

# Sawbridgeworth Town Council

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**MAYOR**  
Cllr Ruth Buckmaster  
**TOWN CLERK**

**Richard Bowran** BSc.(Hons) MILCM

To: Cllrs Adamopoulos, Alder, Beeching, Burmicz, Coysten and Riches

## AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 17 July 2017** at about 8.00pm following the meeting of the Planning Committee at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink that reads 'Richard Bowran'.

Town Clerk  
11 July 2017

## AGENDA

- A17/01 ELECTION OF CHAIRMAN AND VICE CHAIRMAN**  
To elect a Chairman and Vice Chairman of the committee for the civic year 2017/18
- A17/02 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- A17/03 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Amenities Committee.
- A17/04 DECLARATIONS OF INTEREST**  
To receive any Declarations of Pecuniary Interest by Members
- A17/05 MINUTES**  
To approve as a correct record the minutes of the Committee Meeting held on 13 February 2017 (A03)  
[Appendix A]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- A17/06 TERMS OF REFERENCE**  
To consider Terms of Reference for the Committee and recommend that they be adopted by the Council.  
[Appendix B]

**A17/06 ALLOTMENTS**

To report on matters relating to Allotments

- Allotment Association
- Water supplies
- Bullfields
- Southbrook
- Vantorts
- Bellmead
- Waiting list

**A17/07 CEMETERY**

To report on matters relating to the Town Cemetery

- Inspections
  - Compliance with Regulations
- Maintenance
  - Equipment
  - Sub-contractors
  - Benches
- Development
  - Marketing

**A17/08 FOOTPATHS & OPEN SPACES**

To report on matters relating to Footpaths and Open Spaces

- Bullfields
  - Inspection and maintenance
    - Play equipment
    - Litter clearance
    - Grass cutting
- West Road
  - Inspection and maintenance
    - Play equipment
    - Litter clearance
    - Grass cutting
- Other areas
  - Bell Street flower beds
    - Maintenance
    - Infestations
  - London Road flower beds
    - Maintenance
- Town Green
  - Update report
- Fair Green
  - Development
  - Maintenance
- Footpaths
  - General state
- Rivers Heritage Orchard
  - Update report on licencing obligations
  - Volunteer group
  - Grass cutting

**A17/10 OPERATIONS**

To report on matters relating to Operations

- Community Transport
  - Sawbobus
  - Hire minibuses
- Events
  - Fun on the Field
  - WW1 - Hertfordshire memorial
  - Christmas Lights

**A17/09 CIVIC AMENITIES**

To report on matters relating to Civic Amenities

- Ranger activities
  - Report on current working arrangements for the summer season
  - Sub-contracting works for Gilston and Eastwick PC, SYPRC and RHSO
- Facilities at The Manor
  - Chamber
  - Police Suite
  - CCTV
  - Radio scheme.
- Floral Displays
  - Displays for summer 2017
- Public Conveniences
  - To review developments with EHDC on the Bell Street proposition
- War Memorial Repairs
  - To review the activities of the Task and Finish Group.
- Citizens Awards
  - To consider a change of name and format for these annual awards