8000		
Birchanger Wood Trust	pre-allocated		500		
YMCA East Herts	18/04/2016	271	150	10350	Revenue
Hertfordshire Boat Rescue	20/06/2016	1000	1000	9350	Revenue
Bishop's Stortford Town Twinning Association	19/12/2016	1500	0	9350	Revenue
Bishop's Stortford Civic Federation	19/12/2016	500	500	8850	Capital
Aspects: A School Partnership	19/12/2016	5000	2500	6350	Revenue
The Phoenix Stroke Club	19/12/2016	1000	1000	5350	Revenue
Bishop's Stortford Beekeepers Association	20/03/2017	1500	750	4600	Capital
The Animal Rescue Charity	20/03/2017	4230	3730	870	Revenue

<b>PREVIOUS GRANT APPLICATIONS 2015-2016</b>					
<b>Budget</b>				<b>19000</b>	
Apton Day Centre	pre-allocated		8000		
Birchanger Wood Trust	pre-allocated		500		
Aspects: A School Partnership	22/06/2015	450	withdrawn	10500	Revenue
Woodwind of Stortford	22/06/2015	500	500	10000	Revenue
The Gifted Organisation Limited	22/06/2015	1000	0	10000	Revenue
John Dyde Residents Association	22/06/2015	500	100	9900	Revenue
St Michael's Church	22/06/2015	1000	0	9900	Capital
Child UK Community Interest Company	22/06/2015	560	560	9340	Revenue
Bishop's Stortford Running Club	22/06/2015	8000	3000	6340	Capital
Bishop's Stortford Mini Bus Trust	21/09/2015	5000	0	6340	Revenue
Hertfordshire Practical Parenting Programme	21/09/2015	500	0	6340	Revenue
A Fresh Start Coaching and Training	21/09/2015	1000	0	6340	Revenue
Bishop's Stortford Detachment Beds & Herts ACF	21/09/2015	492	492	5848	Capital
Aspects: A School Partnership	14/12/2015	600	0	5848	Revenue
Ai Ai Ltd	14/12/2015	1000	0	5848	Revenue
Children's Integrated Playschemes	14/12/2015	2000	2000	3848	Both
Contexture Theatre	08/02/2016	2000	0	3848	Revenue
Holy Trinity Church	08/02/2016	5000	1000	2848	Capital
My E-Hub Limited	08/02/2016	5000	0	2848	Capital

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# BISHOP'S STORTFORD TOWN COUNCIL

## GRANT APPLICATION FORM

<b>NAME OF ORGANISATION</b>	Bishop's Stortford Methodist Church
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<b>FUNDING</b>			
Total cost of project	£780,000		
Grant requested	£5,000		
Amount already raised	£605,606		
Where will the balance come from?	We already have a further £35k pledged from members and the balance will be raised from further fundraising events, grant applications and member giving		
Is the grant for revenue, capital or both?	Capital		
Have you previously applied to Bishop's Stortford Town Council to support this project? If so, when?	No		
If you have submitted an additional grant application to the Brazier Trust, please specify how much funding you are seeking in total from both applications	Bishop's Stortford Town Council Grant Requested  £5,000	Brazier Trust Grant Requested  £5,000	TOTAL Grant Requested (Bishop's Stortford Town Council and Brazier Trust)  £10,000
Please attach your most recent accounts, balance sheet and a pro-forma or quotation for the project			
If your grant application is successful, please state to whom the grant cheque should be made payable to	Bishop's Stortford Methodist Church Redevelopment A/C		

<b>THE PROJECT</b>	
What is the address at which the project will take place? (please include the postcode)	34b South Street South Street Bishop's Stortford Herts CM23 3AZ
Please describe in a single sentence what the grant is for	A Development Project to provide improved disabled access / facilities, so that once in the building all rooms are on the same level accessible to all and to include a 'Changing Places' disabled changing facility
On <b>one side</b> of a separate sheet, please provide further details to support your claim including; <u>for example</u> : the nature of the project, who will benefit, if you are a club how many members do you have, who you have consulted about the project, how you propose to recognise any contribution made by Bishop's Stortford Town Council and what support has been received or expected from other organisations.	



