



# Sawbridgeworth Town Council

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**MAYOR**  
Cllr Annelise Furnace  
**TOWN CLERK**  
Simon Crocker BSc, (Hons) MSc

To: Cllrs Burmicz (Chair), Alder, Coysten, Furnace, Gray, Royle [Cllr Rattey]

## AMENITIES COMMITTEE

You are hereby summoned to attend a meeting of this committee to be held via the video conference service [Zoom](#) on **Monday 15 February 2021** commencing at 7.30pm (immediately after the Planning Committee Meeting) to transact the business as set out in the agenda below.

*Simon Crocker* Town Clerk. 10/02/2021

Members of the public and press are cordially invited to attend.

## Agenda

- A 20/25 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- A 20/26 PUBLIC FORUM**  
To respond to questions from members of the public on matters within the remit of the Committee.
- A 20/27 DECLARATIONS OF INTEREST**  
To consider any Declarations of Interest or requests for dispensation.
- A 20/28 MINUTES**  
To approve as a correct record the minutes of the Amenities Committee held on 12 October 2020  
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- A 20/29 ALLOTMENTS**  
To receive a report from the Allotments Officer
- A 20/30 CEMETERY**  
To receive a report from the Burials Officer
- A 20/31 FOOTPATHS AND OPEN SPACES**  
To note and discuss matters relating to Footpaths & Open Spaces
- A 20/32 ECO-AUDIT WORKING PARTY**  
To receive the notes of the eco-audit working party meeting held on Monday 8<sup>th</sup> February 2021 and consider any recommendations therein

**A 20/33 WEST ROAD TELEPHONE BOX**

To consider the relocation of the telephone box

**A 20/34 OPERATIONS**

- Public WC's revenue

**A 20/35 DEFIBRILATOR PROVISION**

To consider the provision of public defibrillators in Sawbridgeworth

**A 20/36 HERTS WASTE LOCAL PLAN – DRAFT CONSULTATION**

To consider any response

**A 20/37 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

Zoom Meeting

<https://us02web.zoom.us/j/82006164606?pwd=TCtURmxUUWlidmhQMG1GY2NXWng2UT09>

Meeting ID: 820 0616 4606

Passcode: 550044

# SAWBRIDGEWORTH TOWN COUNCIL

## AMENITIES COMMITTEE

### Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 19.30 hrs on **Monday 12 October 2020**.

**This was a Zoom Meeting.**

#### **Those present**

Cllr John Burmicz  
Cllr Angela Alder

Cllr Annelise Furnace  
Cllr David Royle

#### **In attendance:**

R Bowran - Town Clerk

#### **A20/15 APOLOGIES FOR ABSENCE**

Received and accepted from Cllr Coysten – unwell.  
Cllr Gray was absent.

#### **A20/16 PUBLIC FORUM**

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

#### **A20/17 DECLARATIONS OF INTEREST**

There were no Declarations of Pecuniary Interest by Members

#### **A20/18 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on 15 June 2020 (A01)  
*[prop Cllr Alder; secd Cllr Furnace]*

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

#### **A20/19 ALLOTMENTS**

**Noted:** Matters relating to Allotments

Tenancy renewals now sent out and arrangements made for contactless payment of dues.

Fly tipping on Ballfields allotment, tenants advised to clear the site.

Vandalism on Bullfields site, unauthorised entries, gate code seems to be common knowledge.

Complaint against former mayor Cllr Burmicz has been dismissed by the EHDC Monitoring Officer as there being no case to answer.

#### **A20/20 CEMETERY**

**Noted:** Matters relating to the Town Cemetery

No increase in volume of business but funeral directors are busy. Increase in demand for pseudo green burials by the new avenues of trees.

Wild meadow seeds now sown in borders adjacent to roadways.

Town Project manager was commended for the initiative

Handyman now reverted to 8 hours per week contract

**A20/21 FOOTPATHS & OPEN SPACES**

**Noted:** Matters relating to Footpaths & Open Spaces.

There were no additional comments to add to the Champion's report, other than that there had been om further progress on the application by Pishiobury Park for Local Nature Reserve status.

**A20/22 OPERATIONS**

**Noted:** Matters relating to Operations

Sawbobus running on a three-day week with proper social distancing.

Clerk advised that he had agreed to swap buses with Bishops Stortford Town Council for a week for them to trial our current vehicle. Members were concerned about possible confusion with a sign written vehicle and wanted it to be clearly stated that the swap was not as a result of a breakdown.

