

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on ~~Monday~~ <sup>30 September</sup> 2019.

### Those present

Cllr Angela Alder	Cllr Peter Gray
Cllr Annelise Berendt Furnace	Cllr Steve Jones
Cllr Eric Buckmaster	Cllr Spencer Richards
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	

### In attendance:

8 members of the public	Reporter from – BS Independent
PCSO Amanda Higham	
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager

Welcome by the Town Mayor who also said Prayers

### 18/60 APOLOGIES FOR ABSENCE

Received from Cllr Coysten – unwell and Cllr Patel.

### 18/61 RESIGNATION OF COUNCILLOR

Noted the resignation of Cllr Donald Hall. Clerk advised on the legal process to deal with the vacancy thus created. If an election has not been called for by 17:00 on 08 October the council will be free to co-opt to fill the vacancy.

**Resolved:** To defer appointing Members to sit on the committee now created until a new Member is in place.  
*[prop Cllr Alder; secd Cllr Gray]*

### 18/62 DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of interest by Members.

### 18/63 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council.

**Mr Bobby Rooney** addressed the meeting with a criticism of remarks made by the mayor, on social media in July, in response to water bombs being thrown at vehicles at Sheering Mill Lock.

*The mayor responded, however Mr Rooney persisted in his address with intemperate language and was asked to leave the meeting. He did so.*

**Mrs Angie Rooney** spoke in support of her husband but became increasingly distressed at the address and was consoled by another member of the public.

**Mrs Hazel Mead** asked about FP27 and what would be the extent of the re-work.

*Cllr E Buckmaster said he would address the issue in his county councillor's report.*

Mrs Hazel Mead asked about V.E. Day celebrations and said the Local History Society were keen to be involved and that the Memorial Hall was available.

*Points were noted and would be discussed at the agenda item on the subject.*

**18/64 MINUTES**

To approve as a correct record the minutes of the Meeting of the Town Council held on 29 July 2019 (M03)  
*[prop Cllr Alder; secd Cllr R Buckmaster]*

**18/65 PLANNING COMMITTEE**

*Received and noted:* The minutes of the Planning Committee Meeting held on:

- 29 July 2019 (P05)

*Received and noted:* The draft minutes, including the comments made under delegated authority in August 2018, of the Planning Committee Meeting held on:

- 09 September 2018 (P06)

**18/66 ECONOMIC DEVELOPMENT & STAP COMMITTEE**

*Received and noted:* The draft minutes of the Economic Development and Sawbridgeworth Town Action Plan Committee Meeting held on:

- 09 September 2019 (E02)

**18/67 FINANCE & POLICY COMMITTEE**

*Received and noted:* The draft minutes of the Finance & Policy Committee Meeting held on:

- 09 September 2019 (F02)

**18/68 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive and note Mayor's appointments and communications.

Clerk reported a letter sent to the mayor by an allotment tenant threatening a County Court Claim and a complaint to the Local Government Ombudsman.

*Clerk advised actions and resolution that had been proposed since June which left no cause for action to be taken.*

Appointments - attached

**18/69 REPRESENTATIVES REPORTS**

To receive representatives reports from:

- o County Councillor E Buckmaster – attached noted in addition:
  - o Affinity Water will be closing Bell Street including the car park on Sunday 27 October
  - o Burnside double yellow lines, funded from s106 money has now gone to consultation for a T R Order
  - o FP27 near the churchyard will be commenced this year at a cost of £20,000 followed by a further £15,000 next year
  - o New town signs incorporating twinning with Moosburg are under way, final locations to be confirmed
  - o Three Mile Pond double yellow lines will be installed this year
  - o Vantorts Road, bollards are not feasible because the road

is too narrow, however road markings will be refreshed. There will be public engagement to consider a 20mph zone in the town.

- o A consultation before Christmas on a one way system for Sheering Mill Lane
- o Waiting restrictions in Bullfields will be considered in the new year
- o High Wych Road speed and volume test made to consider 20mpg zone outside the school
- o Warning sign will be installed at the turn left exit from Knight Street into Station Road
- o The Leventhorpe school extension will commence in September 2022 and phased according to local demand
- o A presentation by Herts Highways on ideas for the West Road junction and for other pedestrian ideas in the town.
- o District Councillor Alder - attached
- o District Councillor R Buckmaster - attached
- o District Councillor Burmicz
- o Hertfordshire Police – PCSO Amanda Higham reported:
  - o Priority setting for the next three months will focus on thefts of and thefts from motor vehicles
  - o St Marys Churchyard will not be ignored after the success of the last three months.
  - o Mini police will have baseball caps and a digital camera thanks to the grant from the town council.
- o Other Representatives & Champions
  - o Cllr Royle – Dep Mayor, Schools and Footpaths - attached
  - o Cllr R Buckmaster – SYPRC - attached
  - o Cllr Alder - HAPTC - attached

**18/70 DISTRICT PLAN**

To report on latest information relating to the following proposed developments:

- Gilston Villages [Ref: 3/19/1045/OUT]. A Neighbourhood Plan is now being prepared.
- Land north of Sawbridgeworth (SAWB4) [Ref: 3/18/2735/FUL]. No local progress is reported.

