

# SAWBRIDGEWORTH TOWN COUNCIL

## ANNUAL MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Tuesday 27 May 2014**.

### Those present

Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster  
Cllr Pat Coysten  
Cllr Derek Filler

Cllr Barry Hodges  
Cllr Peter Mitchell  
Cllr Joyce Vincent  
Cllr Andrew Wincott

### In attendance:

Cty Cllr Roger Beeching  
PCSO Paul Weston – Herts Police  
R Bowran - Town Clerk

Michael Jarvis - H&E Observer  
6 members of the public  
Joanne Kenny – Town Projects Manager

Welcome by the Mayor, prayers were read by Cllr Eric Buckmaster

### 14/01 ELECTION OF TOWN MAYOR

Cllr Alder congratulated Cty Cllr Roger Beeching on his election as Chairman of East Herts District Council for 2014-15.

**Resolved:** Town Mayor for the year 2014/15 is Cllr Eric Buckmaster.  
*[prop Cllr Alder; secd Cllr Coysten]*

### 14/02 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor signed the Declaration of Acceptance of Office

Town Mayor's Address:

Thank you all for accepting me again as Town Mayor for the final year of this session.

My first task on behalf of us all is to thank Councillor Alder for her hard work and dedication as town mayor. The sum raised for her nominated charity was exceptional, but equally was the energy devoted to all of her outside responsibilities such as the Apton Centre, Hailey Centre, and other interests. A truly remarkable year. Councillor Alder has been an asset to the town throughout her years of public life.

I should also like to take this opportunity to formally congratulate Councillor Beeching on his becoming chairman of East Herts Council.

On Thursday I'll be flying to Moosburg in Germany with a small delegation from Sawbridgeworth to join our friends from Bry- Sur-Marne for their town twinning event. This is really an unofficial visit but I hope that we can generate a closer relationship and the prospect of future Civic, cultural, and sporting exchanges.

My fundraising for the year will be on behalf of the Youth Create performing arts group. They have over 40 children regularly

attending and are particularly supportive of children with disabilities or special needs. Ruth and I are really looking forward to working with them over the coming year.

My events for the coming year will be as follows:

**6th July** will be the Civic Service at Great St Mary's with reception afterwards here in the chamber.

**4th August** there will be a Civic breakfast here in the chamber to mark the beginning of commemorations of WW1. Members and Officers will be invited along with representatives from the community, and especially the various faiths and denominations.

**25th October** I shall be holding a quiz night at the Bullfields Centre

**December 6th** there will be Christmas Party with a band at the Memorial Hall

**My Civic Dinner will be on 28th March** at the Memorial Hall.

The working relationship I have with the Town Clerk and officers is already very strong and I'm sure that will only be enhanced in the next 11 months.

When I was last mayor I spoke of the need for improved communication through technology. Over the past few years commercial and public sector organisations have realised the importance of social media. However I feel many of them are missing the point. Good communication means effective listening, not promoting or selling. For people like us social media should be like sonar, sending out a signal and waiting for the response, listening more than speaking, watching for trends and responding accordingly. We don't have political leadership here, but we are political in the original sense of the word. Our very public engagement with the District Plan Consultation meant that we could legitimately represent the views of the townspeople with our response. We should take every opportunity to engage which is why our roles as members of outside bodies or as champions is so vitally important and we should feedback what we are hearing. As you are all aware the social and political landscape is changing and we must be prepared to be flexible and be ready to respond.

Finally, in the new year 2015 I propose to hold two open mornings to coincide with the farmers markets to encourage residents to stand for the town council elections in May. Elections will also be held at the same time for the District Council, and of course the General Election for Parliament.

That, however, is nearly a year away and in the meantime I look forward to representing the town and working with councillors and officers for the remaining period of this term in supporting our residents, community groups, and businesses.

#### **14/03 APOLOGIES FOR ABSENCE**

Apologies were received from Cllr Tom Reeks – prior engagement and Cllr Will Mortimer – EHDC meeting  
Cllr Jane Adams was absent.

