

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 16 July 2018**.

Those present

Cllr Angela Alder (ex-officio)
Cllr Roger Beeching
Cllr John Burmicz

Cllr Pat Coysten
Cllr Annelise Furnace

In attendance:

R Bowran - Town Clerk

Joanne Sargant – Town Projects Manager

A18/01 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

To elect a Chairman and Vice Chairman of the committee for the civic year 2018/19

Cllr Burmicz was elected chairman of the committee for the civic year 2018/19 [*prop Cllr Beeching; secd Cllr Alder*]

Cllr Beeching was elected vice chairman of the committee for the civic year 2018/19 [*prop Cllr Alder; secd Cllr Burmicz*]

A18/02 APOLOGIES FOR ABSENCE

Apologies received from Cllr Heather Riches – no reason given.
Cllr Sotirios Adamopoulos was absent

A18/03 PUBLIC FORUM

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

A18/04 DECLARATIONS OF INTEREST

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

A18/05 MINUTES

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

- 14 May 2018 : A04 [*prop Cllr Alder; secd Cllr Beeching*]

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

Minute A17/28. Cllr Beeching asked if Cllr Royle had reported back on matters relating to FP27. As the answer was no, the Clerk was asked to obtain an update.

A18/06 ALLOTMENTS

To report on matters relating to Allotments

- Water Supplies. Extension of the water supply line on the Southbrook site has been completed.
- Sites.
 - Bullfields. Several new tenancies agreed.

- Southbrook. Looking good, several letters of caution about plot condition have been sent.
- Bellmead. Nothing specific to report.
- Vantorts. Nothing specific to report.
- Waiting List. Is now down to 11 applicants.
- Site visits to be arranged for members of the committee

A18/07 CEMETERY

To report on matters relating to the Town Cemetery

- Inspections
 - Many recent compliments have been made about the state of the site.
 - More clients are coming to the council direct rather than going through funeral directors.
 - Trend towards cremations and ashes scatterings around memorial trees.
- Maintenance
 - Sub-contractors. Agreed in principle to offer a fixed hours contract to the casual worker at the cemetery.
 - Equipment. Purchase of a PPE and minor equipment to facilitate extra work.
 - New F-Section is not ready for use and needs some basic ground care to prepare it.
- Development
 - Marketing. Cemetery manager to provide a proposal for the production of a cemetery brochure
 - Cemetery Manager introduced the idea of providing facilities for different religious preferences including the possibility of building a Mausoleum.
 - Two further quotation are still to be obtained for the roadways extension and visitors car park.
- Site visits to be arranged for members of the committee in the autumn

A18/08 FOOTPATHS & OPEN SPACES

To report on matters relating to Footpaths and Open Spaces

- Bullfields
 - Play Equipment. Weekly inspections carried out. Statutory inspection once a year. STC are no longer able to carry this task out *pro-bono*.
 - Emphasised that it was the responsibility of the SYPRC management committee to carry out inspections and a member of that committee will need to be trained in inspection.
 - Litter Clearance. Now arranged directly by SYPRC management.
 - Grass Cutting. Carried out under sub-contract as and when requested by SYPRC management.
- West Road
 - Play Equipment. Weekly inspections carried out. 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
 - Noted that there will have to be significant maintenance on sunken wet-pour areas.
- Other Areas
 - Bell Street and London Road Flower Beds.

- Need to consider new methods of maintenance as current ones are not satisfactory.
- Town Green
 - Nothing to report but suggestions made for TC to take over asset and create a public space useful for events and a potential market.
- Fair Green
 - Discussion with EHDC regarding the responsibility for the future care and maintenance of the green.
- Footpaths
 - General state is fair.
 - Site visits to be arranged for members of the committee
- Rivers Heritage Orchard
 - Licencing obligations have to be met.
 - Volunteer group is now independent financially of the Town Council and continue with their maintenance days.
 - Significant tree work Beech Hedge maintenance a scrub land clearance is needed. Part funder by the landowner, part funded by Rivers Hospital and part funded by the TC.

A18/09 OPERATIONS

To report on matters relating to Operations

- Community Transport
 - Sawbobus. Clerk is considering future funding and is applying for an s22 operator's licence.
 - Fiat vehicle remains off the road for repairs under warrantee and service has been maintained by the use of STC's hire vehicles.
 - Hire minibuses. The Ford vehicle had been extensively damaged in an accident on our land and is subject of an insurance claim. The Mercedes vehicle has been used extensively in support of Sawbobus.
- Events.
 - Fun on the Field. Highly successful fifth event.
 - Christmas Lights. The annual major event is now in the planning stage.

A18/10 CIVIC AMENITIES

To report on matters relating to Civic Amenities

- Ranger Activities.
 - Now on summer hours and is subcontracted to water plants at Gilston & Eastwick and cut grass at SYPRC.
- Manor Facilities.
 - Redecoration programme will be started this summer.
 - Radio Scheme. Not currently a success and needs to be reviewed with the police.
- Floral Displays
 - Budget consideration to be made in 2018/19 for a complete change to town hanging baskets.
- Public Conveniences.
 - Meeting with EHDC has rejuvenated project and quotations to be updated. Proposal to be placed before council in September for consideration before the 2019/20 budget process.
- War Memorial Repairs

- Clerk confirmed PCC had approved scheme, DAC are being most helpful, submitting detailed work programme.
- Community Champions Awards.
 - Topic to be included on future agendas.

Meeting ended at 21:25