

# SAWBRIDGEWORTH TOWN COUNCIL

## AMENITIES COMMITTEE

### Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20.10 hrs on **Monday 08 February 2016**.

#### Those present

Cllr Angela Alder  
Cllr Pat Coysten

Cllr John Burmicz  
Cllr Sotirios Adamopoulos  
Cllr Tom Reeks - chair

#### In attendance:

R Bowran - Town Clerk

Joanne Sargant – Projects Manager

#### **A15/19 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr R Buckmaster – family illness.

#### **A15/20 PUBLIC FORUM**

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

#### **A15/21 DECLARATIONS OF INTEREST**

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

#### **A15/22 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on 12 October 2015 (A02)  
*[prop Cllr Alder; Secd Cllr Burmicz]*

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. There were none.

#### **A15/23 ALLOTMENTS**

To report on matters relating to Allotments

- Allotment Association
  - Meeting arranged for 09 March 2016 with leaders of each site. One of the main topics will be the location of the new Eco-Toilets on Southbrook and Bullfields.
- Bullfields
  - Several plots are very overgrown and unlettable in current state. Many potential tenants can only manage a half plot size and this what we are offering at the moment.
  - A power scythe is being demonstrated on 16 February. This could make maintenance and plot preparation more efficient. Members supported this initiative.
- Southbrook
  - Issues with overgrowth on land with no clear ownership resulting from poor conveyancing and omissions in comprehensive sales of small tranches of land.
- Vantorts
  - Pathway to be reconstructed following complaints, but also to reclaim encroachment by tenants.

- Tree to be felled on 12 February following complaint about overshadowing.
- One overgrown plot to be retained for the time being for access by workforce.
- Bellmead
  - Complaint about another tree overshadowing an allotment, tenant to apply self-help in first instance. Tree is potentially a BT issue to resolve.
- Waiting list
  - Currently static at 16, with some unlettable plots and some wanting to go on a specific plot that we can't accommodate.

**A15/24 CEMETERY**

To report on matters relating to the Town Cemetery

- Inspections
  - Report on condition of the site. Much depends on communicating with ERB holders to remind them what is expected of them.
  - Complaints about spring flowering cowslips have been resolved to the acquiescence of an ERB holder.
  - Extension of fencing at container area to accommodate temporarily displaced kerb sets.
- Price structure
  - No changes are proposed for 206/17. Clarification of pricing for services will be provided in order to remove areas of doubt.
  - Production of new marketing material will be produced to give to direct contact clients and assist funeral directors when speaking to their clients.
- Maintenance
  - Quotation for fencing on the boundary of C Section has been obtained and will be carried out by the Ranger with the help of a contractor.
  - Cemetery gate hinges have been damaged by a vehicle colliding with them. Repair estimates are being sought from a local forge.
  - Assistance with grass cutting in the spring/summer season will be provided on a week by week basis by students from Harlow College,.
  - Camouflage planting to shield container. A trellis will be erected and Russian Vine, Amandii Clematis or similar will be planted

**A15/25 FOOTPATHS & OPEN SPACES**

To report on matters relating to Footpaths and Open Spaces

- Bullfields
  - Inspection and maintenance routines are continuing
- West Road
  - Inspection and maintenance are also continuing with issues relating to the condition of the wet-pour surface remaining unresolved.
- Other areas
  - Bell Street flower beds – are largely populated and will require fairly minimal on-going maintenance.

- London Road flower beds – the London Plane tree felled by HCC now showing signs of life. This means that the root problem has continued showing more movement in the surrounding paving. We will now commission our own contractor to poison the stump.
- Town Green
  - To consider next moves in order to make progress on this project. There is budget provision to kick start this project and persuade the owner, EHDC, into agreeing some action.
- Footpaths
  - General state - EHDC leaf mulch issues were mentioned and specific reference was made to the footpath twixt the Catholic Church and Cambridge Road.
  - Parish Hall footpath has been the subject of social media comment and the ownership is for F&B School to establish.
- Rivers Heritage Orchard
  - The annual Wassail was carried out and the town council attended in its role of representative of the landowner and to ensure Health and Safety issues were addressed.
  - The volunteer group continue to carry out maintenance days and contracts with the town council for grass cutting. The chairman is likely to be less available due to his career changes.
  - The National Orchards Group have expressed an interest in visiting the Orchard and have been put in contact with the volunteer group.

## **A15/26 CIVIC AMENITIES**

To report on matters relating to Civic Amenities

- Ranger activities
  - Report on current working arrangements. Ranger now back on winter hours and concentrating on cemetery maintenance.
- Farmers Market
  - Consideration of a replacement event. Projects Manager is investigating the feasibility of bringing in foreign food markets.
- Facilities at The Manor
  - WW1 exhibition now concluded after an extension into January. Over 1.400 have passed through the exhibition and the trench including an estimated 600 schoolchildren from Sawbridgeworth and the surrounding area.
  - Redecoration programme for the winter will start with reparations to the chamber and outside decoration to paintwork.
- Floral Displays
  - Displays for summer 2016. To be discussed with Cllr Coysten. Oakridge Nurseries have agreed to sponsor the displays again.
- Public Conveniences

- To consider the progress report from EHDC on the Bell Street proposition. Latest update being that quotations were being awaited. An assurance had been given that work would be completed by the end of the financial year.

Meeting ended at 21:35