## 14/04 THE RETIRING MAYOR

Cllr Alder reviewed her year.

Looking back, not only at this past year, but to earlier years as Mayor I am struck with the recurring theme – community cohesion, quality of life, the environment, our unique identity as a small town, our schools and clubs and the range of organisations and groups embroidering the social fabric of Sawbridgeworth. These are precious attributes which we as a Town Council have sought to preserve for posterity while at the same time recognising that we should not wrap the town in aspic but move with the times. In this regard we have recently refreshed and upgraded our website, we are on face book and twitter and publish a regular Newsletter for residents.

I began last year by commenting that the Council would be inviting representatives from the community to work with members and officers in writing a new Town Action Plan. Pleasingly our first plan achieved all its objectives. We now have a group of 25 people actively engaged on this, albeit, it is probably not as far forward as we would wish. One of our major concerns relates to the continued threat of Harlow North and we hope that our response to East Herts Draft District Plan Preferred Options Consultation will be heeded and acted upon. We will be looking to our District Councillors to make vigorous representations on behalf of our residents when this issue is debated and further work is done on the proposals.

As a Town Council we are preparing to commemorate WW1 and another group of interested residents including some who are already engaging in the preparation of the new Town Action Plan are assisting with this as the Town Council facilitates the meetings. During the year I have attended many events as members can testify through my monthly updates on my activities. Just to highlight a few involving children that I enjoyed such as the Teddy Toddle on Bullfields with the preschool nursery; the unveiling of a plaque at the Montessori School held at the cricket club; the Spellbrook School Leavers' Service; the recent Sport Relief day at Fawbert and Barnard School and last Monday a Fun Day at Spellbrook School run by year 6 children in aid of my chosen charity which raised £200. Also memorable were the Hertfordshire Music Schools' concerts I was privileged to attend at Watford, the Royal Albert Hall and Haileybury School showcasing the huge reservoir of talented young musicians in our County.

I have visited all our schools and invited the primary school's School Councils to visit this Council chamber and to conduct their own meetings here.

I was entertained and fed by the Scouts at their cooking competition; I attended the St. George's Day Parade both here and at Bishop's Stortford; I enjoyed star gazing with the Brownies, the Leventhorpe School Prom, handing out medals to the young footballers at Sawbridgeworth Town Football Club; the ATC 30<sup>th</sup> Anniversary Dinner, their Award evening at Chelmsford and the Presentation evening a couple of weeks ago and all events organised by our

young people.

On the business front I was delighted to open the Art gallery in Bells Walk, the Isabel Hospice shop and the re-launch of Harlequin dress shop both in Bell Street. I would also like publicly to thank all the retailers and businesses who gave so generously towards my various fund raising events it was much appreciated. We continue to have a thriving Farmers' Market held on the first Saturday in the month. We are now entering on the second year of monthly markets. I visited both Hospices serving the residents of Sawbridgeworth and found both to be compassionate, sensitive and caring in the delicacy of their approach when meeting with people at such difficult times for families and loved ones.

My charity fund raising events were well supported from the 10K friends run, to the Leventhorpe teachers 10k round the sports field, the quiz evening and not forgetting my Charity Civic Dinner last month, Celebrating Young People, which was a resounding success. In total almost £8,000 has been sent to the Teenage Cancer Trust which includes money which was Gift Aided.

The year has been memorable on many fronts and I have enjoyed representing our town at the various civic functions in our neighbouring towns including the Dunmow and Bishop's Stortford Carnivals, the Civic Services, the 70<sup>th</sup> anniversary of the Runway at Stansted Airport built by the American Air Force during the 2<sup>nd</sup> World War and many other events.

I cannot end my report without reference to the support and help I have received from our Town Clerk, Richard Bowran and his staff throughout the period of my mayoral year. He has always responded readily to my need for information, help or advice.

In conclusion I would like to thank you, Andrew, my Deputy, and my fellow Councillors, for your support and particularly for the manner in which you have enabled the business of the Council to be conducted in a spirit of cooperation and thoughtful consideration of each item placed before you.