**18/71 CLIMATE CHANGE**

A motion was proposed by a Member who said there was a clear appetite from the public:

**Resolved:** That this Council fully supports the Climate Emergency motion approved by Hertfordshire County Council on 16 July and the Climate Change motion approved by East Herts Council on 24 July 2019 and commits itself to:

- Ensuring that its own carbon footprint is minimised as much as possible
- Working with County and District councils to clarify, maximise and publicise recycling opportunities for residents, schools, community groups and businesses
- Supporting local action groups and businesses which support recycling
- Including recycling in its Town Action Plan, following discussion with residents
- Receiving updates on County and District action plans through its County and District Council members' reports at

each full Council meeting.'  
[prop Cllr Roylo; secd Cllr Furnace]

**18/72 SAWBRIDGEWORTH STATION**

To consider the council's response to the statement by Greater Anglia that the opening hours of the booking hall at Sawbridgeworth station are to be reduced from the current 6am - 8pm to 6am - 2pm from mid-November, Saturday and Sunday to remain the same.

Clerk was asked to write to Greater Anglia expressing the council's concern and to copy in Mark Prisk MP.

**18/73 V.E. DAY CELEBRATIONS 2020**

Discussion on arranging a town event on 08 May 2020 to celebrate the 75<sup>th</sup> anniversary of V.E. Day. Agreed to support any initiative taken by the Local History Society and to hear their proposals at a future council meeting..

**18/74 RIVERS ORCHARD SITE**

**Resolved:** To authorise the Clerk to sign the renewal of the Licence Agreement with Deville Estates, under the same terms as the current Licence, from 13 October 2019 for a further three years until 13 October 2022.

[prop Cllr E Buckmaster; secd Cllr R Buckmaster]

**18/75 OFFICERS REPORTS**

**Received and noted:** Officers' reports:

- Town Clerk - attached
- Town Projects Manager – attached

**18/76 DEPOSIT & CONSULTATION DOCUMENTS**

There were no Documents for Noting and Consultation.

**18/77 FINANCIAL REPORT**

**Noted:** The current Financial Report.

**18/78 ACCOUNTS FOR PAYMENT**

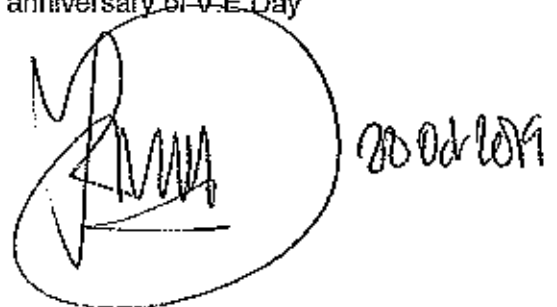
**Noted and Approved:** Accounts for payment.

**18/79 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

- Presentation on the development of Pishiobury Park by Bob Reid
- Plans for celebrating the 75<sup>th</sup> anniversary of V.E. Day

Meeting closed at 21:14



A handwritten signature, possibly 'M. Prisk', is enclosed in a large circle. To the right of the circle, the date '20 Oct 2019' is written.

1. PAG Meeting: 24<sup>th</sup> September at EDHC: Covering Planning for the District: Angela very vocal on behalf of Sawbridgeworth: New Development controls figured highly and I would like to hear further what will be put into place regarding new builds.
2. 24<sup>th</sup> August: Big School Concert in Hertford: Unfortunately unable to attend this one although the previous on which we did attend was pretty good and a great advert for the Hertfordshire Youth Orchestra.
3. 31<sup>st</sup> August: Fun on the Field: Congrats to all involved in the set up and running: excellent job all round. Personally had to do the Primary Pooch of the Parish Competition: Bit late for that as I had my messenger was interrupted in her mission by some quantity of ice cream. However, the dog chosen was overly enthusiastic and we had to get to grips with the situation to get some good snaps. Then followed by the best selection produce in the Parish with Christine Walkden from GQT: excellent afternoon. Prizes awarded. Cake cut! Photo opportunities for a lot of people. Upshot of this is that we may well organise a spring grow your own initiative with her in the local junior schools to make kids aware that food has to be grown and that they can grow it too. She is quite happy to get involved with that and thanks to Hazel for being an effective intermediary in this.
4. 13<sup>th</sup> September: received the mission from Bry-Sur-Marne at Levonthorpe.
5. 14<sup>th</sup> Septemeber: the evening of La Grando Bouff!! Meal organised at the memorial hall and all went well there. Food was very nice. No Rost Biff. Gifts exchanged. Mayor really nice chap.
6. 19<sup>th</sup> September: Quiz night supporting Bereaved Parents of Still Born Children at the George IV. Excellent evening: raised £200 for the charity there and with the coffee morning about 2 weeks before, the total was close on £2000.
7. 20<sup>th</sup> September: Supported the "Flying High" recruitment evening at the 309 ATC. Reasonable evening. Not too sure how many recruits that we have although I am sure that Andrew will inform me of numbers soon.
8. 25<sup>th</sup> September: Attended the Police Priorities evening: interesting...
9. 28<sup>th</sup> September: Selfie Walk was just wonderful. Many thanks to the Police and School representatives who manned stands. Many thanks also for top organisation as always from STC. Lots of enthusiastic kids as well as parents quick to correct manners if required.
10. 29<sup>th</sup> Sunday Thanksgiving service at the Congregational Church. As always Gary put on a great show. Would have been nice to see a few more councillors there. Lovely service.

Other attendances to which we were invited unofficially but as Mayor you get these things:

1. 2<sup>nd</sup> September: PAFM at Northolt: wreath laying at the Memorial. 301 SqDN.
2. 15<sup>th</sup> Sept. Bob Memorial Quiz @ Verulamius Abbey.



