

# Sawbridgeworth Town Council

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MAYOR  
Cllr Greg Rattey  
TOWN CLERK  
Christopher Hunt

To: Cllrs Alder, Burmicz, Chester, Coysten, Furnace, Parsad [Cllr Rattey]

## AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 11<sup>th</sup> October 2021 at 8pm** in the Council Chamber of Sayesbury Manor for the transaction of the following business.

Handwritten signature of Christopher Hunt in black ink.

Christopher Hunt  
Town Clerk  
4<sup>th</sup> October 2021

## AGENDA

- A21/15 APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- A21/16 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Amenities Committee.
- A21/17 DECLARATIONS OF INTEREST**  
To receive any Declarations of Pecuniary Interest by Members
- A21/18 MINUTES**  
To approve as a correct record the draft minutes of the Committee Meeting held on 28<sup>th</sup> June 2021 (A01) [Appendix 1.1]  
[📄] [👍]
- To attend to any actions from the previous meeting.
- Actions**
- Appoint to vacancy, replace Cyril Lumley to reinstate service to 5.5 days per week. **Clerk to update**
- A21/19 ALLOTMENTS**  
[📄] To receive Allotment Officers Report and discuss matters relating to Allotments. [Appendix 1.2]

- A21/20 CEMETERY**  
To note and discuss matters relating to the Town Cemetery
- A21/21 FOOTPATHS & OPEN SPACES**  
To note and discuss matters relating to Footpaths & Open Spaces.
- A21/22 OPERATIONS**  
To receive, note and discuss matters relating to Operations
- Sawbobus back to a full 5.5 day service and has continued throughout the national fuel supply issue.
- A21/23 ECO-AUDIT WORKING PARTY**  
[E] To receive the notes from the Eco-Audit Working Party meeting held on the 22 March 2021 and consider recommendations.  
*[Appendix 1.3]*
- A21/24 ITEMS FOR FUTURE AGENDAS**  
To note items for future agendas

# SAWBRIDGEWORTH TOWN COUNCIL

## AMENITIES COMMITTEE

### Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 18.45 hrs on **Monday 28 June 2021**.

#### Those present

Cllr John Burmicz

Cllr Angela Alder

Cllr Craig Chester

#### In attendance:

J Sargant – Interim Town Clerk

Cllr Annelise Furnace

Cllr Nathan Parsad

Cllr Greg Rattey

#### A21/01 ELECTION OF COMMITTEE CHAIR

*Resolved:* That Cllr Burmicz be Chair of the committee for the civic year 2021/22 [*prop Cllr Alder; secd Cllr Chester*]

#### A21/02 ELECTION OF COMMITTEE VICE CHAIR

*Resolved:* To elect Cllr Furnace as Vice Chair of the committee for the civic year 2021/22 [*prop Cllr Burmicz; secd Cllr Chester*]

#### A21/03 APOLOGIES FOR ABSENCE

Cllr Coysten was absent'

#### A21/04 PUBLIC FORUM

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

#### A21/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

#### A21/06 MINUTES

*Resolved:* To approve as a correct record the minutes of the Committee Meeting held on 15 February 2021 (A03) [*prop Cllr Alder; secd Cllr Furnace*]

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

#### A21/07 ALLOTMENTS

*Received and noted* – Allotments Officer Report

- Cllr Alder gave thanks to staff that resolved the fly tipping issue and managed the project at Bullfields allotment site with the introduction of a hard standing inside the gate and reclaiming land that had not been worked for a number of years.

#### A21/08 CEMETERY

*Received and noted* – Cemetery Officer Report

#### A21/09 FOOTPATHS & OPEN SPACES

- Interim Clerk advised that a new heavy duty strimmer with a specialised mulching head has been purchased to deal

specifically with footpaths that we are responsible for i.e. Elmwood to river footpath that we have adopted.

- Cllr Furnace advised that a meeting had taken place via zoom between the canals and rivers trust and Cllr Furnace, Cllr Royle and Interim Town Clerk, it was a very useful meeting with much information sharing. An on-site meeting will now take place with the trust to discuss problem areas and to establish a working relationship between the trust and the town council.

**A21/10 OPERATIONS**

To receive, note and discuss matters relating to Operations

- Sawbobus remains operational for 3 days a week, on Monday, Wednesday and Friday. A job vacancy to replace Cyril Lumley who retired in January has gone out. Once a new driver is recruited discussions will take place to re-instate the service to 5.5 days a week.

**A21/11 ECO-AUDIT WORKING PARTY**

*Received and noted* – Eco Audit Report

- Cllr Furnace advised that:
  - Next working party meeting will be on the 6<sup>th</sup> July.
  - Clean Air Day was a success and there are now signs up in shops and in the car park highlighting the importance of the subject.

