

# Sawbridgeworth Town Council

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MAYOR  
Cllr Reece Smith  
TOWN CLERK  
Christopher Hunt

To: Cllr's Furnace, Newell, Pagdades, Rider, A Parsad-Wyatt, Penney  
[Cllr R Smith (Ex Officio)]

## TOWN ACTION PLAN AND AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 15th July 2024** at the **conclusion of the 7:00pm Planning meeting in the Council Chamber of Sayesbury Manor** for the transaction of the following business.

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

Christopher Hunt  
Town Clerk  
8th July 2024

## AGENDA

- T24/01**      **ELECTION OF COMMITTEE CHAIR**  
[👏]              To elect a Chair of the committee for the civic year 2024/25
- T24/02**      **ELECTION OF COMMITTEE VICE CHAIR**  
[👏]              To elect a Vice Chair of the committee for the civic year 2024/25
- T24/03**      **APOLOGIES FOR ABSENCE**  
[👏]              To receive and approve any apologies for absence.
- T24/04**      **PUBLIC FORUM**  
                    To receive representations from members of the public on matters within the remit of the Town Action Plan and Amenities Committee.
- T24/05**      **DECLARATIONS OF INTEREST**  
                    To receive any Declarations of Pecuniary Interest by Members

**T24/06**  
[📄] [👉]

## MINUTES

To approve as a correct record the draft minutes of the Town Action Plan and Amenities Committee Meeting held on 13th May 2024 (T04) *[Attached appendix A]*

To attend to any 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 <sup>th</sup> May 2024
Clerk	To write to Bob Reed and Gilly Squires to explore if projects were underway regarding hedgehog houses and bat boxes.	Email sent 28 <sup>th</sup> 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 with Cllr Angus Parsad-Wyatt to review the Town Action Plan	Completed 29 <sup>th</sup> May 2024

**T24/07**  
[📄]

## ALLOTMENTS

To receive Allotment Officers Report and discuss matters relating to Allotments.  
*[Attached appendix B]*

**T24/08**

## CEMETERY

To note and discuss matters relating to the Town Cemetery.  
Verbal update from Clerk

**T24/09**

## FOOTPATHS & OPEN SPACES

To note and discuss matters relating to Footpaths & Open Spaces.  
*Cllr Rider*

**T24/10**

## OPERATIONS

To receive, note and discuss matters relating to Operations.

- Sawbobus.
- Public Toilets
- CCTV

*Town Clerk*

- T24/11**      **ECO-AUDIT WORKING PARTY**  
[📎]                      • To receive a verbal update from Cllr Furnace on matters relating to the Eco-Audit Working Party  
*[Attached appendix C]*
- 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.
- T24/13**      **TOWN ACTION PLAN**  
• Update on the 2023-27 Town Action Plan,  
*Cllr A Parsad-Wyatt*
- T24/14**      **COUNCILLOR ENGAGEMENT**  
• Future engagement opportunities
- T24/15**      **ITEMS FOR FUTURE AGENDAS**  
To note items for future agendas

# Appendix A

# SAWBRIDGECWORTH 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, Saysbury Manor, Bell Street, Sawbridgeworth at 8pm on **Monday 13th May 2024**.

#### Those present

*Cllr R Buckmaster (Ex Officio)*

Cllr Angus Parsad-Wyatt

Cllr Simon Penney

Cllr John Rider

#### In attendance:

Christopher Hunt - Town Clerk

1 x Member of public

#### T23/43 APOLOGIES FOR ABSENCE

Cllr Annelise Furnace, Cllr Dawn Newell, Cllr Salvatore Pagdades  
*[prop Cllr Ruth Buckmaster; sec'd Cllr Simon Penney]*

#### T23/44 PUBLIC FORUM

Q1. Concern for the upgrading of footpath 9 and 10 due to the paths becoming unusable in poor weather and the positive impact in using the footpath on the pollution currently being suffered?

Q2. Have Taylor Wimpey complied with their commitments in relation to the placement of footpaths?