## County councillor report Sept 2019

### **Secondary school applications for 2020**

The new school year may just be about to start but Hertfordshire County Council is reminding parents and carers to start planning ahead for next year. The application process for secondary schools (including upper schools and university technical colleges) opens this week, Monday 2 September. Parents or carers of children starting secondary school in September 2020 should make sure they apply for a place in good time. The easiest way to apply is to visit [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) and complete the online application form. Online applications can be amended any time before the closing date and applicants can access their school offer before allocation letters are received and accept their school allocation online. Last year, 99 per cent of parents applied this way and found the system quick, easy and secure.

Before making an application, parents and carers are strongly advised to visit schools and attend the information evenings to help them make their preferences. Leaflets outlining all the secondary and upper school open evenings were distributed in July but the information is also available on the online school directory at [www.hertfordshire.gov.uk/schoolsdirectory](http://www.hertfordshire.gov.uk/schoolsdirectory).

**The closing date for secondary applications is Thursday 31 October 2019 and it is vital that parents make their applications on time.** All the information they need about the secondary transfer process is available at [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions). Parents without internet access can request a paper application form that must be returned direct to the Admissions and Transport team. Application forms cannot be returned to primary or secondary schools.

**The Under 11s application process (for applications to primary, junior and middle schools) opens on Monday 4 November 2019 and the closing date is 15 January 2020.** Information will be distributed to parents and carers in early November.

Parents are advised to check [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) for any updates to the published admission arrangements or timescales and for advice on where to find extra help about applying for places.

### **Summer programme gives young people alternative life choices**

90 young people from across Hertfordshire have taken part in a full-time two-week summer programme aimed at equipping them with the skills and knowledge needed to make positive life choices. The Positive Alternatives programme was launched by YC Hertfordshire, Hertfordshire County Council's youth service, earlier this year in response to a growing demand to help young people find alternative pathways to becoming involved in violence, knife crime and gang culture.

The summer programme took place in YC Hertfordshire centres in Welwyn Hatfield, East Herts, Broxbourne, Watford, Three Rivers, North Herts and Stevenage.

The programme, led by YC Hertfordshire youth workers, included exploring: identity and belonging, gang culture, stereotypes and gender, responsibilities, county lines, knife crime and reducing use of weapons. Young people also took part in multi-sports sessions and music recording as well as practical workshops in First Aid where they learned how to give CPR. For details of all the youth work projects and programmes delivered by YC Hertfordshire, including the evening term time Positive Alternatives programmes, please visit [www.ychertfordshire.org](http://www.ychertfordshire.org)

**Hertfordshire's blue badge scheme extended.** Hertfordshire County Council is extending its blue badge scheme to cover people who suffer from non-visible disabilities.

About 2.35 million people in the UK have blue badge permits because they have physical mobility difficulties or are registered blind. The scheme means people with physical disabilities can park closer to their destination, making everyday tasks easier and reducing loneliness and isolation. Under new criteria people with hidden disabilities, including autism and mental health conditions will also be able to get access to blue badges, removing the barriers many face when travelling.

Applicants, including those who cannot drive and are passengers, might be eligible for a blue badge if they severely struggle to get from their vehicle to their destination. They would also need to either:

- be a constant risk to themselves or other people in traffic or car parks
- severely struggle to plan or follow a journey
- find it difficult or impossible to control their actions and lacks awareness of the impact they could have on others
- regularly has intense and overwhelming responses to situations causing temporary loss of behavioural control
- frequently become extremely anxious or fearful of public/open spaces

The new criteria for blue badge applications will come into force from 30 August 2019. To find out who is eligible and how to apply visit [www.hertfordshire.gov.uk/bluebadge](http://www.hertfordshire.gov.uk/bluebadge).

**Hertfordshire County Council is encouraging young people to apply for a SaverCard before the start of the new school term.**

For the last 22 years Hertfordshire County Council has been operating and funding a scheme that offers half-price bus travel to 11-18 year olds across Hertfordshire, any day of the week, anytime of the day and on single and return journeys. Last year over 12,500 cards were bought and issued which the County Council subsidised with over £1.5m of funding.

The Hertfordshire SaverCard offers half-price bus travel on all Hertfordshire bus services for as little as £15 a year. This cost would be covered by purchasing just 11 single or return bus tickets\*. Young people don't automatically get a reduced fare, and would normally have to pay for an adult ticket. To make bus travel a more affordable and attractive option the county council has teamed up with local bus companies to provide the Hertfordshire SaverCard scheme and from September Hertfordshire SaverCard will be extending to cover 19 years olds as well.

A Hertfordshire SaverCard currently costs £15 a year if purchased online, or £20 if purchased in other ways. The last price increase was in 2012 but this year the cost will increase by £5 a year from 1 September 2019. All applications received before September will avoid the price increase.

To apply and for terms and conditions visit [www.hertfordshire.gov.uk/savercard](http://www.hertfordshire.gov.uk/savercard)

**Intalink Enhanced Partnership Public Consultation. Intalink Bus Strategy** sets out in greater detail our plans to grow the local bus network to support this shift. The Hertfordshire bus network already moves over 30 million passengers per year and we have big ambitions for growth. This will involve giving greater priority to bus services in traffic, making sure information is easy to access and raising standards of operation across the county.

However, buses currently carry just 3% of journeys to work in Hertfordshire, less than half the national average. 53% of journeys to work by all modes are under 10 miles, and many more residents travel to stations to access rail services to London daily. There is clear potential for growth, and Local Transport Plan 4 acknowledges that with 175,000 additional residents by 2031,

it will not be acceptable in environmental, economic or social terms to continue to depend on cars in the way we currently do.

