

Sawbridgeworth Town Council

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MAYOR

Cllr Annelise Furnace

TOWN CLERK

Richard Bowran BSc.(Hons) PSLCC

Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;
Coysten; Furnace; Gray; Patel; Rattey; and Royle

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held via the video conference service **Zoom** on **Monday 26 October 2020 commencing** at 19:00 to transact the business as set out in the agenda below.

A handwritten signature in black ink, reading 'Richard Bowran', with a horizontal line underneath.

Town Clerk
20 October 2020

AGENDA

Welcome by the Town Mayor followed by Thought for the Day

20/87 APOLOGIES FOR ABSENCE

To receive any apologies for absence

20/88 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

20/89 PUBLIC FORUM

To receive and respond to questions from members of the public on matters within the remit of the Town Council

20/90 MINUTES

[📄] [👉]

To approve as a correct record the minutes of the Meeting of the Town Council held on 28 September 2020 (M04) *[Attached]*

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

20/91 PLANNING COMMITTEE

[📄]

To receive and note the minutes of the Planning Committee held on 28 September 2020 (P07) *[Attached]*

[📄]

To receive and note the draft minutes of the Planning Committee held on 12 October 2020 (P08) *[Attached]*

- 20/92 ECONOMIC DEVELOPMENT AND STAP COMMITTEE**
To receive and note the draft minutes of the Economic Development and STAP Committee on 19 October 2020 (E02A) *[Attached]*
[📎]
- 20/93 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive Mayor's report *[attached]*
[📎]
- 20/94 REPRESENTATIVES REPORTS**
To receive representatives reports from:
[📎]
 - County Councillor E Buckmaster *[attached]*
 - District Councillor Alder
 - District Councillor R Buckmaster *[attached]*
 - District Councillor Burmicz
 - Hertfordshire Police
 - Other Representatives
[📎] Cllr Royle - Footpaths; Schools; Town Twinning; *[attached]*
[📎] Cllr R Buckmaster – *RHSO; SYPRC [attached]*
- 20/95 OFFICERS REPORTS**
To receive Town Clerk's report for the month of October 2020
[📎] *[Attached]*
- 20/96 DEVOLUTION AND RECOVERY**
To provide an update on the Government proposals, which was scheduled to be published in a White Paper in September, to force through a reorganisation of local government
- 20/97 TOWN BRANDING**
To note and approve the recommendations of the ED&STAP Committee for establishing a brand image for the town.
- 20/98 PAVEMENT PARKING**
To determine the town council's response to the consultation by the UK Government on our opinion about pavement parking.
- 20/99 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 20/100 FINANCIAL REPORT**
To note the current Financial Report
- 20/101 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment
- 20/102 ITEMS FOR FUTURE AGENDAS**
To note any items for future agendas

Members of the Public and the Press are cordially invited to attend all meetings of the Council and its Committees.

Join Zoom Meeting

<https://us02web.zoom.us/j/89840211453?pwd=bjNDVTZ3Q1M0d1Y4NUkzb0R4SUVHZz09>

Meeting ID: 898 4021 1453
Passcode: 624778

Mayor's report for full council meeting on 26th October 2020 (as of 19th October 2020)

Local retailers

- I attended the Isabel Hospice shop re-opening on 7th October where I got to cut the ribbon – staff and customers are very excited to have the shop open for business again on Bell Street.
- I made a socially distanced visit on 14th October to care provider Home Instead at The Maltings to understand how their clients and staff are coping with current restrictions.

Charities

- Thank you very much to CJ's, Squisita, Listed and The Shed for running the Donate my Bake campaign to raise funds for this year's Mayor's Charities – so far they have raised £164
<https://www.justgiving.com/crowdfunding/sawbomayorcharities>

Tidy Up Sawbridgeworth

- Congratulations to Tidy Up Sawbridgeworth for holding a successful Great British September Clean. In total 64 residents, include one of the Brownies units, turned out over the course of the week ending 27th September.
- Cllr Royle and I tackled the London Road from Brook Road up to the Pishiobury Park entrance filling two bags with all sorts of rubbish including a hub cap, metal spike, numerous drink bottles and the odd cardboard box.
- Given Covid-19 restrictions a new approach was used with small groups of friends and family choosing the time that suited them to go out.

Town Twinning

- I briefly attended the Town Twinning meeting to update the group on various actions.
- The Brownies now have a contact in Bry-sur-Marne for the Jeanettes and plan to follow this up.
- Unfortunately we did not receive any letters back over the summer describing what residents like about the town in order to share with our twinned towns.

