

SAWBRIDGEWORTH TOWN COUNCIL

AMENITIES COMMITTEE

Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20.00 hrs. on **Monday 17 July 2017**.

Those present

Cllr Angela Alder
Cllr Roger Beeching
Cllr Ruth Buckmaster

Cllr John Burmicz
Cllr Pat Coysten

In attendance:

R Bowran - Town Clerk

1 member of the public

Joanne Sargent – Town Projects Manager

A17/01 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

To elect a Chairman and Vice Chairman of the committee for the civic year 2017/18

Cllr Beeching was elected chairman of the committee for the civic year 2017/18 [*prop Cllr Alder; secd Cllr Burmicz*]

Cllr Burmicz was elected vice chairman of the committee for the civic year 2017/18 [*prop Cllr Beeching; secd Cllr Coysten*]

A17/02 APOLOGIES FOR ABSENCE

Apologies received from Cllr Sotirios Adamopoulos and Cllr Heather Riches – both on holiday.

A17/03 PUBLIC FORUM

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

A17/04 DECLARATIONS OF INTEREST

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

A17/05 MINUTES

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

- 13 February 2017 : A03 [*prop Cllr R Buckmaster; secd Cllr Burmicz*]

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

A17/06 TERMS OF REFERENCE

To consider Terms of Reference for the Committee and recommend that they be adopted by Council

Amendments were made to reflect the added remit of the Committee and **Recommended:** for adoption by council.
[*prop Cllr Burmicz; secd Cllr Coysten*]

A17/07 ALLOTMENTS

To report on matters relating to Allotments

- Allotment Association. On-going dialogue between Admin Officer and chairmen of the two associations. Sub-contractors being used for maintenance. A higher degree of boundary maintenance will need prioritisation and budget consideration for 2018/19.
- Water Supplies. Several repairs carried out to taps. Council have committed to extend the water supply line on the Southbrook site.
- Sites.
 - Bullfields. Some sites being prepared. Request for a site by U3A will be met shortly. Housing Association will be allowed access to the site to reinstate damaged fencing.
 - Southbrook. Nothing specific to report.
 - Bellmead. Nothing specific to report.
 - Vantorts. Nothing specific to report.
- Waiting List. Is now down to 14 applicants. In answer to a question Clerk confirmed that plot sizes were being halved when becoming vacant. In answer to another question Clerk confirmed that the previously agreed rent increases will be notified to tenants in August/September.
- Site visits to be arranged for members of the committee

A17/08 CEMETERY

To report on matters relating to the Town Cemetery

- Inspections
 - On-going concentration on compliance with cemetery regulations.
 - More clients are coming to the council direct rather than going through funeral directors.
- Maintenance
 - Equipment. Purchase of a mulching mower which has proved a great success in a better cut and reducing the amount of grass cuttings for disposal.
 - Sub-contractors
 - Benches
- Development
 - Marketing. Cemetery manager to provide a proposal for the production of a cemetery brochure
- Site visits to be arranged for members of the committee

A17/09 FOOTPATHS & OPEN SPACES

To report on matters relating to Footpaths and Open Spaces

- Bullfields
 - Play Equipment. Weekly inspections carried out and currently vandalism noted. RoSPA qualification obtained by Town Projects manager. Statutory inspection once a year.
 - Litter Clearance. Now arranged directly by SYPRC management.
 - Grass Cutting. Carried out under sub-contract as and when requested by SYPRC management. Call for

cutting to be lower than at present. Ride-on mower to be adjusted to suit.

- West Road
 - Play Equipment. Weekly inspections carried out and currently vandalism noted. RoSPA qualification obtained by Town Projects manager. Statutory inspection once a year.
 - Litter Clearance. Carried out weekly by Ranger.
 - Grass Cutting. Carried out weekly by Ranger
 - Complaints about intrusion by dogs. Need to investigate segregating the Right of Way that passes through the play area.
- Other Areas
 - Bell Street Flower Beds.
 - Maintained and are in a good state.
 - London Road Flower Beds.
 - Sub-contractor has maintained and cleared the beds.
 - EHDC have been constructive in their attack on the rat infestation caused by access through damaged sewers.
 - Clerk to approach HCC concerning a permanent solution to the collapsed sewers and the sinking of areas of the site.
- Town Green
 - Nothing to report pending EHDC decision on granting access for potential building works at Central Surgery.
- Fair Green
 - Consideration of the best use of the area now that the council has become the Lord of the Manor.
 - Suggestion that this was a possible venue for a weekly produce market. Members to sound out opinion of local people.
 - Town Project Manager to present a paper on the possibilities for such an event.
 - Discussion with EHDC regarding the responsibility for the future care and maintenance of the green.
- Footpaths
 - General state is fair.
 - Key areas which are under current investigation and for resolution are:
 - Kings Head Court to London Road
 - Southbrook to the river – if ownership is established this may well need a substantial budgetary consideration in 2018/19.
 - School Lane/Leventhorpe.
 - Site visits to be arranged for members of the committee
- Rivers Heritage Orchard
 - Licencing obligations. Council still have to fabricate and install Permissive Rights notices.
 - Volunteer Group. Continue with their maintenance days. Have asked for costings for the provision of equipment and services for the October Apple Day event.
 - Grass Cutting. Volunteer group are now cutting paths and will only ask for council to do this *in extremis*.

A17/10 OPERATIONS

To report on matters relating to Operations

- Community Transport
 - Sawbobus. Clerk is considering future funding and is examining the possible application of an s22 operator's licence.
 - Hire minibuses. The oldest minibus has now been disposed of and a refund of insurance premiums obtained. The remaining hire minibus is being well utilised. We have been able to assist BSMT by lending this vehicle to cover a breakdown.
- Events.
 - Fun on the Field. Members wished it to be recorded that the Town Projects Manager, Joanne Sargant, had yet again created a first class event which was even better than the year before. Reported that the budgeted profit of £500 had been met and also that £400 was available for distribution to the canine charities. Discussion around future events and maybe an expansion into another venue, possibly Pishiobury Park.
 - WW1 Herts at War. Dedication of Hertfordshire memorial at Siint Juliaan. Party of 20 going to the Ypres area from Sawbridgeworth on 29-31 July.
 - Christmas Lights. The annual major event is now in the planning stage.

A17/11 CIVIC AMENITIES

To report on matters relating to Civic Amenities

- Ranger Activities.
 - In addition to his duties at the cemetery and Pay areas, the Ranger is subcontracted to water plants at Gilston & Eastwick and cut grass at SYPRC.
- Manor Facilities.
 - Chamber continues to be hired out for occasional functions and is a free of charge venue to nominated groups. CAB use a room on one Monday morning a month.
 - Police Suite. Continues to be actively used as an office and as a meeting venue.
 - CCTV monitoring station. Is in frequent use mainly in support of the police.
 - Radio Scheme. Clerk has expressed practical support for the police/EHDC joint initiative to introduce a radio scheme for connecting businesses.
- Floral Displays
 - Budget consideration to be made in 2018/19 for a complete change to town hanging baskets.
- Public Conveniences.
 - There have been no further proposals made by EHDC in respect of the renewal and responsibilities project.
- War Memorial Repairs
 - Clerk confirmed that all information and opinion from the Diocesan Advisory Committee had been passed to Abbey

Memorials for consideration and firming up on pricing and project.

- Citizens Awards.
 - Members to consider a change of name and format for these awards and present their ideas at the next meeting of the committee.

Meeting ended at 22.05