We want to work in close partnership with bus companies to make it even more successful. We will use new powers granted to us by the recent Bus Services Act to strengthen the existing Intalink partnership to ensure together we deliver more for passengers. This will be County, Districts and Bus companies working together to prioritise bus and coach services in traffic; improve the image of bus travel; upgrading bus infrastructure; closer integration of the network and smarter use of data. Here is the consultation link...

<https://www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/intalink-enhanced-partnership-public-consultation.aspx>

### **Hertfordshire rights of way map now available at your fingertips**

**Over 2,000 miles of Hertfordshire's public countryside footpaths, bridleways and byways are now available on Google maps.**

Launched this month, the new tool – believed to be one of the first developed in the country – means the map can be loaded onto a smartphone, making it easier for users to follow their position on the map as they go.

Developed by Hertfordshire County Council's Countryside and Rights of Way staff, along with colleagues in the Web Team, this innovation will make the county's rights of way much more accessible and help promote them to new digital audiences.

To find the Google map and try it out, visit [www.hertfordshire.gov.uk/rowmap](http://www.hertfordshire.gov.uk/rowmap)

### **Sexual health services at the touch of a button**

**Sexual Health Week 2019 launches on Monday 16 September, and to mark the occasion Hertfordshire County Council has launched a new interactive map of local sexual health and contraception services.**

The map is just one of a raft of services and support available across Hertfordshire to help residents have good sexual health. The full range of information is available at:

[www.hertfordshire.gov.uk/sexualhealth](http://www.hertfordshire.gov.uk/sexualhealth)

Some sexually transmitted infections (STIs), such as syphilis and gonorrhoea, are on the increase, so the council is also taking the opportunity to remind residents of the importance of using a condom – especially those in a new relationship, whatever their age.

Condoms are an effective way of preventing STIs. The interactive map shows where free condoms are available and there is a short film on the website to remind people how to use them correctly. Free confidential chlamydia screening for people 24 years and under is available from a number of participating pharmacies. YC Hertfordshire offers free condoms and chlamydia testing to young people through its Access Points. Visit [www.ychertfordshire.org/support-for-young-people/yc-hertfordshire-access-points](http://www.ychertfordshire.org/support-for-young-people/yc-hertfordshire-access-points)

### **Recent High Wych speed data from monitor near church on dates below.**

Direction:	North East	Direction:	South West	Bi Directional
Date	Mean Speed		Mean Speed	Mean Speed
14/06/2019	29.8		33.1	31.4
15/06/2019	30.5		34	32.3
16/06/2019	31.3		34.4	32.8



17/06/2019	29.2		36.3	31.6
18/06/2019	30.4		36.9	31.9
19/06/2019	29.7		35.8	33.8
20/06/2019	30.2		33.5	31.8
Average	30.2		34.9	32.2

## DISTRICT COUNCIL REPORT – SEPTEMBER 2019

- 9<sup>th</sup> September      Attended the E.H Dementia Action Group at Hertford in my role as Loneliness Isolation and Dementia Champion at E.H. The session was mainly devoted to the various actions that had been taken by groups and centres in connection with the Alzheimer week. It was interesting to learn about the work being done in farming and rural communities particularly in relation to loneliness.
- 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> September – see Cllr. Buckmaster’s report and Clarion Futures report – Cllr. Furnace
- 24<sup>th</sup> September      Attended the “Inspiring Communities Together Conference” in Hatfield. The emphasis was on loneliness and discussion in the workshops centred on how best to combat and alleviate loneliness. Three speakers highlighted schemes they were involved in, “Roach Out Hospital to Home”, “Neighbours Together” and the “Chatter Table” at Hertford Theatre.
- In the evening I attended the PAGO meeting in Hertford where we discussed the Annual Leisure Contract Report. In relation to the Leventhorpe Pool and Gym I asked the team to look at how some of the comments made by users of the pool could be implemented. It was agreed to forward those comments to the Executive along with the comments in relation to Fanshaw’s pool. Both these pools are on school premises. Members may be pleased to know that to publicise the availability of Sec 106 funding to potential organisations a new webpage has been created and will go “live” when the new East Herts website is launched. It explains what Sec 106 is and provides advice on how to bid for funding, with a simple online expression of interest form for initial enquiries. The monies will only relate to developments within each ward area. It was noted that the monies for the Sawbridgeworth conveniences will be released shortly as the upgrade takes place.
- 25<sup>th</sup> September      Attended the Police Priorities meeting when the local police reported that the summer had been relatively quiet. The priorities going forward will focus on the theft of cars and theft from vehicles left with personal items on display or in unlocked vehicles.
- 26<sup>th</sup> September      Attended the Community Wellbeing Forum (the E.H. Champions Group) where we share good practise in our each individual roles. It is encouraging to see the new acknowledgement that the impact of loneliness, isolation and dementia benefits from input from all strands of community life to enhance wellbeing for our residents.

In the afternoon I met with Mr. Clark and together we held a formal interview with the Town Ranger regarding a planned/phased return to work. During the discussion it emerged that he feels able to return to work part time towards the end of October. His ongoing health will be monitored regularly by his G.P. He also indicated his willingness to have an independent assessment of his health and fitness to return to work.

In the evening I attended the Induction programme on Financial Sustainability and the Millstream Initiative (the property company of E. Herts). The purpose of the Financial Sustainability Committee is to explore and develop ways of increasing income to the District which in turn will enable the District Council to continue to fund services currently enjoyed by residents.

29<sup>th</sup> September Attended the Recycling Workshop on Saturday morning. Decisions will have to be made during the latter part of this year regarding our future waste disposal system. This session on Saturday was the first part of the process.