And last, but not least, I have been supported throughout my year by my darling husband Ron, who has been by my side at all the civic functions I have attended and missing out on seeing his beloved Chelsea, or his Surrey cricket team plus all the other big events in the sporting calendar.

**14/05**

**DECLARATIONS OF PECUNIARY INTEREST**

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

**14/06**

**ELECTION OF DEPUTY TOWN MAYOR**

**Resolved:** Deputy Town Mayor for the year 2014/5 is Cllr Barry Hodges. [*prop Cllr Wincott; secd Cllr Filler*]

**14/07**

**PUBLIC FORUM**

To receive representations from members of the public on matters within the remit of the Town Council. None were made.

- 14/08 MINUTES**  
**Resolved:** To approve as a correct record the minutes of the Council Meeting held on 28 April 2014 (M12) [*prop Cllr Filler; secd Cllr Vincent*]
- 14/09 PLANNING COMMITTEE**  
**Received and Noted:** The Minutes of the Planning Committee Meetings held on:
- 29 April 2013 (P20)
  - 13 May 2013 (P21)
- 14/10 AMENITIES COMMITTEE**  
**Received and Noted:** The minutes of the Amenities Committee Meeting held on:
- 13 May 2013 (A04)
- 14/11 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
 Mayor's communications were contained in his address.  
 Additional events:
- Harlow Civic service – Cllr Alder to attend
  - Bishops Stortford Civic Service – Cllr Hodges to attend
  - Friends of Pishiobury Park – Clerk and Project Manager to attend
  - Fun on the Field – Project Manager to manage.
- 14/12 REPRESENTATIVES & CHAMPIONS REPORTS**  
 To receive representatives reports from:
- County Councillor Roger Beeching congratulated the new mayor and Angela and Ron Alder on the impending 60<sup>th</sup> wedding anniversary and then reported:
    - He would continue to attend STC meetings even though he was also Chairman of EHDC
    - His theme as Chairman is "Service to the Community"
    - Volunteering, he will sing the song of all that is good.
    - He stated the fact that of the 2,800 students and alumni of Haileybury College, 200 were killed and 1,000 were wounded in the Great War.
  - District Councillor Eric Buckmaster reported:
    - A consultation on the future of Sawbridgeworth's Conservation area on 29 May in the Memorial hall.
    - The consultation on the District Plan has ended. On 17 July it will be reviewed at EHDC
  - Hertfordshire Police, PCSO Paul Weston reported:
    - Thanks to Joanne Kenny for her work with the police on the Fun on the Field project.
    - Working with the elderly at home and at the Hailey Centre
    - Community School work
    - Traffic flow in Station Road had improved since the introduction of the new parking restrictions.
    - Crime is down this month but up slightly on the same period last year.
    - Thefts reported of fuel at the Shell filling station.
      - Members discussed the traffic chaos currently being caused by Rumbles Fish Bar in London Road. EHDC had place no planning restrictions and so there is little to enforce, a suggestion of double yellow lines in the area was suggested.

- Duckling Centre, Cllr Mitchell reported:
  - A meeting on 16 May at which it was learned that the centre manager, Carol King, had bid for funding from the HCC “Baby Brain” project.
  - Learned that every school will now have a named school nurse.

**14/13 RIVERS NURSERY SITE AND ORCHARD GROUP**

A complaint has been made by Mr Joseph Fitzgerald relating to the announcement of the cessation of public activities by the RNSOG. The response by the mayor and the text of the complaint are attached as Appendix J.

**14/14 CLERK’S REPORT**

- **Members Register of Interests** Members are reminded at this time of year that if there are any changes in their Pecuniary Interests they should now do so.
- **Town Action Plan 2014-18** The meeting scheduled for 14 May was postponed because only four members of the working party confirmed that they were able to attend. A new date will be arranged to progress the preparation of the plan.
- **Response to EHDC Preferred Options Consultation** The Town Council has responded to the Consultation on the EHDC Preferred Options document. Copies of the response will be tabled at the meeting.
- **Sawbobus** We have been advised that we have been successful in being awarded an annual grant of £1,000 by Epping Forest District Council.  
The Mercedes bus doors are still under repair and there is little prospect of obtaining spares. The service continues to have been maintained by using the reserve vehicle which as a consequence has not been available for hire.