## BISHOP'S STORTFORD TOWN COUNCIL

### GRANT APPLICATION FORM

<b>NAME OF ORGANISATION</b>	<b>Bishop's Stortford Methodist Church</b>
-----------------------------	--

<b>TIMESCALE</b>	
When do you expect to start the project?	April 2021
When do you expect the project to finish?	November 2021
Will the project require any ongoing maintenance? If so how will this be funded?	Ongoing maintenance will be part of the regular repair and maintenance programme of the church

<b>CHECKLIST – Please confirm the following (please tick)</b>	
A single sheet describing the project is enclosed	X
Most recent accounts and balance sheet or explanation why this cannot be provided and alternative evidence of financial viability and status are enclosed	X
A pro forma or quotation for the project/activity is enclosed	X
I confirm that this application is valid under the Bishop's Stortford Town Council grants policy	X
That no application has been made for a grant from the Bishop's Stortford Town Council during:	
The past 12 months if this is an application for capital funds	X
The past 36 months if this is an application for revenue funds	
<b>PLEASE NOTE: If you cannot confirm all of the above your application will be returned or rejected</b>	

Applications are considered at ordinary meetings of the Town Council the dates of which are published on our website. Fully completed applications must be received no less than 6 working days (*not including the submission date and the date of the meeting*) before the meeting to be considered.

Please return this form and supporting documents to:

Grant Applications, Bishop's Stortford Town Council, The Old Monastery, Windhill, Bishop's Stortford, Herts. CM23 2ND or by email to [grant.applications@bishopsstortfordtc.gov.uk](mailto:grant.applications@bishopsstortfordtc.gov.uk)

The General Data Protection regulations, which come into force in May 2018, will strengthen the protection given to individuals' personal data under the Data Protection Act 1998. The Council may use the information provided to process the grant application. It may check some of the information with other sources within the council, other councils and government departments. Information will not be passed to third parties except where necessary to process the application. Your name ONLY and any decision made will be recorded as part of the minutes from the meeting that grant applications are discussed; they will form part of our bound minutes and will be kept for an indefinite period. We do not process data outside the EU, but please note that this data may reside or pass outside the EU in the course of transmission (e.g. via email). You can find out more about how we use your data from our "Privacy Policy", which is available from our website or from the Town Council Office.

The Methodist Church has been in Bishop's Stortford for 116 years and currently has 150 members. In the early 90's the site was developed, which included constructing a large hall and some smaller rooms on spare land at the side and rear of the building. At the time, the main entrance to the church and building was moved to the side and a limited ramp was put in place to aid those requiring assistance. Whilst the church sanctuary is still suitable for need, the main hall and entrance no longer meet the recommended requirements for access for all. The church building is now on 2 levels; the toilet facilities are cramped and limited and the kitchen facilities are not suitable for use by those with additional needs. There are serious shortcomings with the building in terms of accessibility which impacts on our ability to be inclusive for the local community.

The Development Project is to provide improved disabled access / facilities, so that once in the building all rooms are on the same level accessible to all. We plan to include a 'Changing Places' disabled facility, open out the front of the church hall to be an open and welcoming space, and enable easy movement between the church sanctuary and the halls.

There is a lack of "Changing Places" available in the town. Local to Bishops Stortford are 3 providers for care: St Elizabeth's, Grove Cottage and Home Farm Trust, and it would be good to ensure more of their clients are included. We have approached these organisations and they are keen to work with us once our renovations are completed to enable their staff and clients to use our accessible facilities on our premises safely. We are also within easy walking distance of three sheltered housing schemes, and many people who attend our coffee morning or groups have moved to Stortford to be near their grown up children.

We have three charities running from our premises:

- Bishop's Stortford Foodbank, currently running 5 sessions per week
- Bishop's Stortford Kickstart, a charity that helps people back into work, running two mornings a week
- Company at Christmas which provides at least 150 meals on Christmas Day both on the premises and to housebound people in the town.