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27<sup>th</sup> September Attended the Finance Committee of HAPTC when the budget for the year was approved and you will be pleased to know there is no increase proposed in the membership fee. The training programme for the year was approved.

Angela Alder  
September 2019

Ehdc report TC 29.9,19 for Cllr Ruth Buckmaster

28.8. DMC training on overturning officers recommendations. This followed a DMC meeting when one of the proposals that had been recommended for approval by the officers had been refused. The training explained how evidence is needed to support a refusal, because if it went to appeal and was approved it could cost on average £60,000.

14.9. DMC. There was only one planning application to discuss this was for 23 houses at Stortford Road Standon. The proposal was approved.

3.9. Ehdc meeting. An extra meeting was called to approve Standon neighbourhood plan. Recycling meeting. This was the first of three sessions to show how EII deals with the district waste and recycling. The second session was on 18.9 at Pearce House, St Albans. This was very interesting see how the recycling was sorted into bales of different materials to be sold onto manufacturers. The key points I picked up were

1. everything must be clean
2. items kept in their original shape/form not scrunched up or flattened
3. lids kept on plastic bottles but taken off glass jars/bottles.

The final session is on 28.9.

10.9 Safeguarding training. The Council's duty is taken from the 2004 Children Act and 2014 Care Act. These cover the who and what areas of safeguarding. As more staff have been trained in safeguarding the number of case referrals has increased. The areas we covered were Modern Slavery, Domestic Abuse, Self neglect, Scams and Gangs. It was explained how we should notice, check, share and write it down. And to refer any concerns to the Safeguarding Officer at District

11.9 clarion housing meeting Cllr Furnace will give a report on this.

DMC. There was only one application again this month, this was for GlaxoSmithKline in Ware. They were requesting a continued approval on a previous planning application. This was approved.

12.9. Gilston briefing. We had an update on this proposal with more information given and details about the river crossings. There will be more detailed sessions about Gilston as this application moves forward.

I'm happy to take any questions on this report.

## SAWBRIDGEWORTH TOWN COUNCIL 30 SEPTEMBER 2019

### REPRESENTATIVES' AND CHAMPIONS' REPORTS

#### 1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS

I have suggested to schools that for the 2019/20 school year we should have one one-hour meeting in the Chamber, which will be a briefing on the Council and a discussion of pupils' issues. I also intend to visit school councils in situ. We will continue with at least two Town School Council meetings in the Chamber and I will seek to develop a closer relationship with Leventhorpe.

I will continue to liaise with local schools on maximising recycling opportunities through the North Herts/East Herts Shared Waste Service. The latest update I have via an FOI request: *There are no plans to include garden and food waste. We have had over 15 enquires and managed to add bins/provide bins to 6 schools so far with a further 3 waiting until after the school holidays to receive their bins. We will be extending this offer to all schools in EHDC soon and as such have provided a further 2 schools outside of Bishops Stortford and Sawbridgeworth with bins. We have yet to complete a full review of this project so far but we will be doing this shortly so the numbers above may change.*

#### 2 FOOTPATHS, OPEN SPACES AND DOG FOULING

Footpath 27 (Sheering Mill Lane to the Church) is about to be partially resurfaced from Church Crescent to the churchyard, although the historical drainage issue further down has yet to be addressed.

I have reported the poor surface of Footpath 32 (Bell Street 'Surgery' Car Park to London Road) to HCC and await a response from Highways via HCC under the Sealed/Unsealed Paths Agreement (if a path has a sealed surface, e.g. tarmac, it will be covered by the agreement with Highways).

I have no update on the Elmwood to the river path Modification Order or the FandB footpath to the Nursery and Parish Rooms but hopefully the Town Clerk will update us in his reports to Council and Amenities Committee.

Rowan Perrin has kindly sent me a series of maps to help clarify EC maintenance areas. HCC has published a new rights of way map, available on Google Maps.

In response to the Town Clerk's recent email about reports and reporting, I confirmed that I was happy to do a report for the Amenities Committee based on the issues I am involved with or which are reported to me or by me. I also suggested we might do an annual footpath monitoring exercise and RAG our paths. This used to be done by Brian Rochester as part of the Stort Valley Project (last recorded AGM 2005):

<http://www.permanentleisureltd.co.uk/stortvalleyproject/default.htm>

#### Open Spaces

Members may have heard the rumour about the Bishop's Stortford Golf Club building a new course on Pishiobury if and when they (have to) move. This seems largely unfounded but highlights the need to appreciate and preserve this asset we have. Bob Reed has been pursuing the idea of declaring Pishiobury a Local Nature Reserve since about 2013 but progress via EHC has been painfully slow. A letter was sent to Natural England in July. I understand that Cllr. Eric Buckmaster is following up and that Bob will make a short presentation to STC on the value of the Park on a date not yet specified.

I made a report to the Environment Agency about the brook which runs from the river along Springhall Lane, behind Brook Road under London Road to West Road, which has largely run dry and is becoming overgrown. They (the Herts River Stort Catchment Officer) inspected but have no concerns as there's obviously no flood risk...

### **Dog fouling**

Claire Sterne and helpers continue to spray away and report fouling incidents to EHC via Fix My Street. Our EHC contact (only one now, down from two) works on live complaints and acts on them as they arise but hasn't been alerted to any fouling issues in Sawbridgeworth recently (the Facebook page continues to report and photograph issues). EHC can't dual label litter bins for dog waster because of the issue of separating waste after collection, but this is something that may well be considered in the near future once a solution has been found. Plenty of other towns do this and other countries in Europe, as well as providing dog waste bag machines.

