

Sawbridgeworth Town Council

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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK
Christopher Hunt

To: Cllr's A Furnace (Chair), D Newell, S Pagdades, A Parsad-Wyatt, S Penney, J Rider.
[Cllr R Buckmaster, Cllr R Smith]

TOWN ACTION PLAN AND AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 13th May 2024 at 7:30pm in the Council Chamber of Sayesbury Manor** for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Christopher Hunt'.


Christopher Hunt
Town Clerk
7th May 2024


AGENDA

- T23/43** **APOLOGIES FOR ABSENCE**
[👏] To receive and approve any apologies for absence.
- T23/44** **PUBLIC FORUM**
 To receive representations from members of the public on matters within the remit of the Town Action Plan and Amenities Committee.
- T23/45** **DECLARATIONS OF INTEREST**
 To receive any Declarations of Pecuniary Interest by Members
- T23/46** **MINUTES**
[📄][👏] To approve as a correct record the draft minutes of the Town Action Plan and Amenities Committee Meeting held on 12th February 2024 (T03) [Attached appendix A]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Owner	Action	Completed
Clerk	To circulate update on footpath 32	Email sent 13/2/24 to all councillors and staff
Cllr R Buckmaster	To write to East Herts Council to raise the issue of pupils parking in the	Email dated 18/2/24 Dear Cllr Buckmaster, Thank you for raising the observations and

	Leventhorpe swimming pool, restricting places for pool users.	concerns of customers regarding the car parking at Leventhorpe leisure centre. Please be reassured that I have spoken to the General Manager about the parking and this will be reviewed by them and the school. Kind regards Emily
Clerk	To add the information and links to the Town Council website	Website updated with useful link information

T23/47 ALLOTMENTS
 To receive Allotment Officers Report and discuss matters relating to Allotments.
[Attached appendix B]

T23/48 CEMETERY
 To note and discuss matters relating to the Town Cemetery.
[Attached appendix C]

T23/49 FOOTPATHS & OPEN SPACES
To note and discuss matters relating to Footpaths & Open Spaces.


- Footpath 9 to discuss surface improvements to make it accessible all year round.
- Jubilee Gardens, consultation on tree removal.

Cllr J Rider

T23/50 OPERATIONS
To receive, note and discuss matters relating to Operations.

- Sawbobus.
- Hailey Centre
- CCTV

Town Clerk

T23/51 ECO-AUDIT WORKING PARTY
 To receive an update on matters relating to the Eco-Audit Working Party
[Attached appendix D]

T23/52 TOWN ACTION PLAN
To review status of the Town Action Plan
Cllr A Parsad-Wyatt

T23/53 HGV INCREASED MOVEMENTS IN THE TOWN
To discuss if there has been an increase in HGV movement through the town due to the Sheering HGV restriction and any resulting issues.
Cllr J Rider

T23/54 COUNCILLOR ENGAGEMENT
Forthcoming events to allow for Town Council engagement

T23/55 STATION ADOPTION SCHEME

To receive an update on the activities by the working party at the Sawbridgeworth Train Station.

Cllr A Parsad-Wyatt

T23/56 ITEMS FOR FUTURE AGENDAS

To note items for future agendas.

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8pm on **Monday 12th February 2024**.

Those present

Cllr Annelise Furnace

Cllr Dawn Newell

Cllr Salvatore Pagdades

Cllr R Buckmaster (Ex Officio)

Cllr Angus Parsad-Wyatt

Cllr John Rider

In attendance:

Christopher Hunt - Town Clerk

Cllr Eric Buckmaster

Cllr Simon Penney

Cllr Steve Smith

Cllr Nathan Parsad-Wyatt

T23/29 APOLOGIES FOR ABSENCE

None received

T23/30 PUBLIC FORUM

There were no questions from members of the public on matters within the remit of the Committee.

T23/31 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T23/32 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 16th October 2023 (T02)
[prop Cllr A Parsad-Wyatt; sec'd Cllr S Pagdades]

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

Owner	Action	Completed
J Sargant	To find out the price to extend cemetery to future proof.	Adopted as a project for the next 6 months for the overall 3 year plan on developing the cemetery.

T23/33 ALLOTMENTS

– Allotments Officer Report

The report was talked through by the Clerk. Flood information was added and the town council are signed up to flood alerts.

T23/34 CEMETERY

Received and noted – Cemetery Officer Report

The report was talked through by the Clerk. Grass cutting and planting has begun and maintenance will be supplemented with the re-attendance of the community pay back scheme via the probation service.

Topple testing will be completed on a rolling programme.

T23/35 FOOTPATHS & OPEN SPACES

Cllr J Rider highlighted the update from East Herts District Council officers for a medium term repair to footpath 22 and 23. The owner of the footpath across Fair Green will be completing maintenance work.

The wall on Fair Green will not be repaired in time for the May Fair but it is hoped this will not impact on the event.

