

SAWBRIDGEGWORTH 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 8:00 pm on **Monday 29 September 2015**.

Those present

Cllr Sotirios Adamopoulos	Cllr Don Hall
Cllr Angela Alder	Cllr Will Mortimer
Cllr Eric Buckmaster	Cllr Heather Riches
Cllr Ruth Buckmaster	Cllr David Royle
Cllr Pat Coysten	Cllr Tom Reeks
	Cllr Mike Shaw

In attendance:	4 members of the public
Cty Cllr Roger Beeching	Michael Jarvis – H&E Observer
R Bowran - Town Clerk	J Sargant – Town Projects Manager

Welcome by the Mayor, prayers were read by Cllr Adamopoulos

15/74 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr John Burmicz – business commitment.

15/75 DECLARATIONS OF PECUNIARY INTEREST

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

15/76 MAYOR'S CHARITY & GIRL GUIDING

The mayor presented a Certificate of Good Service to Liz Faulkner in recognition of her fund raising and her contribution to improvements and enhancements at the Sawbridgeworth Guide Hut.

15/77 PUBLIC FORUM

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

15/78 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council Meeting held on 07 September 2015 (M04) [*prop Cllr Alder; secd Cllr Riches*]

15/79 PLANNING COMMITTEE

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

- 07 September 2015 (P05)

15/80 FINANCE & POLICY COMMITTEE

Received and Noted: The minutes of the Finance & Policy Committee Meeting held on:

- 14 September 2015 (F02)

Clerk advised that the external audit of the accounts for 2014-15 had been completed without qualification.

15/81

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive advice of the Mayor's correspondence and communications

- The Harvest Civic Service at the Congregational Church was attended by 50% of Councillors
- Received a visit by twin town Bry-sur-Marne and received a gift of an oil painting of Old Paris. Visitors were impressed by the shops in Bell Street.
- Visiting Moosberg in October for a twinning event.

15/82

REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Roger Beeching MBE JP:
 - Reported that the bus indicator signs were not functional as the 509 & 510 buses were not fitted with the relevant senders. Since this has been the state for about three years and the indicators are an eye-sore, the request was made for them to be removed.
 - Appeal for more people to step forward to be school governors
 - Robert Halfon MP had announced a £350m investment in Harlow. This is perceived not to bode well for the Gilston Estate/Harlow North situation.
 - Mentioned changes in children's' social care
 - Mentioned need for volunteers for schools admission panels
 - Mentioned increase in traffic proposed for Stansted Airport
 - Mentioned proposed Junction 7A on the M11 motorway
 - Upgrade of street lighting. 21k already changed. The East Herts programme is scheduled for January to April 2016.
- District Councillor Angela Alder:
 - Visited a waste disposal facility in St Albans
 - Attended the Rural Parish Conference
 - Mention "Dementia Friends" and suggested training for staff and bus drivers
 - Attended E & N Herts AGM at Welwyn and mentioned a new stroke support service on 07 October.
- District Councillor Will Mortimer
 - Announce that the external auditors had signed off the EHDC accounts with only minor housekeeping issues mentioned.
 - Mentioned that this was Grant Thornton's last year as external auditor.
 - Questioned about EHDC policy to combat mandate fraud. Responded that he would provide a written answer
 - Questioned about the re-purchase of the Bishops Quarter site. Responded that was been examined in detail.
- District Councillor Eric Buckmaster:
 - Attended the Executive Committee on the District Plan
 - Mentioned Active East Herts – "Get up and Try"
 - Chairing the Rural Conference
 - Mentioned the Urban Conference on 27 November

- Said that the purchase of the Bishops Quarter for £19m represented a return on investment of 5%.
 - Questioned about EHDC approach to the refugee crisis. Responded that EHDC will do what they are asked to do.
- Hertfordshire Police were not present due to operational demands but had nothing to report.
- Other Representatives. There were no other reports.

15/83 TOWN ACTION PLAN

To report on progress with the Town Action Plan 2015-20. Clerk reported that the third meeting of the group had taken place and that it had been attended by two members of the public, two council officers and three council members. The first Drop-in-Day for public consultation will be held at the council offices between Noon and 16:00 on Saturday 31 October.

15/84 NEIGHBOURHOOD PLAN

To report on progress with the Sawbridgeworth Neighbourhood Plan. Clerk reported that an application had been made for the civil parish of Sawbridgeworth to be Designated Area for the purposes of the Neighbourhood Plan. EHDC will make a decision on the application in early November.