**14/15 THE HAILEY CENTRE**

**Received:** The Hailey Centre Executive Committee Chairman’s Report for 2013 *[attached as Appendix A]*

**14/16 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**

1. **Received:** the SYPRC Chairman of Management Committee’s Report for 2013 *[attached as Appendix B]*
2. **Resolved:** To appoint four Committee Members, Cllrs Alder, R Buckmaster, Filler and Reeks, and to elect as Chairman, Cllr Filler, for the SYPRC Management Committee for 2014/15. *[prop Cllr Hodges; secd Cllr Filler]*.  
The other committee members are Lisa Mott; Gill Hawkins; Ron Alder, Joanne Kenny, Lisa Dale and a police representative.

**14/17 COMMITTEES**

1. **Resolved:** To confirm Committee structure for the year 2014/15 *[prop Cllr Alder; secd Cllr R Buckmaster]*  
*[structure attached as Appendix C]*
2. **Resolved:** To appoint Committee members for the year 2014/15 *[prop Cllr Alder; secd Cllr R Buckmaster]*  
*[appointments attached as Appendix D]*

3. **Resolved:** To delegate authority to Chairman and Deputy Chairman of Planning Committee to respond on behalf of the Council in the months of August and December  
*[prop Cllr Vincent; secd Cllr Alder]*

**14/18 CHAMPIONS**

**Resolved:** To appoint members as Champions for areas of Council responsibility *[prop Cllr Vincent; secd Cllr Filler]*  
*[appointments attached as Appendix E]*

**14/19 REPRESENTATIVES**

**Resolved:** To appoint/nominate representatives to serve on other organisations. *[prop Cllr Vincent; secd Cllr Filler]*  
*[appointments attached as Appendix F]*

**14/20 SUBSCRIPTIONS**

**Resolved:** To consider the payment of the Subscriptions for the year 2014/15 *[prop Cllr R Buckmaster; secd Cllr Wincott]*  
*[schedule of subscriptions attached as Appendix G]*

**14/21 CALENDAR OF MEETINGS**

**Resolved:** To consider and approve the Calendar of Council and Committee meetings for the year to June 2015 *[prop Cllr Vincent; secd Cllr Alder]*  
*[schedule attached as Appendix H]*

**14/22 SAWBRIDGEWORTH TOWN ACTION PLAN**

Clerk advised that a new date for the next meeting would be arranged shortly.

**14/23 DEPOSIT & CONSULTATION DOCUMENTS**

- Electoral Review of Hertfordshire – public consultation

**14/24 FINANCIAL REPORT**

**Noted:** The current Financial Report

**14/25 ACCOUNTS FOR PAYMENT**

**Noted and Approved:** Accounts for payment

Meeting was closed at 21:50

The next meeting of the Town Council will be held at 7.30 pm on Monday 30 June 2014 in the Council Offices at Sayesbury Manor, Bell Street Sawbridgeworth

## **FRIENDS OF THE HAILEY DAY CENTRE**

### **REPORT FOR THE YEAR 2013/14**

#### **Objects and Powers**

**The Trust is established for the benefit of older people in the Parish of Sawbridgeworth with the object of improving their quality of life.**

The Board met on five occasions during the period covered by this report and has dealt with matters relating to the efficient running of the Centre including reviewing the health and safety policy, financial management arrangements, staffing issues and rates of pay together with the upgrading of the Centre.

