

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL

Minutes

of the Extraordinary Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 19:30 on **Monday 27 November 2017**.

Those present

Cllr Angela Alder
Cllr Roger Beeching
Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr John Burmicz
Cllr Pat Coysten
Cllr Annelise Furnace
Cllr Don Hall
Cllr David Royle

In attendance:

3 members of the public
R Bowran - Town Clerk

J Sargent – Town Projects Manager

Welcome by the mayor.

The meeting was preceded at 7.15pm by a presentation by Geoff Brown, Chief Executive of Healthwatch Hertfordshire to launch their activities in East Hertfordshire

Prayers were said by Cllr Burmicz

17/104 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Riches – away from the area.
Cllr Adamopoulos and Cllr Shaw were absent.

17/105 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Interest by Members

17/106 PERSONAL STATEMENT

Cllr David Royle announced that he had resigned from the Green Party, although still on friendly terms, and now wished to be known as an Independent Member.

17/107 PUBLIC FORUM

There were no representations from members of the public on matters within the remit of the Town Council

17/108 MINUTES

To approve as a correct record the minutes of the Meeting of the Town Council held on 30 October 2017 (M05)
[prop Cllr Alder; secd Cllr E Buckmaster]

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

17/109 PLANNING COMMITTEE

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

- 30 October 2017 (P08)
- 13 November 2017 (P09)

ROB

17/110 APPOINTMENT TO COMMITTEE

Resolved: To appoint Cllr Annelise Furnace to fill the vacancy on the Finance and Policy committee.

[prop Cllr E Buckmaster; secd Cllr Alder]

17/111 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive the Mayor's appointments and communications

- The Town Projects Manager, Joanne Sargent, and the council staff were thanked for their efforts in putting on a spectacular Christmas Lights event.
- On 24 January 2018 there will be a charity event at the New Mexico restaurant.
- On 13 March 2018 the mayor of Moosburg will be visiting Sawbridgeworth to sign the Jumelage charter.

17/112 REPRESENTATIVES REPORTS

To receive representatives reports from:

- o County Councillor Eric Buckmaster reported:
 - o At full Council last week David Williams was confirmed as Leader of the Council and Theresa Heritage as deputy leader.
 - o One of the items approved at council was to take the draft minerals plan forward for consultation. The consultation will start on Monday 4th December and run to Friday 9th February. Part of Briggens Park has been included as a preferred option for extraction of Sand and Gravel. This is immediately between the proposed Gilston Development and Stanstead Abbots. I have written to Tarmac who are promoting the site and have received a response which I am happy to share. Existing supplies of minerals and those at other sites may mean that it could be many years before any planning applications come forward. However at full council I asked that all interested parties cooperate fully to help mitigate the cumulative effect on residents particularly in terms of environmental and highways impacts. There will be a public meeting in Stanstead Abbots on 11th December at 7:30 in St Andrews Church. I have agreed to attend to support as wide a response to the consultation as possible.
 - o Hertfordshire County Council has successfully been picked by Leeds Beckett University as one of 4 Local Authorities to work on a Whole Systems Obesity Programme Project, and East Herts has agreed to be one of 2/3 districts to work with HCC on this pilot project.
 - o Latest figures for Hertfordshire show that around one in five adults are obese. In 2015/16 the percentage of obese children at the age of 11 (15.4%) across Hertfordshire was double the percentage among those entering primary school.
 - o Workshops have been arranged with both County and District officers to discuss the approach and next steps, which I shall also attend
 - o Hertfordshire has received £400,000 National Lottery funding from Sport England to help older adults get active and remain independent