Local schools

- My visit to Reedings School took place on 21st September when I attended four bubble year group assemblies, announcing the successful candidates in the Junior Leadership Team elections.
- The assembly also explored what democracy is and I gave an overview of the role of the Town Council and of the Mayor.
- Pupils asked a super set of questions, and I was struck by how important participation was regarded by them, whether they had put themselves forward as candidates or by voting in the elections.
- I then had a socially distanced lunch with the newly appointed Junior Leadership Team during which they told me about some of their plans for preventing littering and for charity fundraising.

Annelise Furnace

County councillor report Oct 2020

How should speed limits be set in Hertfordshire?

A clearer approach to setting speed limits on Hertfordshire's roads could be on the way under plans for a new Speed Management Strategy for the county.

A consultation on the draft plan was open until 12 September 2020.

Hertfordshire County Council is consulted on a new strategy for setting speed limits on the county's roads, including clearer guidance on introducing 20mph speed limits to protect pedestrians and cyclists.

Suggested measures also include changing the way speed limits are decided, so they more consistently match the design of the road and the way it is used, as well as clearer guidelines on the design, enforcement and traffic calming measures needed to actually reduce traffic speeds.

The draft Speed Management Strategy supports the county council's Local Transport Plan, which sets out the vision for transport in Hertfordshire, and in particular how active travel such as walking and cycling can play a bigger role in helping people get around.

To view the draft Speed Management Strategy and comment on it, go to <https://www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/speed-strategy-2020.aspx>

East Hertfordshire Growth and Transport Plan

The draft East, and South East Growth & Transport Plan (GTP), covering the towns of Bishop's Stortford and Sawbridgeworth, down to Hertford, Ware, Hoddesdon, Broxbourne, Cheshunt and Waltham Cross, and the key transport links between these towns and to surrounding areas, will start the process of public consultation in October and is due to finish in December 2020. The consultation documents already includes feedback from workshops with County Councillors and District Portfolio Holders as well as officers for the area have been used to refine the initial schemes and packages that considers the key problems and opportunities which currently exist or may in the future on the transport network and identifies what types of interventions are needed to improve the transport network.

The East Hertfordshire GTP has been developed at the same time as the South East Hertfordshire GTP due to the number of linked trips between the areas.

<https://democracy.hertfordshire.gov.uk/documents/s22931/05-Item%205-East%20South%20East%20Growth%20and%20Transport%20Plans%20report.pdf>

County Minerals Plan

The Forward Plan now indicates that the proposed plan will go to Cabinet and Council in October ahead of submission to the Minerals Planning Inspector. A public consultation will then be held in the new year and the Examination in Public could be held later in 2021. Our MP Julie Marson has spoken about residents concerns in Parliament. Hatfield Aerodrome was one of the original options in the sieving study in the Minerals Review and formed a major part

consisting of Furze field, Hatfield Aerodrome, Coopers Green Lane and the Briggens Estate (as preferred area). The decision by Herts County Council against the proposal by Brett Aggregates on Thursday 24th September due to the presence of the Sandridge Bromate Plume.

Hatfield Aerodrome (Site ID MLPCS006) had a proposed mineral reserve of 8 million tonnes of gravel and adjacent to Furze field (Site ID MLPCS008) which had a proposed mineral reserve of 532,000 tonnes and this is adjacent to Coopers Green Lane (Site ID MLPCS009) which has a proposed mineral reserve of 6.6m tonnes. Furze field received conditional permission to proceed in 2018 and the Coopers Green Lane site is currently 'out for consultation'. Brett Aggregates may appeal the decision.

Winter Self Help Gritting. This is now open to the Herts Association of Parish and town Councils so they can send it on to towns and Parishes. In the next week or two we will also be doing our usual social media campaign warming people up to winter and the start of the season on 1st October. We have a limited amount of salt to give to community organisations to help local people grit their own area. You can apply once a year. Let us know the total amount you need for the whole winter as we can **only make 1 delivery.**

Resident associations, resident groups (with a constitution or agreed terms of reference) and community groups can apply for salt to grit the public highway in their area. Resident and community groups can request between **1 – 34 x 20kg bags of salt** per group. We can't guarantee to process applications received after 31 October.

<https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/roadworks-and-road-closures/severe-weather/gritting-the-road/winter-self-help-gritting-your-road/winter-self-help-gritting-your-road.aspx>

Gritters on standby as winter approaches
From 1 October Hertfordshire County Council's fleet of over 58 gritters are on standby, ready to spring into action and salt the county's roads when freezing weather approaches.