The serving Trustees are:

Councillors - Mrs. Angela Alder )  
Mrs. Pat Coysten ) four year terms until May 2015  
Mr. Peter Mitchell )

Community - Mr. Colin Gill )  
Mr. Tony Fitch ) three year terms until May 2014  
Mr. Ralph Reed )  
Mr. Steve Robertson )  
Mr. Eric Buckmaster )

The Trustees are very grateful to the Town Council for the grant towards the cost of utilities and to Hertfordshire County Council Health and Community Services for its grant towards staffing costs. During this year the Board was grateful for a grant from County Councillor Roger Beeching from his Locality budget towards the cost of a replacement of a wall mounted hot water heater in the kitchen. The Board gratefully acknowledges the contribution from all sources of financial support which are helping to keep the Centre a welcoming, attractive and vibrant place to visit for the older people of Sawbridgeworth.

The new build has opened up new ways of co-operation and mutual benefit between the Centre and Town Council for shared use of some of the facilities. One of the things I requested was wooden floor in the council chamber so that the Hailey people could enjoy tea dances and I am pleased to report that we have had a couple of such dances. One unfortunately had to be abandoned last October due to a power cut, however, we were able to hold the Christmas Fayre with the stalls in the council chamber and the refreshments in the main hall. Likewise the Town Council was able to use the Hailey Centre as an overflow as in the recent case of the District Plan consultation and this evening



when the proposed plans are laid out for inspection and the kitchen is being used for catering purposes.

As last year I am able to report continuing success of the catering at the Centre and we fully acknowledge that it is very much due to Mrs. Gill's catering expertise and the wonderful support she receives from the volunteers who assist her with food preparation. The volunteers also serve the lunches week in and week out and without whom the Centre would not be able to survive. Incidentally, I am delighted to report that on a recent inspection by the environmental Health Officer that we have been upgraded from a four to a five star category. The test now will be to maintain that standard to ensure the same award next year.

The Management Committee has met regularly throughout the year and offered sound and practical advice to the Board which has been warmly received and acted upon.

In March the Board organised the annual "Thank you" lunch for our wonderful volunteers which was well attended by the volunteers plus their partners or friends. Mrs. Gill and her family cooked and served the delicious meal much to the enjoyment of all.

The Centre activities throughout the year have been well supported and the outings and events enjoyed to the full by Centre users and their friends. The Centre provided 4900 lunches this year, 600 users for the lunch time transport and 534 seats on food shopping trips, 15 days out and 2 holidays. The use of the community bust this year has decreased to the extent that the Centre no longer uses it as more people are making their own way to the Centre. We still cater for those who need transport either by volunteers picking them up or by the use of taxis. The Centre now runs two keep-fit sessions, on Mondays and Tuesdays each with a full complement of participants. The Silver Surfers on Thursday mornings is "manned" by volunteer instructors and has all slots filled. The whist, bingo, and art sessions along with craft and decoupage are also fully supported.

The quiz and film show afternoons continue to prove highly popular. The new Camera Club started two years ago has gone from strength to strength and apart from the fun and pleasure the members derive from the Club itself where they have been out and about taking photographs, some of which have been used as front covers for our monthly Newsletter, they have assisted with the fund raising activities at the Centre. At the Christmas Fayre they were taking family portraits, framing them ready to give as Christmas presents. They did a roaring trade and after expenses the surplus was given to the Centre. Many of the Centre users have taken advantage of the Camera Club in having their pictures taken for bus pass renewals. Two of the members photographed Centre visitors who needed to renew their bus passes and the Camera Club also provided a photography session at last years Mayor's Civic dinner in May.

The usual fund raising events such as the May Fayre, Summer Fete and Christmas fund raiser together with the various raffles throughout the year and the bi-monthly Farmers' Market have all contributed to the vitality of life at the

Centre. All these activities have increased not only the income but raised the profile of the Centre and what it can offer to older people in Sawbridgeworth.

The visiting Chiropodist delivered 450 treatments this year, the Hearing Aid Specialist has attended the Centre on a regular basis and their professional expertise is very much appreciated by the people they serve. This year we have had to ask those using the Hearing Aid facility for a small contribution of 50p per visit to help cover some of the cost associated with running the Centre. The Centre Manager is continually looking to see where new activities might be introduced for the benefit of the Centre users.