Cllr Angus Parsad-Wyatt stated that Councillors and Officers were all working on trying to resolve the issues with footpath 9 with enquiries set to the County Council and developers. Cllr Eric Buckmaster was chasing up the footbridges over the river in West Road to encourage more people to walk and cycle.

#### T23/45 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

#### T23/46 MINUTES

**Resolved:** To approve as a correct record the minutes of the Town Action Plan and Amenities Committee Meeting held on 12th February 2024 (T03)

*[prop Cllr Ruth Buckmaster; sec'd Cllr John Rider]*

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

Owner	Action	Completed
Clerk	To circulate update on footpath 32	Email sent 13/2/24 to all councillors and staff
Cllr R Buckmaster	To write to East Herts Council to raise the issue of pupils parking in the	Email dated 18/2/24 Dear Cllr Buckmaster, Thank you for raising the observations and

	Leventhorpe swimming pool, restricting places for pool users.	concerns of customers regarding the car parking at Leventhorpe leisure centre. Please be reassured that I have spoken to the General Manager about the parking and this will be reviewed by them and the school. Kind regards Emily
Clerk	To add the information and links to the Town Council website	Website updated with useful link information

#### T23/47 ALLOTMENTS

**Received and noted** - Allotments Officer Report.

The Clerk updated the meeting on the West Road allotments being worked on by solicitors.

Cllr John Rider thanked staff on the allotment orchard development and raised the allotment association insurance and the town council responsibility may be crossing over.

#### T23/48 CEMETERY

**Received and noted** – Cemetery Officer Report

The Clerk reported that grass cutting had been affected by the poor weather.

#### T23/49 FOOTPATHS & OPEN SPACES

Cllr J Rider

- Raised the concerns with the path ownership on Faire Green.
- Footpath 22 had now been repaired next to the brook.
- Church Crescent water leak had been assessed by EHDC and stated it was on private land.
- The Clerk stated a two-week consultation had been raised for the tree removal on Jubilee trees. This finished on Friday 24<sup>th</sup> May and this can be part of the tree removal application being made.

Cllr Ruth Buckmaster asked if the goal area on the open land to the rear of the Orchard could be repaired as a big dip had been formed. Are the two bridges being built still from the Barratts site. The Clerk confirmed this work is imminent.

**ACTION** – Clerk to ask rangers to repair the goal area.

Cllr Simon Penney asked if the council are informed regarding cattle placement in Pishiobury Park. Cllr Ruth Buckmaster stated the farmer placed some of the cattle in the park today and East Herts Council were informed of this.

#### T23/50 OPERATIONS

The Clerk updated members on the Sawbobus and current repair issues.



The Lease was nearly complete for the Hailey Centre and will need to be signed and sealed soon.  
CCTV has been assessed and a new CCTV camera will be needed to be fitted next to Toplines Hairdressers to increase cover along Bell Street

Cllr John Rider raised the increase in squirrels and was concerned regarding damage they could cause to buildings and the fence at the rear of the Bell has been vandalised and needed repairing.

**T23/51 ECO-AUDIT WORKING PARTY**

Cllr Angus Parsad-Wyatt referred to Cllr Annelise Furnace and updated that he is exploring alternative solutions to EV charging points.

Cllr Simon Penney asked what was happening with the Hertfordshire Tree giveaway scheme as the website states it reopens in 2024.

Cllr Angus Parsad-Wyatt stated County Councillor Eric Buckmaster will be informed when this scheme will reopen. Several trees have been planted around the town from the previous giveaway and demand outweighs the supply across the County.

Cllr Simon Penney asked if bat boxes and hedgehog houses were being made locally.

**ACTION** – Clerk to write to Bob Reed and Gilly Squires to explore if projects were underway.

Cllr Angus Parsad-Wyatt asked if there was any update on the abandoned canal boat by the station.

The Clerk responded that this has been reported several times to the Canals and Rivers Trust but due to their high work load this may come lower down on the list of priorities.