- Bishops Stortford focus groups are set for October, Cllr Royle to attend
- Costs variously reported by Cllr Shaw as being between £40k and £100k to produce a plan. There were differing opinions expressed
- Cty Cllr Beeching suggested that the town council should only proceed as far as budgeted finances allow.

15/85 CLERK'S REPORT

Town Clerk's report is attached as Appendix A

- A petition is expected regarding the suspension of the Saturday morning Sawbobus service. The cost implications will be considered at Budget creation time.

15/86 TOWN PROJECTS REPORT

Town Project Manager's report is attached as Appendix B

- Added the launch of the WW1 project, exhibition and trench at the council office

15/87 DEPOSIT & CONSULTATION DOCUMENTS

To note any items for Deposit and Consultation. There were none.

15/88 FINANCIAL REPORT

Noted: The current Financial Report

15/89 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

Meeting closed at 20:30

The next meeting of the Town Council will be held at 7.30 pm on Monday 26 October 2015 in the Council Chamber at Sayesbury Manor, Bell Street Sawbridgeworth.

Appendix A

To: All Members
From: Richard Bowran
Subject: **Clerk's Report September 2015**
Date: 18 September 2015

Allotments

- Significant weed clearance at Bullfields.
- Tree surgery completed at Bellmead.
- Landlord's Meeting to be established.
- New representative for Vantorts site

Bus Shelters

- Cleaned and maintained, hanging baskets installed

Car Park Subsidy (First Hour Free)

- Now taken on by EHDC

Cemetery

- 39 Interments managed in 2015 to date
- Significant tree surgery carried out
- Hedge removal works completed, now receiving complaints from neighbours.
- Service development by utilising council chamber for secular services
- Application for an exhumation to be made to MoJ

Chamber Utilisation

- See cemetery service development above
- World War I Exhibition until end of 2015 – grant application refused by EHDC

Community Transport - Sawbobus and Minibus Hire

- Sawbobus scheduled works on A1184 deferred to 2016 – no advices received.
- Dial-a-Ride service provided; 42 so far this year.
- Saturday morning service suspended – petition received.

Consultee on all matters relevant to the town

- No further consultations at present

Crime Prevention Initiatives

- CCTV; recent incidents: images captured of card theft; images captured of vehicle involved in crime.
- Police Liaison, noted that our current cover is one part time PC. Full time PC has been transferred away.

Democratic Services

- Electronic distribution not approved so paperwork systems being reviewed.
- Health and Safety procedures being revised and reviewed
- Annual Return produced, subjected to internal audit and prepared for external audit, approved by council and sent recorded delivery to BDO. Supplementary question answered.
- Council constitution and protocols in phased production
- New IT supplier approved by F&P Committee

Fly Posting

- Continued surveillance and unauthorised advertising removed.
- Authorised charity banners installed and removed in a timely manner.

Grants to voluntary organisations

- Grants made in July as resolved at Council.

- Appeal from CAB for further help as potential grant funding reduced after change in council's grant policy

Hanging Baskets and Planters

- London Road planter maintained and watered on a daily basis.
- Hanging Baskets, approach sign planters and direction post baskets installed throughout the town, sponsored by Oakridge Nursery.

Hertfordshire Highways

- Sign cleaning, sign removal, footpaths clearance, town sign erection and gardening works carried out.
- Herts CC invoiced for local agency work. Now are querying item on invoice relating to investigation HCC liability for clearance of Scholars Walk footpath.

Neighbourhood Plan

- Members indicated a need for a Neighbourhood Plan
- Application made to EHDC for designation of a Neighbourhood Area – result will be known in early November.

Planning Matters (acting as a consultee)

- 48 Applications considered since the beginning of the new term.
- Coming to terms with a seriously flawed EHDC planning notification system.

Projects

- Bell Street Conveniences; ongoing dialogue with EHDC since October 2013 over refurbishment and maintenance responsibility.
- Town Green; ongoing dialogue with EHDC since January 2015 over project to revitalize area as a community hub and town centre focus.

Publicity/Information:

- Annual Report; published at Annual Town Meeting; report included in newsletter distributed at end of July.
- Newsletter; four editions published a year; next edition by end of October.
- Website; new site managed by two staff members.