In addition we support various local community initiatives including

- The 2019 Churches Together 'Lunch Bunch' which provided free meals to families during the summer holidays
- Twice weekly community & charity coffee mornings which seek to address loneliness and isolation within the town. Saturday coffee mornings are run by local charities and have provided a valuable meeting place, with the Town Mayor and the local police holding informal 'surgeries' at some of them
- Church members play a very active part in town initiatives, including Love Stortford, Portland Road Contact Centre, Debt Advice Counselling, the winter Night Shelter, the annual Holiday Bible Week which caters for approximately 160 children and young people, Thirst youth café, and Street Pastors who are active within the town every Friday night

The church premises are also used by many local "not for profit" groups. These include fortnightly worship for a Bulgarian speaking church, monthly U3A meetings, National Trust meetings, local Housing Association residents meetings, and concert space for the Town Brass Band, Salvation Army Band, Stortford Sinfonia, and the Bishops Stortford Choral Society. We also provide space for monthly free hearing aid checks by Herts Hearing, NHS recovery from addiction meetings, fitness classes such as the Salvation Army Dance Fit and a junior and senior Chess Club. Very occasionally we rent our premises at a more commercial rate, eg as a Polling Station, or for information days for Stansted Airport, although the Church Council made a policy decision that our premises should be used primarily by community groups at a nominal rate that covers the cost of the utilities used.

The redeveloped premises will be totally accessible with a redesigned entrance, single level throughout, new accessible kitchen and 'Changing Places' facilities. This will benefit not only our own members, but all the community groups which use our premises and the wider community that attend the many events which we host. We also intend to introduce a number of new initiatives, including a toddler group potentially aimed at families and carers struggling with isolation, and dementia friendly workshops, as well as expanding the 'Lunch Bunch' initiative for families on free school meals and suffering isolation. We are also in early stage discussions with a local provider of services for individuals with learning difficulties about hosting their operations during their own building project.

Any grant from the Town Council and Brazier Trust would be recognised and acknowledged in all marketing material for the project and recorded on our website.

<b>Project cost breakdown</b>	<b>Description (include if tendered/estimate)</b>	<b>Cost</b>	<b>VAT</b>	<b>Total incl. VAT</b>
		£	£	£
Professional fees	Contractual: Architect; Structural Engineer; QS; Contract Admin; VAT Advice; Building Control	71,721	13,780	<b>85,502</b>
Repair and conservation work	N/A	0	0	<b>0</b>
Capital works including: - New front entrance doors and windows - New curved access ramp - Raise all internal levels to one level throughout - Create new accessible multipurpose meeting room - Create new accessible kitchen - Create new accessible toilets - Create new Changing Places facility	Tender received	557,496	111,543	<b>669,039</b>
Contingency	QS Estimate	53,500	10,700	<b>64,200</b>
Other	Accessibility Zero VAT Estimate	0	-38,741	<b>-38,741</b>
<b>Total</b>		<b>682,717</b>	<b>97,282</b>	<b>780,000</b>

**BISHOP'S STORTFORD METHODIST CHURCH**

**GENERAL ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020**

	NOTES	2019/2020	2018/2019
<b><u>INCOME</u></b>			
Offerings:			
Regular	1	59,667	65,239
Gift Aid		15,678	19,053
Donations		1,197	1,605
Total Offerings		76,542	85,897
Donations - Church organisations	2	4,442	7,672
Lettings Income	3	5,272	8,065
Sundry Income	4	83	225
Bank Interest		236	312
<b>SUB TOTAL - GENERAL FUNDS</b>		86,575	102,171
Funds Received For External Organisations		3,148	3,794
<b><u>TOTAL INCOME</u></b>		89,723	105,965
<b><u>EXPENDITURE</u></b>			
Circuit Assessment		52,090	54,200
Mission donations		4,485	4,270
Worship	5	2,801	4,429
Administration	6	7,354	9,552
Premises	7	25,899	25,833
Small Capital Items		422	1,439
<b>SUB TOTAL - GENERAL FUNDS</b>		93,051	99,723
Funds Paid To External Organisations		3,148	3,794
<b><u>TOTAL EXPENDITURE</u></b>		96,199	103,517
<b>Net Surplus (Deficit) for the Year</b>		(6,476)	2,448
Bank Balances B/Fwd 1st September 2019		112,246	84,608
Bank Balances C/Fwd 31st August 2020	9	105,770	112,246