RCS

- The Active Ageing funding has been awarded to Hertfordshire County Council and Hertfordshire Independent Living Service (HILS) to help reduce the number of inactive older adults.
- The funding will be used to provide a personalised exercise service for older people living independently in their homes, tailored according to their ability, motivation and current health.
- Those who are able to go out will be supported to be more active locally in their communities. Those who are less able will be offered an enjoyable and tailored home-based physical activity programme that promotes independence, quality of life and wellbeing.
- Earlier in the month I attended a round with one of the Hills meals on wheels drivers as part of meals on wheels week.
- At the Resources Cabinet panel members agreed a set of recommendations to withdraw funding and involvement from Cuffley Camp, which county doesn't own, but to concentrate on sites it does own. The decision has been called in by opposition members and will now go forward to be discussed at Overview and scrutiny.
- I mentioned at the last meeting I had been told about some S106 funding for Sawbridgeworth Highways. I have asked officers to bundle together a number of schemes including improvements to the railings at London Road, junction protection in Burnside and Millfields. Plus possible to improve Elmwood footpath if ownership can be established.
- District Councillor Angela Alder reported:
 - Meeting with of Hertfordshire Healthwatch, AgeUK Herts and Social Prescribing on 28 November.
 - Damage to the Millennium Maze on Town Green.
 - Attending a Community Transport meeting at CVS at Stansted Abbots
- District Councillor Eric Buckmaster reported:
 - East Herts is likely to support an Expression of interest for Big Lottery Funding for Place Based Social Action. It will be to increase Digital Inclusion and Social Prescribing. The lead partner will be Age UK Hertfordshire, with input from Peter Lee via the Village Hall network, and hopefully also CDA Hertfordshire. It links in very well with our social prescribing work.
 - You will have heard that East Herts is interested in developing the Causeway town centre sites it owns. We have engaged consultants Allies and Morrison to come up with potential land uses. Options could include a 500 site theatre/arts centre including 2/3 cinema screens, community space, and possible new location for BS library. Also a new multi-story car park at Northgate end. The site will include uses as retail and residential and shared public space. I have had meetings along with Liz Watts with various local stakeholders including the Town Council, Rhodes Trust, the United Reformed Church and some residents. The ultimate scale and use of the Arts Centre will depend on the potential for moving the Rhodes Centre business and their willingness to do so.

Ren

- District Plan Masterplanning. Councillor Alder and I as Town and District Councillors along with a few others will form part of a focus group for the Sawbridgeworth allocations. Two meetings as a pre-cursor to this have been arranged on 30th November and 14th December at 7:00pm at the Hailey Centre. I requested that Town Councillors be included in these two meetings. I don't yet know the format but let's hear about what is involved. I'll make sure we engage members for feedback or as a sounding board as we go forward.
- I shall also shortly be giving the go ahead to commission a walking cycling study around Sawbridgeworth which will include the areas included in the District Plan.
- The expansion of the Central Surgery is scheduled for completion by March 2019.
- Hertfordshire Police were not present
- Other Representatives
 - Cllr Royle reported on schools. Schools Town Council on 13 November to discuss the Bakers Walk Art Project. There will be two more meetings in the next two terms. This will be discussed at the Town Action Plan.
 - Cllr R Buckmaster reported on SYPRC. The lettings policy will remain as it is. Future projects include a new floor, new gates and resurfacing the car park. RoSPA inspection has taken place.
 - Cllr R Buckmaster reported on the Memorial Hall. The storage extension is nearly complete. Next projects include refurbishment of the lobby and redecoration. Many successful events have been held. The Hall now has a licence to accommodate 350 people at an event. There will be the installation of an on-line bookings management system. Trustee Lizzy Hall has resigned and has been replaced by Rachel Newman. There is a current bank balance of £90,000.

17/113 TOWN CLERK'S REPORT

Received and Noted: Town Clerk's report for the month to 24 October 2017.

- Cllr Royle asked for updates on FP 27, Kings Head and Elmwood. These were given
- Cllr Royle asked about tendering for footpath maintenance. Clerk said this was being pursued in co-operation with Gilston & Eastwick and High Wych parishes.
- Cllr Alder advised that the CWGC would be erecting a sign inside St Marys churchyard.

17/114 TOWN PROJECT MANAGER'S REPORT

Received and Noted: Town Project Manager's report for the month to 24 October 2017

- Christmas Lights Event. Added that pre-publicity had been provided by a wrap on CM21 magazine.
- Reported that the police were content with our approach to any potential terrorism threat
- About 3,000 attendees, the same as 2016
- 13 stall holders all who did well;
 - Cllr Beeching suggested more lights in car park C
 - Cllr Alder liked the bubble machine

- Cllr Royle asked for photos to be sent to the Mercury
- Presentations for competitions are on 14 December

17/115 EAST HERTS DISTRICT PLAN

To report on the town council's representations at the public examination of the East Herts District Plan.

Cllr Shaw and the Clerk represented the council's views on aspects of the Plan. There is no announcement about the date for the publication of the Inspector's report. Once modifications to the Plan have been made it will go out again to consultation.

