

Sawbridgeworth Town Council

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MAYOR
Cllr Mrs Angela Alder
TOWN CLERK

Richard Bowran BSc.(Hons) MILCM

To: Cllrs Adamopoulos, Beeching, Burmicz, Coysten, Furnace and Riches

AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 16 July 2018** at about 8.00pm following the meeting of the Planning Committee at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk
10 July 2018

AGENDA

- A18/01 ELECTION OF CHAIRMAN AND VICE CHAIRMAN**
To elect a Chairman and Vice Chairman of the committee for the civic year 2018/19
- A18/02 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- A18/03 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Amenities Committee.
- A18/04 DECLARATIONS OF INTEREST**
To receive any Declarations of Pecuniary Interest by Members
- A18/05 MINUTES**
To approve as a correct record the minutes of the Committee Meeting held on 14 May 2018 (A04)
[Appendix A]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- A18/06 ALLOTMENTS**
To report on matters relating to Allotments
- Allotment Association
 - Water supplies
 - Bullfields

- Southbrook
- Vantorts
- Bellmead
- Waiting list

A18/07 CEMETERY

To report on matters relating to the Town Cemetery

- Inspections
 - Compliance with Regulations
- Maintenance
 - Equipment
 - Sub-contractors
 - Benches
- Development
 - Roadway Extension
 - Marketing

A18/08 FOOTPATHS & OPEN SPACES

To report on matters relating to Footpaths and Open Spaces

- Bullfields
 - Inspection and maintenance
 - Play equipment
 - Litter clearance
 - Grass cutting
- West Road
 - Inspection and maintenance
 - Play equipment
 - Litter clearance
 - Grass cutting
- Other areas
 - Bell Street flower beds
 - Maintenance
 - Infestations
 - London Road flower beds
 - Maintenance
- Town Green
 - Update report
- Fair Green
 - Development
 - Maintenance
- Footpaths
 - General state
- Rivers Heritage Orchard
 - Update report on licencing obligations
 - Volunteer group
 - Grass cutting

A18/09 OPERATIONS

To report on matters relating to Operations

- Community Transport
 - Sawbobus
 - Hire minibuses
- Events
 - Fun on the Field
 - Christmas Lights
- Ranger activities
 - Report on current working arrangements
 - Sub-contracting works for Gilston and Eastwick PC, SYPRC and RHSO

A18/10 CIVIC AMENITIES

To report on matters relating to Civic Amenities

- Facilities at The Manor
 - Redecoration
 - Chamber
 - Radio scheme.
- Floral Displays
 - Displays for summer 2018
- Public Conveniences
 - To review developments with EHDC on the Bell Street proposition
- War Memorial Repairs
 - To review the activities of the Task and Finish Group.

SAWBRIDGEWORTH TOWN COUNCIL

AMENITIES COMMITTEE

Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8.00 pm on **Monday 14 May 2018**.

Those present

Cllr Angela Alder
Cllr Roger Beeching

Cllr John Burmicz
Cllr Heather Riches
Cllr Ruth Buckmaster (

In attendance:

2 members of the public
R Bowran – Town Clerk

Joanne Sargent – Town Projects Manager

A17/27 APOLOGIES FOR ABSENCE

Apology received from Cllr Coysten – family commitment
Cllr Adamopoulos was absent

A17/28 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Amenities Committee.

Mrs Hazel Mead asked what the council could do to counter the intrusion of Muntjac deer, and suggested a fence around the site. *She was advised that several suggestions has been made to the association over the last few years, and that a fence would cost around £20,000. The council does not have that resource and suggested that individuals could take their own counter measures.*

Mrs Hazel Mead asked what the council could do to rectify the flooding problem on Footpath 27. *She was advised that Cllr Royle was addressing the issue.*

A17/29 DECLARATIONS OF INTEREST

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

A17/30 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 12 February 2018 (A03)
[prop Cllr Alder; secd Cllr Riches]

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

A17/31 REPORTS

To accept and deal with matters arising on written and oral reports:

- Allotments. Town Projects Manager reported
 - Significant issues surrounding vermin, especially rats were noted.
 - Waiting list remains static at 11 on the list
 - It was confirmed that the water line extension at Southbrook had been completed.
 - Regular inspections are being conducted.

- Noted that discussions will be taking place with Barratt David Wilson Homes over the provision of a potential new allotment site off West Road.
- Cemetery. Town Projects Manager reported
 - The one tender received for the roadway extension was of a value that require the council to seek two further tenders.
 - Scope of the project can be modified if necessary to remain with the budget for this year.
- Footpaths and Open Spaces. Town Clerk reported
 - On-going discussions with solicitors over the legal position relating to the Elwood Right of Way. Quotations have been approved by council and it is anticipated that it is likely that work will commence in the summer vacation for the Parish Hall path.
- War Memorial. Town Projects Manager reported
 - Having received quotes from Lodge and Sons. Next steps are to evaluate priorities and seek approval from the Diocese. Assurances have been sought that work can be completed by November 2018. Working party is meeting on 16 May.
- Central Surgery
 - It was noted that work had commenced on the extension to the surgery. Out of the annual meeting of the patients forum Cllr Riches asked if car parking places could be allocated for the use of doctors and staff. She was advised that the question had been put to EHDC and the answer was in the negative because it would set precedent for all EHDC's other car parks.
- Operations. Town Clerk reported
 - Sawbobus is off the road with a broken gearbox. The repair is under warrantee but the bus has been away for three weeks already. Service has been maintained by the use of the council's other minibuses.
 - Discussions are on-going in regard to future funding including talks with Essex CC and Sheering PC and with a s22 licence application.

A17/32 ITEMS FOR DISCUSSION AND DECISION

To discuss any further matters relating to current projects

- Community Champion Awards. Town Projects Manager reported
 - A successful evening. Agreed that a complete rethink was needed to refresh the concept. Suggested that Rivers Hospital as sponsors should be more involved. This item to be a major topic in future meetings of the committee.
- Floral Displays. Town Projects Manager reported
 - Same format as last year pending a decision on investment in new baskets with the caveat that Herts CC are insisting on licencing all hanging baskets.
- Future Markets. Town Clerk reported
 - Initial consultation with Fair Green residents has resulted in protests and legal action. Matter will now be considered by the proposed STAP and Economic Development Committee.
- Christmas Lights. Town Projects Manager reported
 - Contract with Aylesford Electrical. Pending is Herts CC defining what is acceptable and what is not as far as licencing the displays is concerned.
- Fun-on-the-Field. Town Projects Manager reported
 - Planning was in hand and well advanced, but no publicity had been made as it was wished to avoid any clash with the May Fayre.

- Civic Service. Town Projects Manager reported
 - Arrangements were in place. It was noted that the sermon would be given by the Archdeacon.

A17/33 NEXT MEETING

Noted: That the date for the next meeting of the Committee has been proposed for Monday 16 July 2018.

Meeting Closed at 21:07