**BISHOP'S STORTFORD METHODIST CHURCH**

**REDEVELOPMENT ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020**

	NOTES	2019/2020	2018/2019
<b><u>INCOME</u></b>			
Offerings:			
Regular		2,865	
Gift Aid		7,356	
Donations		36,424	440
Total Offerings		46,645	440
Donations - Church organisations		446	156
Fundraising Events	8	10,507	672
<b>SUB TOTAL</b>		57,598	1,268
Transfer from General Funds			8,062
Grants		-	-
<b><u>TOTAL INCOME</u></b>		57,598	9,330
 <b><u>EXPENDITURE</u></b>			
Professional Fees		11,327	2,537
Fundraising Income Share		2,137	-
<b><u>TOTAL EXPENDITURE</u></b>		13,464	2,537
<b>Net Surplus for the Year</b>		44,134	6,793
Bank Balances B/Fwd 1st September 2019		6,793	-
Bank Balances C/Fwd 31st August 2020		50,927	6,793

**BISHOP'S STORTFORD METHODIST CHURCH**

**LEGACIES ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020**

		<b>2019/2020</b>	<b>2018/2019</b>
<b>Bank Balances B/Fwd 1st September 2019</b>			
Trustees for Methodist Church Purposes		92,712	92,113
<b><u>Income</u></b>			
Bequests		13,303	-
Interest	TMCP	612	599
<b><u>Expenditure</u></b>		13,915	599
Premises Projects		-	-
Mission Projects		-	-
		-	-
<b>Bank Balances C/Fwd 31st August 2020</b>			
Trustees for Methodist Church Purposes		106,627	92,712

**BENEVOLENCE ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020**

<b>Bank Balances B/Fwd 1st September 2019</b>			
Nat West		937	1,137
<b><u>Income</u></b>			
Communion Services		211	260
<b><u>Expenditure</u></b>		211	260
Donations		50	460
<b>Bank Balances C/Fwd 31st August 2020</b>			
Nat West		1,098	937

**DEVELOPMENT SCHEME ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020**

<b>Bank Balances B/Fwd 1st September 2019</b>			
Nat West		-	4,791
<b>Income</b>			6,077
<b>Expenditure</b>			2,807
<b>Transfer to Redevelopment Account</b>			8,061
<b>Bank Balances C/Fwd 31st August 2020</b>			
Nat West		-	-

**BISHOP'S STORTFORD METHODIST CHURCH**

**GENERAL ACCOUNT FOR THE YEAR ENDED 31 AUGUST 2020**

**NOTES TO THE ACCOUNTS**

	2019/2020	2018/2019
<b><u>NOTE 1 - REGULAR OFFERINGS</u></b>		
Standing Orders	46,446.00	46,543.00
Envelopes	8,456.30	12,851.70
Cash	4,764.86	5,844.09
	<u>59,667.16</u>	<u>65,238.79</u>
<b><u>NOTE 2 - DONATIONS CHURCH ORGANISATIONS</u></b>		
Thursday Coffee Mornings	1,750.00	3,750.00
Bookstall	600.00	1,750.00
Company at Christmas	500.00	500.00
Tuesday Afternoon Fellowship	534.55	350.00
Thursday Group	125.00	125.00
Kickstart	200.00	200.00
Girls Brigade	-	200.00
Badminton	132.00	347.00
Food Bank	600.00	450.00
	<u>4,441.55</u>	<u>7,672.00</u>
<b><u>NOTE 3 - LETTINGS INCOME</u></b>		
Regular Lettings	4,292.60	5,987.20
Saturday Coffee Mornings	20.55	137.66
One Off Lettings	959.20	1,940.20
	<u>5,272.35</u>	<u>8,065.06</u>
<b><u>NOTE 4 - SUNDRY INCOME</u></b>		
Funerals	44.00	
Youth	-	117.78
Other	38.50	106.89
	<u>82.50</u>	<u>224.67</u>
<b><u>NOTE 5 - WORSHIP</u></b>		
Organists	982.90	1,663.45
Children & Youth	-	86.55
Copywrite & Music	921.64	879.59
Baptism/Communion	-	62.98
Expenses	896.70	1,736.54
	<u>2,801.24</u>	<u>4,429.11</u>