We were supposed to get a dog waste bin nearer to the Mandeville school entrance; EHC is following up. More issues may well be reported during Walk to School week.

### **3 PLASTIC FREE SAWBRIDGEWORTH**

The Facebook page has 186 members. A group of five of us (including Cllr. Furnace and myself) held a meeting on Saturday 21<sup>st</sup> at the Hailey Centre to develop an action plan to support (greater awareness of) recycling opportunities within the town.

### **4 TOWN TWINNING**

We had a successful weekend 13-15 September with our guests from Bry-Sur-Marne (the mayor arrived on Saturday and attended the dinner): brief welcome reception at Leventhorpe on arrival; members arranged their own excursions on Saturday; Memorial Hall dinner on Saturday for 66; bring-and-share lunch on Sunday at Bullfields SYPRC. We were grateful that our Mayor found time to welcome the visitors and attend the dinner, with his wife. A group of 16 will visit Moosburg over the weekend of 25-27 October. A Beethoven memorial concert by musicians from Moosburg is planned in Great St Mary's, probably next October to coincide with their next visit.

### Syprc report for TC September 30.9.19

Following the committee meeting held on 25.9.19 it was reported that the youth project held in the summer was successful. This was run by Herts YC paid for by the small grant scheme from Clarion Futures. The average attendance was 10-15 young people, a pop up cafe was provided at each session.

The committee had decided it would be good practice to have a DBS check on all committee members this is almost complete with only 2 members still to be checked. This because we are going to be holding our own events in the future.

We are waiting to find out if we have been successful in obtaining a grant to start our film club.

We also are looking into holding a music night for local groups.

The car park is in need of major work so we are looking at grants we can apply for to achieve this.

Cllr Ruth Buckmaster Chair

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# Sawbridgeworth Town Council

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**Subject: Clerk's Report September 2019**

**Date: 24 September 2019**

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## **Annual Return**

- Annual Return (AGAR3) submitted to PKF Littlejohn, our external auditors
- Qualification threat rebuffed, auditor admitted making a clerical error!

## **Bell Street Conveniences.**

- Meetings with contractors to finalise details.
- Installation to be completed by 30 November.

## **Building Maintenance**

- External redecoration, first in six year's occupation, completed.

## **CCTV in Sawbridgeworth**

- Order placed for CCTV upgrade and enhancement.

## **Cemetery Development**

- Main grass cutting equipment now back in service.
- Ditches to north of cemetery cleared out.
- Order placed for KL2 Dry Toilet.

## **Christmas Lights**

- Application made to Herts CC for first phase of installation licence
- Road closure applied for

## **Community Transport - Sawbobus**

- Sawbobus still in service!
- Longer term solution being investigated – possibly electric bus
- No response from Essex CC re: funding of new routes.

## **Community Transport – Hire buses**

- Two mini-buses are now both in active use.
- Vehicle misuse by one hirer, action being taken

## **Electric Vehicle Points**

- Discussion with EHDC project officer, resulting in:
- EV points to be installed in Bell Street car park by end December 2019.

## **Oakridge Fire**

- Financial implications, Loss of equipment estimated at approximately £42,000. Most can be replaced using funding from insurance claim.
- Logistical implication is loss of main storage space. Temporary solution has been to rent a container at Westwood park



**People**

- Return to work interview with Town Ranger on 26 September

**Police**

- Priority setting meeting at Parish Rooms on 25 September

**Projects**

- Town Green; no progress with EHDC over options for redevelopment into a town social multi-use hub.

To: All Members  
From: Joanne Sargant  
Subject: Town Project Manager Report  
Date: 24<sup>th</sup> September 2019

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**Fun on the Field 2019 – Saturday 31<sup>st</sup> August 12noon to 5pm**

The event was reported back to staff as a great family event and the new format was well received. The commercial food stalls were a success and considered to be correct combination. New local commercial stalls were very happy with the profit that they made on the day and will be coming to the Christmas Lights Switch – On following their success at this event.

The Dog Show raised just under £500 for their chosen charity – Hanovia Gold Trust.

The Wheelbarrow Race will not take place in 2020 because of lack of interest.

**Town Selfie Walk – Saturday 28<sup>th</sup> September** – Children, family and friends will complete the annual town walk. There will be usual 4 'stop-off' points around the town that they will visit to collect an item of stationery. The stalls will be hosted by the WI, Evangelical Congregational Church, Rotary Club and HCC ROW.

**Sir Arthur Edwin Cutforth** – An evening talk on Thursday 24<sup>th</sup> October – 7pm. Following the publication of a new book by Peter Reed on the life and contribution of Cutforth to the town, it was considered that a tremendous volume of research had been collected whilst writing the publication and it would be a great shame not share some wonderful material that had been collected in the process. Cutforth left the most amazing legacies in our town in terms of open green space. The evening talk and exhibition will be a fitting tribute to him and the author of the book.

**Town Vibrancy** – Working with retailers on ideas to promote the town. Chloe Atkinson from the Green Room has been working in collaboration to produce a 2020 Sawbridgeworth calendar that will be on sale from The Green Room.

**Cemetery** – New brochures etc. to promote Three Mile Pond Cemetery and updated information to funeral directors is ongoing project work. Development of the site with planting scheme along bank in new K section will be carried out by the end of September to allow the plants to settle and establish by spring 2020.

**West Road Play Area** – A new litter bin configuration is to be sought, we have on-going issues with the current bin being vandalised on a regular basis.