**T23/52 TOWN ACTION PLAN**

To review status of the Town Action Plan, by Cllr A Parsad-Wyatt, who stated communication was key and regular meetings with himself and the Clerk should take place to review the plan and updates made at this meeting and at full town council meetings.

**ACTION** – Clerk to diary in regular meetings throughout the year with Cllr Angus Parsad-Wyatt.

**T23/53 HGV INCREASED MOVEMENTS IN THE TOWN**

To review the concern with the Sheering HGV restriction and the impact of increased use of local roads in the town by HGV's. Members of the meeting have not seen an increase in HGV movement in Station Road or surrounding streets but the A1184 appears to be the preferred route.

**T23/54 COUNCILLOR ENGAGEMENT**

River Day was the next event in the diary and councillors were encouraged to attend and support the event and use this as an opportunity for engagement.

**T23/55 STATION ADOPTION SCHEME**

Cllr Angus Parsad-Wyatt has a contact with the Men's Sheds scheme that may be able to make planters that can be used at the station.

Plants and appropriate planters were being explored that would be safe at the location.

**T23/56 ITEMS FOR FUTURE AGENDAS**

Cllr Ruth Buckmaster raised community tensions in Truswell Crescent over a parking restriction placed by the management company which has impacted on residents not in support of the scheme.

Cllr J Rider, asked to place winter maintenance programme on the next agenda to monitor the support in Sawbridgeworth.

Meeting ended at 8:19pm

**ACTIONS**

Owner	Action	Completed
Clerk	To ask rangers to repair the goal area in the park near to the Crescent.	Requested 29 <sup>th</sup> May 2024
Clerk	To write to Bob Reed and Gilly Squires to explore if projects were underway regarding hedgehog houses and bat boxes.	Email sent 28 <sup>th</sup> May 2024
Clerk	To diary in regular meetings throughout the year with Cllr Angus Parsad-Wyatt to review the Town Action Plan	Completed 29 <sup>th</sup> May 2024



# Appendix B

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# Sawbridgeworth Town Council

## Paper from the Allotments Officer

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To: Amenities Committee  
From: Laura Carter  
Subject: **Allotment Report July 2024**  
Date: 08 July 2024

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### **Proposed Amendment for Tenancy Agreements to be sent out with renewals October 2024.**

The Clerk and Allotment Officer would like to amend the tenancy agreement when renewals go out this year in September 2024, to include a time restriction for using machinery, due to a resident being woken on two occasions by a strimmer being used at 7am on a bank holiday. The Allotment Officer and Clerk propose that machinery should not be used on the sites until after 9am on weekends and bank holidays.

### **Water Charge**

Due to increased water costs, a suggested increase of 50p per half plot, per year from October 2024. This would bring the cost to £3.00 per half plot per year.

### **Notice of Price Increase**

It is suggested that allotment rents increase from £6.50 per rod, to £7.00 per rod, with a concessionary rental discount of 30% per rod, plus a charge for water of £3.00. This would bring the cost of a half plot (including water) to £38.00 per year from October 2025. If this is agreed, one year's notice will be given to tenants, as per their tenancy agreements.

### **General**

Regular site checks and boundary maintenance continues to be completed at all sites by the Town Ranger.

### **New West Road Site**

It is anticipated that the site will be transferred to us in the next couple of months.

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# Sawbridgeworth Town Council

## Paper from the Community Transport Officer

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To: Amenities Committee  
From: Laura Carter  
Subject: **Sawbobus Update July 2024**  
Date: 09 July 2024

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### New Sponsor

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

Sponsored by:



boylettslaw



### Sawbobus Break-in

Unfortunately, Sawbobus was broken into last week and the morning's service was cancelled as a result. A Forensic Office from Hertfordshire Police attended the scene 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.

# Appendix C

## Eco-Audit Working Group Meeting via Teams, 18 June 2024 at 12.00

Attendees: Cllr Annelise Furnace (AF) Chair; Bob Reed (BR); Hazel Mead (HM); David Royle (DR); Joanne Sargant (JS) Town Projects Manager; notes taken by DR. Apologies: Cllr Ruth Buckmaster (RB) [arrived part way through], Chris Hunt (CH), on leave.