**NOTE 6 - ADMINISTRATION**

Church Manager	5,951.17	6,052.59
Publications	170.00	50.40
Website	477.00	-
Photocopier	64.54	143.90
Paper & Printing	-	326.13
Auditing	-	2,304.00
Miscellaneous	691.01	674.75
	<u>7,353.72</u>	<u>9,551.77</u>

**NOTE 7 - PREMISES**

Cleaner	7,947.82	8,002.84
Insurance	3,907.60	3,812.26
Power	7,949.93	7,004.80
Windows & Cleaning	1,507.53	1,115.17
Water	1,064.58	938.55
Waste Disposal	443.69	537.55
Boiler	-	1,488.00
Pianos & Organ	434.94	474.00
Fire Extinguishers	362.53	485.15
Telephone	312.02	558.76
TV License	157.50	154.50
Roof Repairs	1,056.00	
Sundry expenditure	755.20	1,261.41
	<u>25,899.34</u>	<u>25,832.99</u>

**NOTE 8 - FUNDRAISING EVENTS**

Bike Ride	4,735.25
Bric A Brac	2,000.00
Folk Concert	1,663.50
Jig Fest	1,160.10
Xmas Fair	646.07
Garden Party	212.00
Carol Quiz	90.00
	<u>10,506.92</u>

**NOTE 9 - BANK BALANCES CARRIED FORWARD AT 31 AUGUST 2020**

NatWest - 2 Accounts Combined	111,413.29	105,064.51
Central Finance Board	17,763.45	7,552.19
	<u>129,176.74</u>	<u>112,616.70</u>
Less:		
Benevolence Account	1,098.00	937.00
Amounts to be Paid to Others	9,005.30	1,184.00
Legacy to be paid across	13,303.37	
Amounts not yet received	-	- 1,750.00
	<u>105,770.07</u>	<u>112,245.70</u>

**NOTE 10 - SUMMARY OF FUND BALANCES CARRIED FORWARD AT 31 AUGUST 2020**

General Account	105,770.07	112,245.70
Benevolence Account	1,098.00	937.00
Legacies Account	106,627.00	92,712.00
Redevelopment Account	50,927.00	6,793.00
	<u>264,422.07</u>	<u>212,687.70</u>

Mr S M Watson  
Bishop's Stortford Methodist Church  
Firkins  
46 Butt Lane  
Manuden  
Nr Bishop's Stortford  
Hertfordshire  
CM23 1DL

Our ref: JP/ME603  
Date: 8<sup>th</sup> February 2021

Dear Steve

**BISHOP'S STORTFORD METHODIST CHURCH  
YEAR ENDED 31<sup>ST</sup> AUGUST 2020**

Please find enclosed The Methodist Church's Standard Form of Accounts for the year ended 31<sup>st</sup> August 2020.

There was nothing material or which requires highlighting that came to light during my examination which has prevent me from either signing the Independent Examiners Report or which I feel the Church should be made aware of or take further action upon.

I was able to successfully vouch the Internal Organisations' Report Forms to the summary on the Standard Form of Accounts and the bank balances on the Balance Sheet to the bank statements provided.

As I was completing the Independent Examiners Report it struck me that in previous years I believe I have deleted '*have not*' to suggest I have obtained independent verification of the bank balances of all accounts over £10,000. I have done this as you have always provided what I believe to be the original bank statements.

However, in an audit of a company's accounts the Auditor would write directly to the bank for a confirmation of the year end bank balance and would receive the reply directly to the firm from the bank. I have never done this for your bank accounts so I believe I should be completing this as '*I have not obtained independent verification....*'.

I apologise for ambiguity, if this causes any issues for you please let me know.

If you have any queries please do not hesitate to contact me. I have enclosed your accounting records for your retention, which is currently 7 years under HMRC guidelines.

Kind regards

Yours sincerely



Justin Pigram  
**PIGRAM & CO**