**Christmas Lights Switch On** – Saturday 30<sup>th</sup> November 2019 – Planning underway – Predominantly now since the fire at Oakridge Nursery is the replacement of everything that was lost, including finding a carpenter to build the new grotto wall and Switch-On Plunger.

**Christmas Competition** out to schools – Monday 18<sup>th</sup> November.

**Christmas Competition Closes** – Thursday 5<sup>th</sup> December

**Christmas Competition Awards Evening** with shops and businesses. Wednesday 18<sup>th</sup> December 5.30pm

***2019 / 2020 Dates for your diary:***

**Remembrance Day** -Sunday 10<sup>th</sup> November 2019 – 3pm Great St Marys Church

**Community Champion Awards & COTY** – Friday 1<sup>st</sup> May 2020  
7pm for 7.30pm

**Mayors Event – ‘Keeping Your Spirits Up’** – A night of Polish food and vodka tasting, to be held in the chamber and Hailey Centre – Saturday 25<sup>th</sup> January 2020

**Civic Dinner** – Saturday 18<sup>th</sup> April 2020, please add this date to your diaries.  
To take place at the Memorial Hall, The Forebury – 6.45pm for 7pm

Linked to Cashbook 1

Entered Month 6  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PEAR001 Pear Technology Services Limited</b>							
Software updates	30/07/2019	124242	1	270.00	0.00	270.00	0.00
					0.00	270.00	
Above paid on 30/09/2019 by Cheque 2062							
<b>HAPTC001 Hert Assoc of Parish &amp; Town Councils</b>							
Clt Richards - Training	17/06/2019	1920/209	1	70.00	0.00	70.00	0.00
					0.00	70.00	
Above paid on 30/09/2019 by Cheque 2063							
<b>TES001 Gates (Ford) Harlow</b>							
Service & subsequent repairs	12/08/2019	5118718	1	387.32	0.00	387.32	0.00
					0.00	387.32	
Above paid on 30/09/2019 by Cheque 2064							
<b>SLCC001 The Society of Local Council Clerks</b>							
Training Seminar - Town Clerk	10/09/2019	129572	1	96.00	0.00	96.00	0.00
Training Seminar - J Sargant	10/09/2019	129581	1	84.00	0.00	84.00	0.00
					0.00	180.00	
Above paid on 30/09/2019 by Cheque 2065							
<b>LODG001 Lodge &amp; Sons (Builders) Limited</b>							
Deal with fault & full inspectn	03/09/2019	9463	1	1,048.08	0.00	1,048.08	0.00
					0.00	1,048.08	
Above paid on 30/09/2019 by Cheque 2066							
<b>GPS001 Cambridge Printing Solutions (UK) Ltd</b>							
Travel work passports	11/09/2019	INV/11754	1	231.60	0.00	231.60	0.00
					0.00	231.60	
Above paid on 30/09/2019 by Cheque 2067							
<b>PATH001 Pathways Plus</b>							
Summer scheme - Bullfields	28/08/2019	INV-379	1	983.00	0.00	983.00	0.00
Summer playscheme - Bullfields	18/06/2019	INV-375	1	983.00	0.00	983.00	0.00
					0.00	1,966.00	
Above paid on 30/09/2019 by Cheque 2068							

Continued over page

Linked to Cashbook 1

Entered Month 6  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SHAD001</b> <b>Shadowfax Technology Limited</b>							
<i>Internet provider changeover</i>	15/08/2019	22816	1	195.00	0.00	195.00	0.00
					0.00	195.00	
Above paid on 30/09/2019 by Cheque 2069							
<b>ALLM001</b> <b>David Allam</b>							
<i>Safety checks</i>	15/08/2019	4784	1	132.00	0.00	132.00	0.00
<i>Roff various maintenance</i>	21/08/2019	4787	1	235.89	0.00	235.89	0.00
					0.00	367.89	
Above paid on 30/09/2019 by Cheque 2070							
<b>CREATE001</b> <b>Create Identities Limited</b>							
<i>Hi vis bomber &amp; polo shirt</i>	23/08/2019	WK230819STC	1	35.80	0.00	35.80	0.00
					0.00	35.80	
Above paid on 30/09/2019 by Cheque 2071							
<b>EHDC001</b> <b>East Herts District Council</b>							
<i>Fly eqpmnt annl inspctn WestRd</i>	05/08/2019	INV0060617	1	53.63	0.00	53.63	0.00
<i>Election admin costs 2/5/19</i>	08/08/2019	INV0060996	1	6,215.71	0.00	6,215.71	0.00
<i>Trade waste collection x13 wks</i>	30/08/2019	INV0053372	1	110.24	0.00	110.24	0.00
					0.00	6,379.58	
Above paid on 30/09/2019 by Cheque 2072							
<b>MILES001</b> <b>John Miles &amp; Son Tyre &amp; Exhaust Cntr Ltd</b>							
<i>new tyre</i>	08/08/2019	JM603590	1	83.94	0.00	83.94	0.00
<i>New tyres/wheel balance</i>	20/08/2019	JM603593	1	239.86	0.00	239.86	0.00
					0.00	323.80	
Above paid on 30/09/2019 by Cheque 2073							
<b>ANG001</b> <b>The Anglia Sign Casting Company</b>							
<i>LINNEY - Plaque</i>	08/08/2019	INV-47125	1	87.42	0.00	87.42	0.00
					0.00	87.42	
Above paid on 30/09/2019 by Cheque 2074							