*Note: Sarah Brown has left the group because of work commitments; we should consider a replacement from the community.*

### 1 STC Eco-Audit next steps

- JS has talked to 3 Acorns: online meeting scheduled for 27 June at 12 to discuss next steps, e.g. Green Town; all welcome; email JS if interested
- Donnachadh McCarthy impressed with Sustainable Sawbridgeworth and STC activities
- Sawbosaurus nature trail planned at Fun on the Field (JS/AF).

### 2 New support role and reporting for the group

- WG should support the work of STC and officers; maintain focus on issues like air quality/idling, food waste, recycling etc. and STC communications with residents
- ECAWG meeting notes will in future also be shared with SC Finance and Policy Committee
- DR felt we should involve businesses more in food waste/waste management and sustainability issues; ditto schools (Sustainable Sawbridgeworth has done some initial work on this).

### 3 EV Chargers

- Little progress from EHDC; **EB to email Tim Hoskin**; two levels of funding: HCC for on-street and destination parking, EHDC for car parks
- We need to follow up potential for chargers at COOP and SHELL, Maltings (STC); residential EV leasing (AF).

### 4 Energy Hub

- First event on Friday 7 June in Bell Street Car park; moved at short notice as Raynet vehicle parking near Reedings not possible
- Reasonably successful; about 100 contacts; leaflets distributed but physical example of heat pumps, solar panel, insulation lacking
- Focus on information/advice/signposting, not 'selling'; EB noted insulation grants available for those with incomes below £36k
- Planning approval for ASHPs remains an issue; to be clarified locally and nationally
- Next event at Fun on the Field on 31 August with Raynet vehicle; two more events booked/funded for Winter 2024 and Spring 2025, TBC.

### 5 River Day

- Successful and well attended; unfortunately, History Society couldn't attend; refreshment van welcomed (HM)
- BR reported lack of volunteers and poor access to river dipping sites because of moored narrow boats; status of water quality unclear; BR attended Stort Catchment conference, highlighted

issues but in a minority; Affinity Water biological control meeting on 20th to talk about fungus to weaken Himalayan balsam; lack of water plants noted in the river

- BR noted the need for practical solutions to reduced phosphates but that would require funding to improve the seven treatment plants. Flash flooding and development have caused water volume increases in the Stort
- AF asked if BR would speak to the STC Amenities Committee (**agreed**)
- JS offered to repeat appeal for Citizen Science volunteers and contact Leventhorpe about student support (Science students, DoFE etc.)

## **6 Citizen Science Group (covered above)**

## **7 Sustainable Sawbridgeworth**

- Ongoing focus on air quality: Clean Air Day stall on Bell Street on 22 June; still awaiting access to real-time AQ monitoring data from London Road monitor (EHDC), delayed by election
- Resurfacing of Footpath 9 as a healthier all-weather route to Leventhorpe awaiting action by HCC/EB (locality budget survey) or inclusion in the forthcoming LCWIP (EB), which would mean more delay
- EB noted the lack of common AQ campaign branding across HCC and EHDC.

## **8 Allotments**

- HM reported establishment of orchard on Southbrook allotment and upcoming meeting with Woodland Creation Project Officer about trees/hedges; HCC Your Tree Our Future offer also available (EB); Affinity Water grant on 'rooting for wild life' to be explored
- HM will contact other allotments to see what they are doing; Community Allotment ongoing at Bullfields; West Road allotments coming soon.

## **9 Upcoming engagements: LCWIP, Local Nature Recovery Plan**

- LCWIP consultation starts on 8 July (EB)
- LNR Plan: water a big issue (chalk streams, sewage discharges, flooding control measures etc.); analysis of species and sites ongoing then engagement with stakeholders (landowners etc.); meeting with Environment Agency, Wildlife Trust, Natural England
- Pishiobury LNR still not properly registered.

## **10 AOB**

None

## **Next Meeting dates**

- **17 September**
- **21 January**
- **15 April**