In January the Centre held a special celebration lunch to commemorate twenty years since its launch. The lunch at the Hunters' Meet at Hatfield Heath was delicious and we were pleased to have the County Councillor Roger Beeching and his wife Jean enjoying the occasion with us. The function was a huge success and attended by nearly hundred of the regular users of the Centre.

The Centre has received regular press coverage over the twelve months giving a positive picture of a Centre for older people being active, leading fulfilled lives and enjoying themselves with much of this attributable to our present and former Managers with their vision for engaging older people in a proactive role.

The Board wishes to acknowledge with grateful thanks the valuable contribution of the volunteers who give over 200 volunteer "man" hours per month to the running of the Centre and without whose willing help the Centre would not be the vibrant and happy place it is today. The Board would also wish to place on record its thanks for the efforts of all staff who provided a friendly and welcoming environment for all visitors and users of the Hailey Centre throughout the period of this report.

Angela Alder  
Chairman of the Board of Trustees  
April 2014

**SAWBRIDGEMOUTH YOUNG PEOPLE'S RECREATIONAL  
CENTRE MANAGEMENT COMMITTEE  
(Charity Number 302466)**

**REPORT FOR THE YEAR 2013/14**

**Objects and Powers**

**The purpose of the Centre is to help and educate the children and young people of Sawbridgeworth through their leisure time activities so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and as members of society and that their conditions of life may be improved.**

The Management Committee met on four occasions during the period covered by this report and has dealt with matters relating to the efficient running of the Centre.

The Management Committee consists of the following individuals

	Cllr. D. Filler – Chairman (Appointed May 2012)	) Town	
	Cllr. Mrs. A. Alder – Hon. Secretary and Vice Chair	) Council	
	Cllr. T. Reeks	) Appointees	
	Cllr. B. Rochester	) Resigned	July
2013	Cllr. Mrs. R. Buckmaster	) Appointed	September 2013
	Mr. R. Alder – Hon. Treasurer	) Appointed	
	Mrs. G. Hawkins	) by the Town	
	Mrs. J. Kenny	) Council	
	Mr. C. Lynch		
	P.C. Ray Larcombe		

Mrs. L. Dale – Centre Manager attends all Management Committee Meetings, manages the hall bookings, deals with problems, oversees the cleaning and sends out the invoices. She is paid a small honorarium.

The High Wych Pre-school Nursery continue to hire the Centre from Monday to Friday during school term time. The Management Committee is delighted to report that the Pre-school Nursery in its Ofsted report was categorised as Excellent.

The Management Committee is pleased to record the high level of hiring of the Centre which enables the Committee to finance additional facilities.

Last year the Management Committee refurbished the kitchen area with new cupboards and work tops. The next major refurbishment is replacement of the floor in the hall and stairwell as it has become cracked in places. It is the intention to apply for grants for this work to be done and to match it to the new floor in the entrance hall, kitchen and toilet areas which was replaced with new composition flooring last year. The life expectancy of the existing floor covering is only ten years and the Centre is over eighteen years old. The hall and stair well have been redecorated during this year from the Centre's own resources.

The plan to alter the current changing rooms into a large workshop space has been on hold for some time, however, it is hoped to make some progress towards adapting this area during the coming year. The Management Committee will be having discussions on the various options open to them for better utilisation of this space.

We have again suffered vandalism this year and it is a troubling symptom of the times and needs constant vigilance on our part. Litter is another ongoing problem which despite providing additional litter bins is a continuing battle to keep the field clean.

We were pleased to accede to the request from the Town Council to provide parking spaces for the Town's busses and we were also delighted with the installation of cameras to ensure any anti social behaviour was recorded. Firm action will be taken by the Committee against any one committing an offence.

The Summer Play Scheme was fully booked for every session and was again well supported. The summer scheme will take place this year and at £5 per child per session. We have kept the daily charge at the same rate so that our local children can benefit from a safe and secure well run play scheme so that parents can have full confidence when sending their children to attend a professionally managed scheme.