17/116 SAWBRIDGEWORTH LIBRARY BUILDING

To discuss whether to apply for Grade 2 listing for the 1930's building, the former Urban District Council Offices (now the Library)

Resolved: That no application for listing should be made.

[prop Cllr E Buckmaster; secd Cllr Alder]

Asked whether the decision could be revisited, Clerk responded that "A decision of Council shall not be reversed within six months except either by special resolution, the written notice whereof bears the name s of at least 7 members of the Council" (*Standing Order 35*)

17/117 SUPPORT FOR LOCAL BUSINESSES

To examine how local businesses can be supported in the current economic climate.

Cllr Royle introduced the item saying it had been triggered by the current situation of a local retailer and suggested that revitalisation was all about, footfall, rents, markets and car parking.

Town Projects manager said there was some support from retailers about starting a limited market. Suggested that formal research be carried out to find out what the people of the town want.

- Cllr E Buckmaster suggested setting up a working group.
- Cllr Beeching said this could be managed through the Amenities committee.
- Cllr Furnace said that any survey should look 10 – 20 years ahead and take account of the "digital high street"
- Town Projects Manager said she was meeting with EHDC new consultant Martin Figgis on town revitalisation.

17/118 PROVISION OF CCTV / ANPR

Clerk reported on the scope for and the future development and enhancement of:

- Current town centre CCTV system. Quotes have been received for a platform upgrade. Installation of improved brackets and weather shielding in progress at no cost to the council.
- Future expansion of the CCTV system. Quotes have been received for extensions to the system.
- Expansion of ANPR facilities in the town. Estimate has been given for additional devices although it was the opinion of Members that this was not a matter that the council could support financially.

17/119 GENERAL DATA PROTECTION REGULATION

To note the town council's responsibilities under the General Data Protection Regulation (GDPR) which will come into force on 25 May

2018.

- Cllr E Buckmaster said that he was investigating the need for all members to register with the ICO relating to data of which they might be in possession.
- Town Projects Manager said that Shadowfax, the council's IT support company, were of the opinion that we already do most things correctly.

Clerk said that he was attending several seminars on the potential requirements and would revert to council with his conclusions.

17/120 DEPOSIT & CONSULTATION DOCUMENTS

There were no Documents for Noting and Consultation

17/121 FINANCIAL REPORT

Received and Noted: Current Financial Report

17/122 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

17/123 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

- Cllr E Buckmaster asked for an item to cover a Walking and Cycling Study.
- Cllr Furnace asked for a pre-meeting item to invite Mr Simon Marlow of AgeUK to address Members.

Meeting closed at 20:59



29-1-18

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Eden Springs UK Ltd			EDEN001				
24/11/2017	31/03008398	Drinking water		22.22	0.00	22.22	0.00
					0.00	22.22	
				Above paid on : 29/01/2018 By Cheque No 1633			
PAYMENT TOTALS				0.00		22.22	

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Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : David Allam			ALLM001				
09/01/2018	4317	Safety inspection & new bulb		67.20	0.00	67.20	0.00
19/01/2018	4321C	Trailer - brake safety cable		183.97	0.00	183.97	0.00
					0.00	251.17	
Above paid on : 29/01/2018 By Cheque No 1634							
Supplier : Shadowfax Technology Limited			SHAD001				
16/01/2018	14235	Secure Sckt Layer Certificate		24.00	0.00	24.00	0.00
					0.00	24.00	
Above paid on : 29/01/2018 By Cheque No 1635							
Supplier : Aylesford Electrical Contractors Ltd			AYL001				
15/01/2018	53910	1st of 3yr contract		10,620.00	0.00	10,620.00	0.00
					0.00	10,620.00	
Above paid on : 29/01/2018 By Cheque No 1636							
Supplier : Oakridge Nursery			OAK001				
19/12/2017	0315	Kamil Bauman - 9/10-19/12/17		727.50	0.00	727.50	0.00
					0.00	727.50	
Above paid on : 29/01/2018 By Cheque No 1637							
Supplier : East Herts District Council			EHDC001				
15/01/2018	DNTR306513	13wks refuse collection		102.44	0.00	102.44	0.00
					0.00	102.44	
Above paid on : 29/01/2018 By Cheque No 1638							
Supplier : Rialtas Business Solutions Limited			RBS001				
13/11/2017	SM18356	Omega cashbook support		570.00	0.00	570.00	0.00
					0.00	570.00	
Above paid on : 29/01/2018 By Cheque No 1639							
Supplier : Southern Electric			SSE001				
03/10/2017	0103	Unmetered Telephone box		1.76	0.00	1.76	0.00
11/2017	0104	Unmetered supply to Tel Box		1.76	0.00	1.76	0.00
04/12/2017	0105	Telephone box unmetered supply		1.76	0.00	1.76	0.00