All footpath maintenance on the paths by Leventhorpe School is in hand and maintenance work is scheduled.

Cllr E Buckmaster mentioned the West Road development footpath 9 was still a mud track but was to be surfaced as part of the planning agreement and the rights of way officer was looking into this.

Footpath 32 was also mentioned and the Clerk had an update which he will circulate to members.

ACTION Clerk to circulate update on footpath 32

Cllr J Rider raised the road winter treatment and the recent meeting with Herts Highways and Town Council members. The meeting indicated that Bell Street will be assessed for future gritting. The winter treatment contract will be up for renewal this year and Cllr E Buckmaster will be part of this process. This will also include the pothole repairs but the adaption on to dealing with dangerous position of potholes is still frustrating as the staff who drive gritting lorries are the same that repair the potholes.

Cllr E Buckmaster wanted to see flexibility in the future to be able to deal with both issues under the negotiations in the new contract. The procurement process is for the whole county and will receive some scrutiny.

Cllr A Parsad-Wyatt wanted to highlight the better position we were in than last year, with local arrangements to react to adverse weather conditions.

Cllr A Furnace wanted to thank Cllr's J Rider and E Buckmaster for the work they have done to improve the situation the town found itself in last year.

T23/36 OPERATIONS

Received and noted – the Clerk's report on operations. He mentioned his concern that improvements to the Hailey Centre could impact on the liability to repairs for the Town Council. This will be highlighted and discussed with the manager and updates fed back to this meeting.

The CCTV system will have a survey completed in the next week to look at placing two new cameras in Bell Street.

T23/37 ECO-AUDIT WORKING PARTY

Cllr A Furnace advised that the three acorns report had stalled but was now being worked on again, with an ambition to a net zero pledge which will be discussed at the next Finance meeting. Regarding the real time air quality monitor, the operator will be invited to address councillors to explain how the results can be accessed and utilised.

Bob Reed has now been appointed as the Chief Science ecology officer for Pishiobury Park Friends.

Cllr E Buckmaster raised he has chased the listing on the Natural England website for Pishiobury to be listed as a nature reserve.

T23/38 TOWN ACTION PLAN

To review status of the Town Action Plan, by Cllr A Parsad-Wyatt. Mention was made to the flooding prevention work that had been successful in hotspot areas, the recent cross border meeting with Sheering PC and the footpath repairs and the ongoing work. Work with the police continues with pavement parking issues raised and encourages Councillors to attend the West Road development community meeting later this month.

Cllr D Newell raised issues with parking at Leventhorpe swimming pool with students parking in the spaces for swimmers and restricting the route for emergency vehicles.

Cllr S Pagdades suggested writing to the Head at Leventhorpe School.

Cllr E Buckmaster also suggested Cllr R Buckmaster as a District Councillor could raise this with East Herts Council.

It was agreed updates were to be made at the Amenities meeting and a full update made at the Annual Town Meeting.

ACTION, Cllr R Buckmaster to write to East Herts Council to raise the issue of pupils parking in the Leventhorpe swimming pool, restricting places for pool users.

T23/39 ADDRESSING LOCAL FLOOD RISK

Cllr E Buckmaster explained the agencies responsible for different areas such as rivers, water supply and gully and drain maintenance.

The reporting methods and the support available to residents was highlighted and agreed will be promoted via the Town Council website under useful links for a single point of contact for members of the community to be directed to.

Cllr E Buckmaster stated Councillors were encouraged to report flooding issues at Spellbrook online and he will follow these reports up with the relevant authority.

ACTION, Clerk to add the information and links to the Town Council website.

T23/40 COUNCILLOR ENGAGEMENT

Cllr S Pagdades had no further update.

T23/41 STATION ADOPTION SCHEME

Cllr A Parsad-Wyatt stated art work from local schools has now been fitted on the footbridge. Sheering PC had been made aware of the project and invited to join in with Sawbridgeworth TC members.

T23/42 ITEMS FOR FUTURE AGENDAS

Cllr J Rider, increased HGV movement through the town due to the Sheering HGV restriction which may impact on vehicles using Sawbridgeworth Roads as a diversion.

The Clerk stated this will be added to the next agenda.

Meeting ended at 20:52

ACTIONS

Owner	Action	Completed
Clerk	To circulate update on footpath 32	Email sent 13/2/24 to all councillors and staff
Cllr R Buckmaster	To write to East Herts Council to raise the issue of pupils parking in the Leventhorpe swimming pool, restricting places for pool users.	Email dated 18/2/24 Dear Cllr Buckmaster, Thank you for raising the observations and concerns of customers regarding the car parking at Leventhorpe leisure centre. Please be reassured that I have spoken to the General Manager about the parking and this will be reviewed by them and the school. Kind regards Emily
Clerk	To add the information and links to the Town Council website	

Appendix B

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Laura Carter
Subject: **Allotment Report May 2024**
Date: 07 May 2024

General

Regular site checks and boundary maintenance continues to be completed at all sites by the Town Ranger. The wet weather did delay some maintenance at the beginning of the season, especially the areas that required the ride on mower for ground maintenance. Hopefully the weather will settle and allow consistent maintenance to continue as the grass areas need mowing more frequently.