Recreation Areas

- Bullfields, fabric of building, playground inspections by RoSPA
- West Road issues with pieces of equipment; playground inspections by RoSPA

Staffing

- Gill Abbott's contractual sick pay ends on 31 August.
- Tracey Dobinson has left and been replaced by John Jones.
- Frank Gowen acting as a relief driver.
- Karen Ashton accepted offer of maternity cover for Laura Carter.
- People Plan presented to F&P Committee

Town Action Plan

- New round of meetings started on Monday 03 August
- Second meeting scheduled took place on Monday 24 August.
- Third meeting took place on 15 September – 7 attendees; (3 Councillors, 2 members of the public and 2 officers)
- Drop in day to be held on 31 October at Council Offices

Town Ranger & Groundsman

- On summer hours from 01 June to water plants
- Contract grass cutting and litter clearance for SYPRC
- Contract plant watering for Eastwick and Gilston Parish Councils.
- Contract grass cutting for RHSO Group
- Some relief community bus driving

Training

- Next round of new Councillor training is on 24 September 2015
- All minibus drivers to be put through HCC training course

Appendix B

To: All Members
From: Joanne Sargant
Subject: **Project Manager's Report September 2015**
Date: 18 September 2015

Civic Events (promoted by the Mayor)

- Quiz Night – **24th October 2015** – Bring your own drinks and nibbles – Ticket Price £5 per person. Enquires to info@sawbridgeworth-tc.gov.uk
- Christmas Disco for under 15's – Leventhorpe School (TBC) **Friday 11th December 2015** 6pm to 8pm
- Civic Dinner – **Saturday April 9th 2016** at Sawbridgeworth Memorial Hall. This is a dinner dance event and there will be a 3 course dinner, followed by entertainment from a local band. Catering is by Magpie Catering.
- Spring Duck Race – Date TBC.
- Annual Civic Awards and Presentation of Mayor's Charity cheque to Sawbridgeworth & High Wych Girl Guiding. Friday 20th May 2016 (7pm)

Feedback on Events

Mamma Mia Outdoor Film Night at Bullfields, Family Event. **Friday 11 September 2015**. This was an amazing event, and was well supported. The final contribution to the Mayor's Charity from this event alone was in excess of £1400, the final sum will be known once all invoices have been processed.

Other Civic Ceremonial Events

The Annual Town Service of Remembrance – Sunday November 8th. Project Manager and Revd. Frances Arnold meet and approve the content of the service that will be held on this special day. The programme for this event is then produced and printed by the town council. We liaise closely with Flight Lieutenant Andrew Passfield who is the parade marshall on the day. All of the British Legion Poppy Wreaths are distributed in advance from the Town Council offices. The annual parade of uniformed groups will set off from Bell Street car park at about 2.50pm to arrive for a 3pm service that will commence at the War Memorial in the churchyard of Great St Mary's, Councillors should arrive in advance of the parade please at the War Memorial.

World War One Exhibition

A four year project that started on August 4th in 2015 with a Civic Breakfast event and the Silent Night Charity Football Match in December has now led to a collaborative exhibition with ourselves and the Herts at War team. There is a WW1 replica trench built in the back garden and an exciting programme of events will be taking place over the next few months. Please see the website for full details of dates and opening times etc. Herts at War will be heavily publicising this event and we have schools booked in with Dan Hill on Thursdays in October and November where they will be given a talk and tour of the trench.

Community Events

- Christmas Lights/Trees: Planning already under way, including police liaison, applying for road closures. Heart Radio's Martin & Su have been booked to perform MC for the entertainment stage. **Friday 27th November 2015**.

- The children's Christmas competition (The Lion, The Witch and the Wardrobe) will take place. 1200 entry forms are distributed to all of the Junior / Infant Schools in the town. In order to attract more participation this year we are going to place a competition post box into each school. We have a very low return for completion entries and are hoping that this will encourage more children to enter. In conjunction with this we run the Badge Competition and last year's winner will have their picture printed onto badges that will be given out on Friday 27th November by Father Christmas.
- Fun on the Field. Proposed date for this event in **2016 is Sunday 12th June.**

Promoting the town

- Bullfields is an ideal location for the French market and early discussions are in place with our main sponsor Oakridge Nursery to consider a Spring Flower Show and market combined. Ongoing discussions with France at Home and Oakridge to secure a date for 2016.

Rivers Heritage Orchard Group

Chairman Rob Richardson has made a new website for the group – however the Orchard still features on our website with a link to their new website. www.rhso.co.uk

Diary Dates for Orchard Events

Apple Day ~ Saturday 10th October 2015 – Please see details on attached

Wassail ~ Saturday 9th January 2016 (TBC)