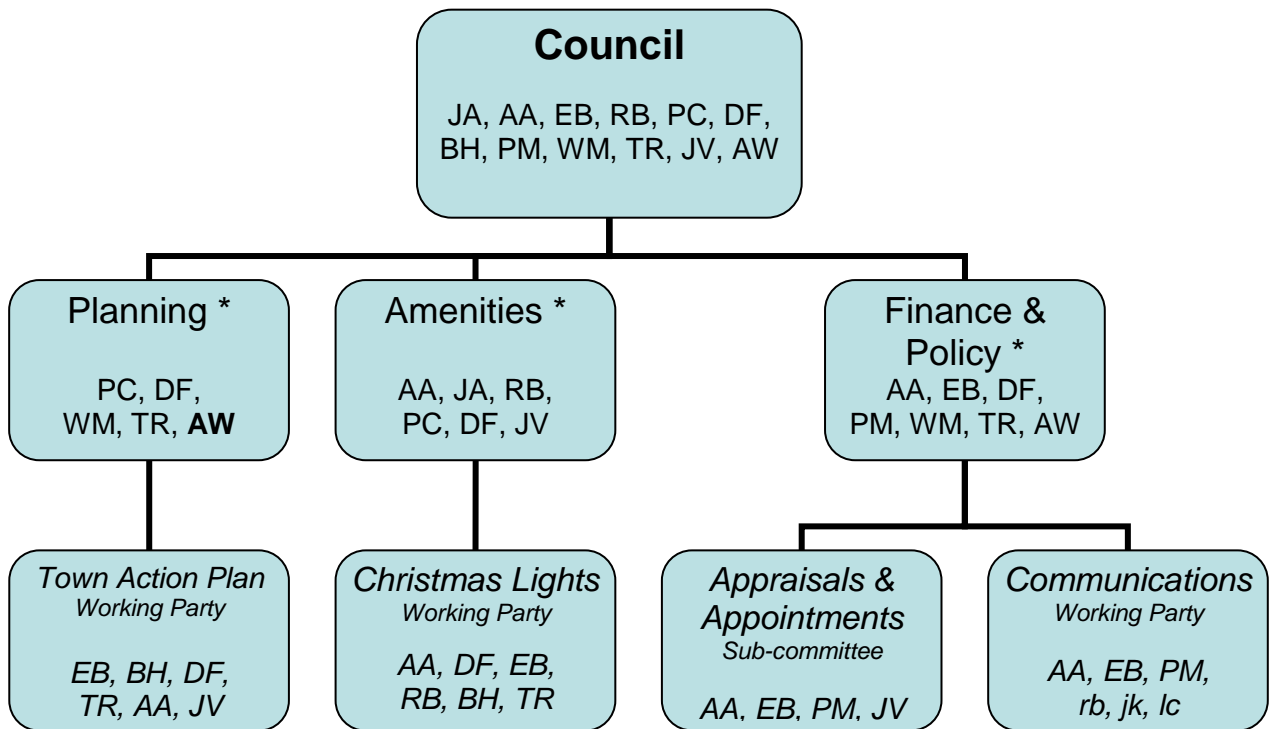
The play equipment has been well maintained throughout the year and we are grateful for the regular inspection and litter picks carried out by the Town Ranger. The junior section of Sawbridgeworth Town Football Club continue to play regular football matches on the field which we are pleased to encourage as part of keeping our young people fit and healthy with regular physical activity. The Management Committee intend to upgrade the equipment in the small children's gated area by laying down a concrete area with road and hop scotch designs to encourage eye coordination. We also hope to install a small round about for the younger children to play on.

The standard of cleaning in the hall, kitchen, toilets and other areas has been well maintained thanks to Mrs. Dale the Centre Manager.

In conclusion the Management Committee wishes to record its grateful thanks to the Town Council for the generous grant and especially for the allocation of funding for the Play Scheme.

**Derek Filler  
Chairman  
April 2014**

**Committee Structure & Members 2014/15**



\* In addition the mayor (EB) and deputy mayor (BH) may sit on any committee and rank *pari passu* with other members.