Gritter crews and decision makers from our highways team will be ready around the clock to cover nearly half of Hertfordshire's entire road network – that's more than 1,500 miles (2,500km), or the equivalent of salting from Hertford to Berlin and back.

Devolution white paper

In a recent response to a [Written Question](#), the Local Government Minister Simon Clarke MP confirmed that a Devolution White Paper will be published in the autumn and indicated that it will include plans for more mayors and unitary councils. County Leader supports a single unitary across Hertfordshire. White paper with details expected, however no definite idea as to when.

Hertfordshire's 17 Recycling Centres are entering a new chapter as Hertfordshire County Council takes on direct responsibility for their management.

Around 70 staff who currently work at the centres are now directly employed by the county council as part of the council's wider waste management team.

The new centre at Ware due to open on 31 October and one planned for Welwyn Garden City.

Taking on the direct management of the centres means that we can continue to improve the centres and ensure a good-quality, cost-effective recycling service is in place across the county.

14 of the 17 centres are currently operational during COVID-19 restrictions, with one – Ware – closed for redevelopment. The existing sites will continue to operate in the same way and accept the same materials.

Earlier this year, councillors agreed to a proposal to end the existing management contract with Amey early and bring the service in-house. The eight and a half year contract was due to run to March 2023, but since the contract was signed in 2014, reductions in the commercial recycling market have meant that the business was no longer viable for Amey.

Public Health director reassures families that nurseries, schools and colleges are continuing to work hard to keep our children and young people safe

Hertfordshire County Council's director of Public Health, Jim McManus, has written to parents and carers in Hertfordshire to explain the support in place to help keep children and staff at nurseries, schools and colleges safe and give clarity on some of the guidance around symptoms, self-isolation, testing and the rule of six.

The letter follows an update to Hertfordshire Headteachers last week, outlining additional support and resource the county council have put in place to specifically respond to coronavirus (COVID-19) concerns at education and children's residential settings.

In the letter, he states: "Since children returned to school and normal routines and activities have resumed for many residents more generally, we have been closely monitoring positive cases of COVID-19. We are putting in place the following further support:

1. We are developing further tools and guidance for our education providers to help them implement prevention measures and ensure they are clear on how and when to report cases.
2. Guidance for determining close contact has been created specifically to help schools plan and deliver teaching bubbles in a way that means they can deal with COVID-19 cases with the least disruption to your children's education. This should help reduce the need and number of children asked to self-isolate unnecessarily.
3. All education providers have access to a dedicated local authority helpdesk for advice and guidance.
4. We have created a local support team made up of health professionals, environmental health, health and safety officers and teachers who are contacting and visiting schools to provide them with advice and support to deal with COVID-19 issues.
5. All schools have considered children who are vulnerable because of health conditions as part of their risk assessment and they will continue to do so."

Public Acts of Remembrance. The Hertfordshire Approach. Government asked every Council to create a Local Outbreak Plan, with an officer Board, called the Health Protection Board, overseen by a Board of elected members. In Hertfordshire the Elected

Member Board is chaired by David Williams, Leader of the County Council, with Tim Hutchings the Executive Member for Public Health and Prevention as Deputy Chair, and comprises the leaders of the County Council, the District and Borough Councils and the Police and Crime Commissioner. The published outbreak plan can be found at this link www.hertfordshire.gov.uk/outbreakplan and is a live document. The Health Protection Board is a multi-agency board of partners working together to reduce and manage outbreaks of infection.

The Elected Member Board agreed the creation of a countywide approach to events, within the framework of legislation and guidance.

The Hertfordshire approach, overseen by the Health Protection Board in partnership with all relevant agencies is in short:

1. To enable events which are lawfully and safely planned to proceed lawfully and safely, and ensure they are COVID-19 secure
2. To ensure that events can remain dignified while being safe
3. To use existing event notification systems to do this
4. To require everyone organising an event to undertake a suitable COVID risk assessment, to ensure that the event happens safely
5. Maintain social distancing for all gatherings in accordance with current government guidance
6. To work cooperatively with organisers, including (i) seeking to agree any necessary measures with organisers if possible, (ii) applying restrictions rather than prohibitions where practical, and (ii) using enforcement powers only where this is necessary.