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
03/01/2018	0106	Tel box - unmetered supply		1.89	0.00	1.89	0.00
					0.00	7.17	

Above paid on : 29/01/2018 By Cheque No 1640

Supplier : The Anglia Sign Casting Company

ANG001

07/12/2017	41654	THOMSON - plaque		75.41	0.00	75.41	0.00
18/12/2017	41746	FOURNAISE, CRAIG, ARMSTRONG		204.62	0.00	204.62	0.00
					0.00	280.03	

Above paid on : 29/01/2018 By Cheque No 1641

Supplier : Hert Assoc of Parish & Town Councils

HAPTC001

23/10/2017	1718/309	External Auditor & Grants		40.00	0.00	40.00	0.00
					0.00	40.00	

Above paid on : 29/01/2018 By Cheque No 1642

Supplier : Community Development Action Herts

CDA001

01/12/2017	CDA/MEM/17070	Membership 2017/18		35.00	0.00	35.00	0.00
					0.00	35.00	

Above paid on : 29/01/2018 By Cheque No 1643

Supplier : Moore & Son Ltd t/as Direct Moves

DMOVES001

12/2017	12155	Tunnel storage 19.10-19.11.17		105.60	0.00	105.60	0.00
09/01/2018	12203	Tnnl strge 19.11-19.12.17		105.60	0.00	105.60	0.00
					0.00	211.20	

Above paid on : 29/01/2018 By Cheque No 1644

Supplier : Froom & Co Limited

FROOM001

30/11/2017	36975	Del 20.11.17		252.00	0.00	252.00	0.00
31/12/2017	37023	Delivered 5/12/17		252.00	0.00	252.00	0.00
					0.00	504.00	

Above paid on : 29/01/2018 By Cheque No 1645

Supplier : CaterCare Catering Equipment Ltd

CATERCARE1

04/12/2017	42263	Service/repair of water heater		96.36	0.00	96.36	0.00
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Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	96.36	
					Above paid on : 29/01/2018 By Cheque No 1646		
		Supplier : Branson Leisure Ltd	BRAN001				
18/12/2017	2984	Treated Bench - THOMSON		728.64	0.00	728.64	0.00
					0.00	728.64	
					Above paid on : 29/01/2018 By Cheque No 1647		
		Supplier : The Society of Local Council Clerks	SLCC001				
18/12/2017	124362	Webinar Train. Session (GDPR)		36.00	0.00	36.00	0.00
					0.00	36.00	
					Above paid on : 29/01/2018 By Cheque No 1648		
		Supplier : L.H. Cook Plumbing & Heating Ltd	LHC001				
29/11/2017	76174	Replace pressure switch		151.20	0.00	151.20	0.00
15/01/2018	76652	Replace water heater		277.20	0.00	277.20	0.00
					0.00	428.40	
					Above paid on : 29/01/2018 By Cheque No 1649		
		Supplier : Lodge & Sons (Builders) Limited	LODG001				
18/12/2017	8420	PAT Testing		326.40	0.00	326.40	0.00
					0.00	326.40	
					Above paid on : 29/01/2018 By Cheque No 1650		
		Supplier : Ridgeons Ltd	RIDG001				
05/12/2017	039/71432784	Lock for car park gates		26.51	0.00	26.51	0.00
11/01/2018	039/71526685	Concrete mix & wire guard		11.34	0.00	11.34	0.00
16/01/2018	039/71540816	Digging spade		35.58	0.00	35.58	0.00
					0.00	73.43	
					Above paid on : 29/01/2018 By Cheque No 1651		
		Supplier : Ricoh UK Limited	RICOH001				
08/01/2018	101013582	Quarterly charges		490.47	0.00	490.47	0.00
					0.00	490.47	
					Above paid on : 29/01/2018 By Cheque No 1652		

Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : Sunstone IP Systems Limited	SUN001				
13/12/2017	INV-0502	Yearly Maint. Agreement		2,914.49	0.00	2,914.49	0.00
					0.00	2,914.49	
				Above paid on : 29/01/2018 By Cheque No 1653			
				PAYMENT TOTALS	0.00	18,466.70	