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 6  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SSE001</b> <b>Southern Electric</b>							
Unmetered supply to lphn box	02/08/2019	0125	1	1.76	0.00	1.76	0.00
Unmetered supply of phone box	03/09/2019	0126	1	1.89	0.00	1.89	0.00
					0.00	3.65	
Above paid on 30/09/2019 by Cheque 2075							
<b>RIDG001</b> <b>Ridgeons Ltd</b>							
Cemetery maintenance - various	02/07/2019	1024448	1	164.42	0.00	164.42	0.00
Guttering & white spray paint	05/09/2019	11095297	1	66.48	0.00	66.48	0.00
					0.00	230.90	
Above paid on 30/09/2019 by Cheque 2076							
<b>BRZ001</b> <b>Breeze Office Solutions</b>							
Scissors, tape, pouches paper	06/08/2019	107753	1	106.75	0.00	106.75	0.00
Labels	12/08/2019	107806	1	26.81	0.00	26.81	0.00
					0.00	133.56	
Above paid on 30/09/2019 by Cheque 2077							
<b>FROOM001</b> <b>Froom &amp; Co Limited</b>							
Cemetery Skips	31/07/2019	36288	1	756.00	0.00	756.00	0.00
Skip Hire - Cemetery	09/09/2019	36427	1	252.00	0.00	252.00	0.00
					0.00	1,008.00	
Above paid on 30/09/2019 by Cheque 2078							
<b>IEATE001</b> <b>Create Identifia Limited</b>							
Fleece added to previous order	23/08/2019	WK 2308 19 STC	1	17.00	0.00	17.00	0.00
					0.00	17.00	
Above paid on 30/09/2019 by Cheque 2079							
<b>DOE001</b> <b>Ernst Doe &amp; Sons Ltd</b>							
Mower repair	14/09/2019	B62315	1	1,558.84	0.00	1,558.84	0.00
					0.00	1,558.84	
Above paid on 30/09/2019 by Cheque 2080							

Linked to Cashbook 1

Entered Month 6  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRAN001</b> <b>Branson Leisure Ltd</b>							
<i>LINNEY Bench</i>	11/09/2019	3301	1	697.20	0.00	697.20	0.00
					0.00	697.20	
				Above paid on 30/09/2019 by Cheque 2081			
<b>GATES001</b> <b>Gates (Ford) Harlow</b>							
<i>Various repairs to GL61</i>	28/08/2019	5120424	1	1,338.20	0.00	1,338.20	0.00
<i>Service of Rangers Truck</i>	23/09/2019	5123665	1	395.00	0.00	395.00	0.00
					0.00	1,733.20	
				Above paid on 30/09/2019 by Cheque 2082			
<b>JCOLE001</b> <b>Jason Cole Graveworks</b>							
<i>Grave prop Carlisle &amp; Cummings</i>	25/09/2019	SEP-19	1	240.00	0.00	240.00	0.00
					0.00	240.00	
				Above paid on 30/09/2019 by Cheque 2083			
<b>SWANN001</b> <b>R A Swann Ltd</b>							
<i>Excavator, driver &amp; transport</i>	17/09/2019	S005136	1	714.00	0.00	714.00	0.00
					0.00	714.00	
				Above paid on 30/09/2019 by Cheque 2084			
<b>TLC001</b> <b>Tree Surgery Landscaping Contractors</b>							
<i>Cemetery &amp; allotment maintnc</i>	15/09/2019	15092019	1	1,500.00	0.00	1,500.00	0.00
					0.00	1,500.00	
				Above paid on 30/09/2019 by Cheque 2085			
<b>WOODS001</b> <b>Gary Woods Garden &amp; Property Maintenance</b>							
<i>Clearance of allotments</i>	22/09/2019	STC10	1	340.00	0.00	340.00	0.00
					0.00	340.00	
				Above paid on 30/09/2019 by Cheque 2086			
<b>SOME001</b> <b>Something Different (UK) Limited</b>							
<i>collectables for selfie walk</i>	25/09/2019	21834	1	1,007.40	0.00	1,007.40	0.00
					0.00	1,007.40	
				Above paid on 30/09/2019 by Cheque 2087			

Continued over page

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 8  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DALE001</b> <b>Dale, Lisa</b>							
<i>Office cleaning Aug/Sept</i>	27/09/2019	27092019	1	280.00	0.00	280.00	0.00
					<u>0.00</u>	<u>280.00</u>	
				Above paid on 30/09/2019 by Cheque 2088			
<b>PKF001</b> <b>PKF Littlejohn LLP</b>							
<i>External Audit 2018/2019</i>	29/09/2019	SB20194126	1	1,200.00	0.00	1,200.00	0.00
					<u>0.00</u>	<u>1,200.00</u>	
				Above paid on 30/09/2019 by Cheque 2089			
				<b>Total Purchase Ledger Payments</b>	<u>0.00</u>	<u>22,206.24</u>	



# Non-Purchase Ledger Cheques - August & September 2019

Cheque No:	Payable to:	Amount:	Reason:
2090	Adrian (Rob) Robinson	664.33	Relief bus driving
2091	Frank Gowen	454.54	Relief bus driving
2092	CASH	350.58	Petty Cash Top-up
2093	Sawbridgeworth Town Twinning	50	Mayor & Mayoress to attend Dinner @ Memorial Hall
2094	RHSO	961.98	Replacement tools following Oakridge fire
2095	Borough of Broxbourne Mayors Charity 2019/20 Fund	25	Tickets to Cheese & Wine Evening
			4045/700
			4045/700
			Various
			4315/210
			4999/200
			4315/210

2506.43