In line with this, it is our current intention to support local areas to enable some form of COVID-19 secure public act of remembrance to take place. The principles to enable this to take place are:

1. The Health Protection Board and agencies will continue to do all we can to reduce and suppress spread of the virus, so while Hertfordshire is not under either any local or national restrictions, our working assumption is that public acts of remembrance compliant with the law and covid-secure principles can occur. More is said about this below.
2. If we enter national or local restrictions, such acts may become unlawful and it would be wise for organisers to have a plan B.

Remembrance Sunday public acts of remembrance can be planned **PROVIDED THAT**

1. they are organised either by public bodies such as Town or Parish Councils or District or Borough Councils, Charities such as the Royal British Legion or recognised places of worship.
2. They are properly risk assessed [*see above*]
3. In Hertfordshire they are notified to the District or Borough Council Safety Advisory Group (SAG) who will then pass details to their local Environmental Health Department in line with usual event notification processes. This notification from the event organiser should include a covid-secure risk assessment.

The Police have power to enforce against events which do not meet these conditions and Local Authorities have powers to issue directions to events including prohibition, restriction or the imposition of specific steps.

Events within the context of Public Worship

Events which take place within the context of public worship (i.e. a Remembrance event at the start of a public act of worship in a recognised place of worship or outdoors) or regular acts of worship which have a remembrance theme to them should follow the guidance on public worship.

- The relevant government guidance can be found here:
<https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-places-of-worship-during-the-pandemic-from-4-july>
- Each faith community nationally has issued its own guidance and this guidance should also be referred to

The steps to take for your event

You should continue as usual to provide your event notification form to your local council **with the addition of a covid risk assessment for the event**. In order to help you do this I have provided a summary checklist of principles, and links to relevant documents,

Revised Gilston applications

Revised applications still not received

Agenda 20/94.2

EHDC report for TC meeting 26.10.20

I've had a very quiet month as the DMC meeting of 7.10.20 was cancelled due to no applications to revue.

15.10.20 All members briefing.

This meeting covered the White Paper on Planning , updates to safeguarding and Sustainability.

The planning documents looks like it is suggesting reduced residents and Councillor input into the process and a 'pattern book' of designs that can be passed without consultation.

For Sustainability we went through an action plan spread sheet that covers the next 10 years.

Safeguarding is an update to the council policy.

21.10.20

Full Council

I'm happy to answer any questions.

Cllr Ruth Buckmaster

1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS. Postponed until 2021. Leventhorpe Year 10 and Sixth Form students have contributed town logo/branding ideas through Cllr. Chester.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING. No progress to report. Footpath 21 (Vantorts Play area to Fair Green) still awaiting completion. Footpath 32 from Fair Green to London Road ditto. No action on the Fair Green footpath (degraded surface/trip hazard) at residents' request; unsure of status of Japanese knotweed on Footpath/Right of Way 27.

The Modification Order for Public Bridleway 11 from Tharbies Lodge on West Road and tree preservation orders for the lime trees on the continuation as Footpath 26 awaiting completion. I'm still trying to arrange a meeting with the Farm Manager.

Open Spaces. No update on Pishiobury Park's Local Nature Reserve application; Bob Reed reports no luck with chasing Natural England so far.

Dog fouling. No update to hand.

3 Town twinning. We arranged a Zoom meeting on 19 September with Moosburg.

4 Sustainable Sawbridgeworth. The new Fix-it Café start date postponed. Updating Community noticeboard at Budgens. Discussed a possible 'carols on your doorstep' event to replace Carols on the Green. We will promote refill/recycling opportunities locally.

David Royle 1910

Syprc report for TC 26.10.2020

We held a zoom committee meeting on 30.9.20.

We have studied the CDA/ACRE guidance and have our risk assessment in place. We hold the risk assessments of our hirers and they are collating contact data. We also have displayed the QR code so seem to be compliant.

The users are returning with special measures in place.

The playground had its annual inspection, there are no concerns.

It was with great regret that we received the resignation of our treasurer Gemma Felstead she has done a brilliant job getting us into online banking and streamlining our payment system. She will be staying until we can find a replacement.

The building committee held a zoo. Meeting on 13th October in which the architect Nicola Chambers joined. She talked us through some of the initial plans and we went through the brief.

We have had an Asbestos Survey carried out in which none was found. The Digital Survey is being held on 26.10.20.

Once the architect has these they will draw up more detailed designs.

Chair SYPRC

Cllr Ruth Buckmaster

RHSO report

The Orchard volunteer group held a small Apple day with just the regular volunteers picking as we could not hold a public event. Even with the reduced numbers picking apples we did very well and have 629 bottles of juice.