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Ledger : 1

Month : 10

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : John Miles & Son Tyre & Exhaust Cntr	MILES001				
22/01/2018	JM603108	New tyre & wheel balance		140.33	0.00	140.00	0.33
					0.00	140.00	
				Above paid on : 29/01/2018 By Cheque No 1654			
		Supplier : Ridgeons Ltd	RIDG001				
24/01/2018	039/71569580	Ratchet straps		36.40	0.00	36.40	0.00
					0.00	36.40	
				Above paid on : 29/01/2018 By Cheque No 1655			
		Supplier : Dale, Lisa	DALE001				
29/01/2018	290118	Dec & January cleaning		375.00	0.00	375.00	0.00
					0.00	375.00	
				Above paid on : 29/01/2018 By Cheque No 1656			
		Supplier : Affinity Water	AFFW001				
24/01/2018	240118	Standing charge		70.93	0.00	70.93	0.00
					0.00	70.93	
				Above paid on : 29/01/2018 By Cheque No 1657			
PAYMENT TOTALS					0.00	622.33	

Handwritten signatures and initials, including 'AA' and a signature that appears to be 'Zub'.

Non Purchase Ledger Cheque Payments - December - January 2018

Cheque No:	Payable to:	Amount:	Reason:	A/C Code:
1658	Frank Gowen	69.92	Saturday Service Bus Driving (23/12/17 & 13/01/18)	4045/700
1659	Adrian (Rob) Robinson	244.75	Saturday Service Bus Driving (16/12 & 6&20/01) & holiday cover 28&29/12)	4045/700
1660	Hertford Town Council	20	Quiz Tickets - Mayor attending	4315/210
1661	SMHT	205	Hall hire for Mayors Civic Dinner 28/04/18	4335/210
1662	The Hailey Centre	2000	Grant towards utilities costs	4355/220
1663	SYPRC	2000	Grant towards utilities costs	4350/220
1664	Hertford Town Council	80	2x Tickets to Hertford's Civic Dinner	4315/210
1665	CASH	306.4	Top-up of Petty Cash	Various

Total: 4926.07

[Handwritten signature]

Sawbridgeworth Town Council

Subject: **Clerk's Report November 2017**

Date: 21 November 2017

CCTV

- Quotations received for upgrade to and expansion of existing system.
- Retrieval of still and moving images for police witness statements

Community Transport - Sawbobus and Minibus Hire

- Report in preparation to EHDC to discuss future development and funding
- Advised Buntingford Community Transport of admin systems and methods
- Application in progress for Road Transport Act s22 permits.

District Plan

- Attended Examination in Public with Cllr Shaw to make oral representations on behalf of the town council.

External Matters

- Interim Internal Audit carried out
- Provided transport for Nostalgia Day
- Provided tree, lighting and facilities for Lights of Love ceremony

Footpaths

- Investigation into ownership of path from Elmwood to river on-going
- Attended a briefing at HCC for the provision of Rights of Way maintenance services.

GDPR

- Researching implications of meeting requirements of the General Data Protection Regulations due in May 2018.

Projects

- Bell Street Conveniences no further progress.
- Town Green; no further activity.
- Library relocation, HCC response to submissions focusses on mitigation feedback from Diana Jones after her meeting with Cllr Terry Douris.

Police

- Police and Crime Commissioner invited to attend a future meeting
- Hosted an exhibition sponsored by CI McDonald and Insp Hunt on an initiative in Sawbridgeworth expanding on Operations STOMP and GRANITE

Staff

- Clerk awarded PSLCC – Principal of the Society of Local Council Clerks
- New staff Contracts of Employment now in place.

War Memorial

- DAC now require detailed submission from stone mason for consideration before agreeing to meet with us.

To: All Members
From: Joanne Sargant
Subject: **Town Project Manager's Report September**
Date: 20th November 2017

Christmas Lights Switch On – Verbal update following event

Bakers Walk School Council Project – No Further update at present since last report

WW1 Commemoration Group – No Further update at present since last report

Research Projects in Progress:

- Markets and Economic Vibrancy of the town – Ongoing – discussed at Amenities Meeting 16-10-17 (please refer to the minutes for action points)
- Walking buses: Re The Travel Challenge ~ Research in progress

Future Dates for the diary

Saturday 28th April 2018 – Civic Dinner

Sunday 1st July 2018 – Fun on the Field