**A20/23 ECO-AUDIT WORKING PARTY**

Clerk was asked to establish a date for the next meeting of the Eco-Audit Working Party, which should be in the middle of the day on a Monday.

It was agreed that Sarah Brown, a member of the Sustainable Sawbridgeworth group should be invited to join the working party.

**A20/24 ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas

Meeting ended at 19:55

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# Sawbridgeworth Town Council

## Paper from the Allotments Officer

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To: Amenities Committee  
From: Laura Carter  
Subject: **Allotment Report February 2021**  
Date: 08 February 2021

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### **Tenancy renewals for 2020-21**

Tenancy renewals were sent out in September 2020 with minimal face to face contact in line with COVID 19 guidelines. Tenants were requested, where possible, to make payment by cheque or BACS.

### **Waiting List**

There are currently 25 people on the waiting list, some of which are waiting for specific plots/sites.

### **Maintenance**

The Town Clerk has authorised maintenance work to take place at Bullfields Allotment Gardens, which will be completed by the end of March. Once the work has been completed it will allow for at least 9 plots to be let to new tenants, which will significantly reduce the waiting list. The work will also incorporate the removal of fly-tipping that accumulated during the first lockdown in 2020.

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# Sawbridgeworth Town Council

## Cemetery Paper by J Sargant

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**Subject: Cemetery Report**

**Date: 09 February 2021**

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**Statistics – 01 February 2020 – 09 February 2021**

Total Burials / Interments = 33

### **Summary of Burial / Interment type:**

New graves sold with ERB = 6

Re-Open Graves Full Burial = 12

New Graves Cremated Remains with ERB = 8

Re-Open Cremated Remains Grave = 6

Pre-Purchased Full Burial = 1

### **Ground Maintenance:**

Richard Newman has been asked to evaluate and quote for work that needs to be carried out in the Spinney, urgent tree work will be given priority.

Grass cutting will start around the middle of March.

All perimeter hedges cut in autumn 2020

### **Review of Cemetery Fee Structure:**

Exercise to carry out comparatives with other local burial authorities. Currently it is favorable with others and in line.

### **Toilet:**

Now fully installed, it is padlocked except for funerals and when the Town Rangers are in attendance. Has been well received overall, but comments made about the location, prices to be sought for erecting fencing and climbing plants to soften the outlook in the lawned section of the cemetery.

### **Memorials:**

'Topple Testing' and Inspection of memorial has taken place in 5 sections of the cemetery. There is occasion when a majority of the ERB holders for these graves are not traceable because the ERB's were not transferred when the owner of the ERB was buried into the grave space. This is a historical problem with our cemetery and one that takes considerable time to resolve when a family approach to re-open the grave. Cyril Lumley has continued with this work and taken on the project of creating a comprehensive excel spreadsheet by section over the last few months as he was seconded to me from his bus driving duties.

### **Wildflower Meadow Areas:**

This is progressing well and has germinated. Although we may have some colour in 2021, it will take at least 2 years for the meadow areas to fully develop.

## **Eco-Audit Working Group at 12.00 8th February 2021**

Zoom meeting attendees Cllr Annelise Furnace, Cllr David Royle, Cllr Eric Buckmaster, Mrs Hazel Mead, Ms Sarah Brown, Mr Bob Reed. Apologies from Town Clerk Simon Crocker; notes taken by Cllr Annelise Furnace

### **Environmental audit ideas from Bob Reed**

- This is an audit of environmental assets in order to assess bio-diversity in the Sawbridgeworth area which includes:
  - 5 x miles of canal, 3 x miles of backwaters, 23 woods, 4 streams, numerous significant trees, old hedges, 5 orchards, 7 fresh water springs, grassland, arable land, gravel pits, 7 green spaces, school wildlife areas, 17 bodies of water (other than canal), 5 marshes, 3 areas of derelict land, 2 church graveyards, 7 old walls, 7 lanes, 4 allotments (including Bell Mead)
- 21% of the area comprises gardens, tend to get more birds here than in countryside, could do things quickly here
- There are also 5 county wildlife sites – so the area is well off in term of biodiversity
- Pishiobury Park – local nature reserve – 96 acres, includes grazing, coppice work, pollarding, tree planting, human impact. On High Wych corner could do air quality and noise pollution surveys. Ditch in park taking run off so can do water quality assessment. Can involve families and children
- Sarah expressed interest in getting advice from Bob for F&B wildlife area.