**A21/12 WEST ROAD TELEPHONE BOX**

A written report was circulated to members at the beginning of the meeting that gave some historical information about the telephone box, the current condition and some ideas for consideration for its future use.

It was proposed that the telephone box be transformed into a planter.  
*[prop Cllr Alder; secd Cllr Furnace]*

**A21/13 DEFIBRILATOR PROVISION**

Interim Town Clerk advised that a list of defibrillator locations around the town the availability of these had been compiled and was now on notice boards and on the town council website.

**A21/14 ITEMS FOR FUTURE AGENDAS**

There were no items for future agendas

Meeting ended at 19:25

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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 October 2021**  
Date: 04 October 2021

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### **Tenancy renewals for 2021-22**

Tenancy renewals were sent out at the beginning of September and the majority of rents have now been collected.

### **New Tenancy Agreements 2021**

New Tenancy Agreements were sent out with renewal invitations in September and are due back with rents. The updated Tenancy Agreement was approved at the Annual Meeting of the Town Council on Monday 24 May 2021

### **Notice of Price Increase for 2022-23**

One year's written notice was given that allotment rents will increase to £6.50 per rod with a concessionary discount of 30.7% at £4.50 per rod, plus a charge for water. This is an increase of 50p per rod, which was approved at the Annual Meeting of the Town Council on Monday 24 May 2021



**Eco-Audit Working Group at 12.30 7 September 2021**

**Zoom meeting attendees: Cllrs Annelise Furnace, Nathan Parsad and David Royle, Mrs Hazel Mead, Ms Sarah Brown (later), Mr Bob Reed, Mr Chris Hunt, Town Clerk, Ms Joanne Sargent, Town Projects Manager; notes taken by Cllr David Royle. Apologies from Cllr Eric Buckmaster.**

**1 Citizen Science & Biodiversity webinar – format, registrations update, next steps including how practical sessions will work, risk assessment, funding update**

- Webinar on 14 September: Bob Reed has prepared a 30-minute presentation; can go on STC website. Good response 15 plus and one school (Mandeville). Presentation followed by questions from chat. Collect names of people willing to take part in Citizen Science project groups/events: Bob happy for his email to be used as a contact address. Webinar is part of lead-in to COP26 events
- Risk assessment and funding issues to be resolved later; FOPP has some equipment, small consumables cost; STC public liability insurance to be used
- STC may need to consider 2022/23 budget line to support future activities

**2 STC Eco-Audit – update including 3 Acorns, EV chargers**

- Follow-up visit confirmation depends on completion of lengthy feedback report by Jo
- Some progress on EV chargers in Bell Street car park, initial work done; highest specification chosen to allow for future electric bus; Chris Hunt will follow up
- STC will have a contract with EHDC and recharge; charging cost in Sawbridgeworth but not in other towns; 20–30-minute stays envisaged

**3 Potential climate forum event (for COP26) – update on ideas/plan, funding**

- Update from Sustainable Sawbridgeworth meeting on 7 September: showing film 'Tomorrow' on afternoon/early evening of either 6 or 20 November at Bullfields, possibly with inputs on local farming, waste reduction (EHDC Garden Organic project) etc.
- Sustainable Sawbridgeworth are working with EHDC and applying for a grant from them to support this activity and liaising with the Bishop's Stortford Climate Group.

**4 Towpath – update, next steps**

- AF, DR, BR and PCSOs had a useful site meeting with CRT and looked at the recently resurfaced path opposite the Maltings
- A further site visit has been offered and CRT will send a representative to Bob's webinar
- A further area of riverbank has already been identified that is causing concern

**5 EHDC plans to create an inter-town support network - ideas/wish list**

- The idea is to support residents/groups on environmental issues/actions
- Agreed that cross-border coordination with Essex is important
- Ideas to Annelise

**6 AOB**

- Bob and Hazel reported on the work at Southbrook allotment: storm drain cleared and wood chips, log rolls, mini ponds added; hedgehog survey; bug hunt; noticeboard. Logged and photographed. Agreed it would be good to publicise this activity.
- Bob also reported on several FOPP events in Pishiobury, bat etc walks with cubs, beavers
- Sarah noted that Reedings are planning a Wellbeing garden and FandB has a well-developed garden area. She asked about adding a lantern festival to the Christmas lights event. Jo said

there would maybe be a 2-1830 timescale, no stage but music, possibly carol singing and an external grotto/sleigh; main stallholders sounded out already; aim to create market feel and promote local shops; Jo and Sarah to liaise.

**Next meeting: TBC. Next Amenities meetings 11 October and 14 February.**

**DR 080921**