Community Orchard

After an onsite meeting between the Allotment Officer and Southbrook Allotment Association Committee members it was agreed to trial a small community orchard on a half plot that had been made fallow due to frequent flooding. This project has successfully started, please see the pictures below.





New West Road Site

No update received to date.

Appendix C

Sawbridgeworth Town Council

Cemetery Paper by J Sargant

Subject: Cemetery Report

Date: 07 May 2024

Burial Data: 01 Jan 2024 – 07/05/2024

Full Burials = 7

Created Remains = 7

Scattering = 0

6 graves were new graves sold, 7 were pre-purchased grave spaces or re-opening.

Probation Service:

The group have returned to the cemetery this Spring and should be able to visit a couple of times a month. Cemetery Manager to instruct the supervisor what work could be carried out during the visits, but it is dependent on what resources are available to them on the day.

Ground Maintenance:

Grass cutting has begun, but the wet weather still proves to make groundwork difficult. We are fortunate that the cemetery is not subject to flooding within our boundaries, however the flooding in the layby outside is a continual problem as the silt and detritus obstructs the yellow lines, Cemetery Manager to continue to report the issue to HCC for clearance

Memorials:

'Topple Testing' and inspection of memorials will now be continued by Cemetery Manager. By law, the testing and inspection program must take place on a continual inspection program.

Appendix D

Eco-Audit Working Group Meeting via Teams, 26 March at 12.00

Attendees: Cllr Annelise Furnace (AF); Bob Reed (BR); Hazel Mead (HM); Mr David Royle (DR); Joanne Sargant (JS) Town Projects Manager; notes taken by Cllr Annelise Furnace. Apologies: Cllr Ruth Buckmaster (RB), Sarah Brown (SB), Chris Hunt (CH), Cllr Eric Buckmaster (EB).

Last meeting 16 January 2024

EHC Environmental Grant

- £3,000 grant to cover new eco-audit, Energy Hub including leaflets and posters, Raynet vehicle, mobile LED sign
- Corporate leaflet being produced by EHC
- LED light to be used for various messaging including on SawboBus

STC Eco-Audit next steps

- We are owed one paid for visit – JS is chasing 3 Acorns
- Will then look at next audit and guidance to get to Net Zero

Energy Hub

- STC will provide 2x staff for Hub
- Raynet vehicle plus EHC's planned trailer with demo equipment (this is to travel round EHC but we will also have the Raynet vehicle to bring people on board)
- ACTION JS to chase EHC officers on materials and trailer
- DR setting up call for Sustainable Sawbridgeworth with EHC officers; a few members of group will help with Hub
- Schools and street locations – will plan once materials ready
- Sign posting and general guidance on what's on offer plus demo materials

Citizen Science Group and biodiversity

- Start in April once trees in leaf – BR will be in touch with group
- Will also look at water run-off from new developments
- JS mentioned new bridge build about to start at West Road

Allotments

- HM reported eco plot looks good and planting has taken, just need to tidy up edges
- One plot will have apple trees – have permission from STC – lots of offers to pay for trees
- ACTION HM to contact EB on HCC trees scheme

Tree planting

- ACTION Land in Bullfields back of Cherry Gardens – JS to speak with EHC ranger
- ACTION All to think of any areas for trees and contact EB

Sustainable Sawbridgeworth

- DR updated on activities including Repair Café, TUS – nearly 100 bags – used Coop location
- Worked out what group will attend this year including May Fayre, Clean Air Day
- Logo sorted, looking at website
- Cycling Day store at Coop 13 April with Cycle King
- Sawbo Sales likely September to coincide with Town Walk
- Still trying to arrange farm visit
- Business award certificate for town traders – JS in with Herts Waste Aware to promote Full of Beans

River Day update – 12 till 4pm Saturday 1 June

- JS updating banners
- Barge with rubbish and dogs – action by CART and police but may still be issues
- Kecksys has generator/encampment on section of tow path – ACTION JS to follow up
- Citizen Science Group, History Group, Sustainable Sawbridgeworth to be present
- Canalability for boat trips
- Boat Rescue, Fire Brigade expected

AOB

- EV charging points – no update – JS to chase EHC officer
- Friends of Pishiobury Park – full programme of events for spring and summer – STC to promote
- ACTION BR to contact EB about Network Rail's Biodiversity Programme in Hertfordshire and Middlesex

Next Meeting date

ACTION JS to ask CH if he can set diary meeting 2 or 3 weeks before Amenities committee x 4 per year