### **Actions:**

- Bob to start audit as soon as he can
- Sarah to act as contact between Bob and schools given her governor role at F&B (David and Annelise to send her contacts)
- Allotments and cemetery activities – liaise with TPM Joanne Sargant and Amenities Committee; Hazel able to help with any allotment activities including possible hedgehog survey
- Eric/David/Annelise to look at possible funding sources for final audit publication

### **Eco-Audit 3 Acorns second visit arrangements**

#### **Actions:**

- Simon to follow up on visit options with 3 Acorns
- Copy Bob into all contacts

### **Air quality update**

- Reports from previous two years now published on EHDC website
- STC writing to ask EHDC for more regular, up to date monitoring information

#### **Actions:**

- Group to keep in mind potential informal monitoring – possible use of lichens and plants to assess Nitrogen dioxide levels on West Road – this also gets residents and local groups involved

### **Anti-engine idling campaign/s**

Following resident's public forum suggestion:

- Eric reported EHDC has an annual campaign which is currently being worked on by communications, according to Cllr Graham McAndrew
- HCC's Active and Safer Travel team is producing signage which schools can use to discourage engine-idling – this should be ready in "weeks rather than months" – Sarah noted F&B would be happy to publicise in newsletter
- David to contact Greater Anglia about level crossing timer indicator and signage
- David to sound out shops on Bell Street to see if they will put signage in windows

### **Woodland Trust and trees**

Tree planting takes a lot of thought and aftercare planning – Bob willing to advise – suggested land opposite Bull pub which already has poplar and meddler trees may be suitable (about half an acre).

#### **Actions:**

- Simon to check Woodland Trust "free trees" scheme
- STC to look at Cllr Angela Alder's tree planning idea for Queen's Platinum anniversary via Amenities committee
- Eric to look at Kecksys plan and who owns the area opposite the Bull pub

### **Tiny Forest initiative**

- Sustainable Sawbridgeworth group looking at this initiative from Earth Watch, requires £25,000 investment, land size of tennis court, about reducing carbon impact
- There may be land on West Road Close
- Bob suggested willow to give rapid results
- Corner of Bullfields and Station Road suggested

### **AOB**

- David is trialling two carbon foot printing tools
- David noted that EHDC is interested in community energy projects as part of Climate Action Plan
- Questions around how feasible one might be for Sawbridgeworth, and dependent on ownership of land

### **Next meeting**

#### **Actions:**

- Simon to arrange shortly before next Amenities committee

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**MAYOR**  
Cllr Annelise Furnace  
**TOWN CLERK**  
Simon Crocker BSc. (Hons) MSc

**Meeting:** Amenities – 15/02/21

**Agenda Item:** A 20/36

**Date of Report:** 10/02/21

Email Correspondence received 11/01/21

Dear Consultee,

## **Hertfordshire Waste Local Plan Draft Plan Consultation – 11 January 2021 to 19 March 2021**

Hertfordshire County Council is preparing a new Waste Local Plan (the Plan) which will replace the current adopted Waste Core Strategy and Development Management Policies Development Plan Document (DPD) (November 2012), the Waste Site Allocations DPD (July 2014) and the Employment Land Areas of Search Supplementary Planning Document (SPD) (November 2015). The new Plan sets the vision, objectives and spatial strategy for waste planning in Hertfordshire up to 2036.

We are also preparing a new Waste Facilities Design Guide SPD, which will provide guidance on the design of waste management facilities and assist in meeting the requirements set out in Hertfordshire Waste Local Plan - Draft Plan Consultation Policy 15 of the Draft Plan.

We are writing to inform you that we are consulting on the Draft Plan and the Waste Facilities Design Guide SPD, and your views on these documents, as well as any supporting evidence, are welcome. This consultation is being carried out under Regulation 13 (for the SPD) and Regulation 18 (for the Plan) of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

Please submit your comments using our online form at [hertfordshire.gov.uk/wlp](http://hertfordshire.gov.uk/wlp), or email a completed response form (available online) to the email address at the top of this email. There will be further opportunities to comment on the Plan and SPD at future stages of their preparation.

The consultation runs from **9am Monday 11 January 2021**  
and closes **5pm Friday 19 March 2021**.

The Draft Plan and SPD, as well as a number of supporting documents, including a Sustainability Appraisal and Habitats Regulations Assessment, are available to view online at the web address above. Due to the current restrictions surrounding the coronavirus pandemic, and in accordance with current regulations<sup>[1]</sup>, hard copies of the documents are not available to view. If you have difficulty accessing the documents online, please contact us so that we can seek alternative arrangements for you.