These we will continue to sell at Full of Beans in Sawbridgeworth and at occasional street stalls.

Cllr Ruth Buckmaster

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Richard Bowran
Subject: Briefing for 26 October
Date: 20 October 2020

Annual Governance and Accounting Review (AGAR)

Or in layman's terms the year-end accounts return has been submitted to the external auditor following approval by the council at its meeting on 28 August. The response from External Auditors, due by 30 September, has not yet been received.

Cemetery

Cemetery operating as normal with social distancing precautions in place. Wildflower borders has been sown this autumn.

These will take several years to establish but "before and after" articles will be prepared for submission to the BS Independent.

Council Offices

Uniquely in East Herts town council offices are now open to members of the public. Staff have been attending as per contracted hours on Monday to Friday.

Risk Assessment has been carried out and measures to mitigate "High Risk" have been implemented. The site is now deemed to be a "Medium Risk" area.

The Covid situation is developing and I have communicated with the A&A sub-committee of measures that may have to be taken.

Conduct of council meetings

Council and committee meetings are proceeding satisfactorily by Zoom. I can't see that situation changing any time soon.

We now publish Zoom address on the agenda for all meetings so that members of the public can participate.

Electric Vehicle Points

These were estimated to be installed by the end of December 2019. Latest update is that EHDC Property Services Department have still not had time to produce Wayleave documents.

Events

Remembrance Day

- Discussions with representatives of the uniformed services have elicited the fact that they have been instructed that they must not take part in parades.
- An alternative way of marking the day is being developed by the TPM in liaison with the vicar.
- We have consulted with Herts police on measures to ensure that any event will be carried out safely. As advised, we have nevertheless applied for a road closure under the The Town Police Clauses Act 1847
- EHDC Safer Events team have asked for further Covid related risk assessments.

Christmas Lights

- The event cannot take place this year in the usual format as we, as a town council, cannot be seen to be encouraging mass gatherings.
- Festive illuminations will be erected in the same format as last year subject to gaining a licence from HCC. There will be no formal switching on of the lights, they will just be there from the end of November.
- Father Christmas will make an appearance in the town on Saturday 12 December and arrangements are being made to facilitate this. The police are aware of our intentions and will support this activity. The TPM has circulated an e-mail to all members with specific details of this event.
- As a precaution, and as advised, we have nevertheless applied for a road closure under the The Town Police Clauses Act 1847
- EHDC Safer Events team have asked for further Covid related risk assessments.

Christmas Carols

- The town council had agreed to assist Sawbridgeworth Rotary Club this year with the organisation of this event. However, in consultation with Rotary it was agreed that it was not practical to hold the event this year. An announcement will be made in conjunction with the churches.

Lights of Love

- The ceremony has been cancelled this year at the instigation of Isabel Hospice.

Buster's Town Trail.

- TPM and the mayor talked back in the Spring about keeping Buster in the minds of our young people in the town, this was following our decision to postpone the Travel Challenge week and Town Selfie Walk to Spring 2021 due to COVID 19.
- The event will run from Saturday 24th October to Wednesday 4th November. The details and an entry form can be found on our website – there will also be a Facebook page.
- <http://www.sawbridgeworth-tc.gov.uk/town-projects/busters-town-trail/>
- The banner on the front page of the website takes you directly to the page with the downloadable form.
- Head teachers have been written to and asked to promote via their school comms and Chris Carter has been asked to feature it in the Independent newspaper this week.
- I have liaised with the 5 participating shops and they are aware that the Busters must be visible in their shop windows only, to ensure a COVID secure event. The retailers brief is:

Keep Buster the Dinosaur in the minds of the children. Objective is to get children and parents/carers to pay more attention to the shops that we have in the town. By stopping and looking in shops windows, hopefully people will discover what is on offer in the town – so make sure you do some good promotions/features on the stock that you want to promote

Sawbobus

The Sawbobus service recommenced on 06 July on a limited basis, normal Guide to Timings but only on Monday, Wednesday and Friday. Budgens discount voucher scheme has been transferred to Wednesdays.

Hire minibus made available for shopping trips if needed.

Toilet Twinning

As resolved at the meeting on 28 September I will now arrange to twin our public conveniences in Bell Street.

Town Green

- Orders place on 16 September and now awaiting survey reports.
- We are advised that the EHDC Conservation Officer is submitting his views to the tree officer and the open spaces officer at EHDC for their comments.

Website Compliance

We have ensured that our website meets the new accessibility requirements, standard AA.