**Committees, Sub Committees and Working Party Members**  
**2014/15**

**Planning Committee**

- Cllr Coysten
- Cllr Filler
- Cllr Mortimer
- Cllr Wincott
- Cllr Reeks

**Town Action Plan Working Party**

- Cllr Alder
- Cllr Buckmaster
- Cllr Reeks
- Cllr Filler
- Cllr Hodges
- Cllr Vincent

**Amenities Committee**

- Cllr Adams
- Cllr Alder
- Cllr R Buckmaster
- Cllr Coysten
- Cllr Filler
- Cllr Vincent

**Christmas Lights Working Party**

- Cllr Alder
- Cllr E Buckmaster
- Cllr R Buckmaster
- Cllr Filler
- Cllr Hodges
- Cllr Reeks

**Finance & Policy Committee**

- Cllr Alder
- Cllr Buckmaster
- Cllr Filler
- Cllr Mitchell
- Cllr Mortimer
- Cllr Reeks
- Cllr Wincott

**Appraisals & Appointments Sub Committee**

- Cllr Alder
- Cllr Buckmaster
- Cllr Mitchell
- Cllr Vincent

**Communications Working Party**

- Cllr Alder
- Cllr E Buckmaster
- Cllr Mitchell

\* In addition the mayor (EB) and deputy mayor (BH) may sit on any committee and rank *pari passu* with other members.

## **Champions in 2014/15**

- **Allotments**
  - Cllr E Buckmaster
- **Cemetery**
  - Cllr Vincent
- **Footpaths & Open Spaces**
  - Cllr Reeks
- **Floral Displays / Planters**
  - Cllr Coysten
- **Young People**
  - Cllr Reeks
- **Town Action Plan Monitoring**
  - Cllr Vincent
- **Emergency Plan**
  - Cllr Hodges
- **Farmer's Market**
  - Cllr R Buckmaster
- **Memorial Hall**
  - Cllr Wincott
- **Transport/ Community Buses**
  - Cllr Filler
- **Economic Development**
  - Cllr Alder
- **Communications**
  - Mayor and Clerk
- **Crime and Disorder**
  - Cllr Adams (deputy Cllr Mitchell)
- **Recreation Areas / Skate park**
  - Cllr Reeks
- **Remembrance Day**
  - Cllrs Hodges and Reeks
- **Rivers Heritage Site and Orchard**
  - Cllr E Buckmaster

**REPRESENTATIVES**

- **Citizen's Advice Bureau**
  - Cllr Coysten
  -
- **C.P.R.E.**
  - Cllr E Buckmaster
- **Fawbert and Barnard Educational Foundation**
  - Harlow - Cllr Wincott
  - Sawbridgeworth - Cllr Vincent
- **HAPTC**
  - Cllr Alder
- **Hailey Centre**
  - Cllr Alder
  - Cllr Buckmaster
  - Cllr Coysten
  - Cllr Mitchell
- **Isabel Hospice**
  - Mayor is ex-officio Patron
- **Mann Memorial Cottages**
  - Cllr Vincent
  - Cllr Coysten
- **Pishiobury Park Liaison Group**
  - Cllr Vincent
- **Sawbridgeworth Memorial Hall Trust**
  - Cllr Wincott
- **Sawbridgeworth Sports Association**
  - Cllr Hodges
- **Sawbridgeworth Town Twinning Association**
  - The Mayor
- **Sawbridgeworth Trust**
  - Cllr J Vincent
  - Cllr A Alder
- **Sawbridgeworth Young Peoples Recreation Centre**
  - Cllr Alder
  - Cllr R Buckmaster
  - Cllr Filler – as Chairman
  - Cllr Reeks
- **Sawbridgeworth & District Council for Voluntary Service**
  - Cllr Coysten
  - Cllr Vincent
- **Stop Harlow North**
  - Cllr E Buckmaster
  - Cllr Alder



**SUBSCRIPTIONS**

	<b>Resolved 2014/15</b>
• Clerks & Councils Direct	12.00
• Council for the Protection of Rural England (CPRE)	45.00
• Hertfordshire Association of Parish and Town Councils (HAPTC)	1,425.00
• Open Spaces Society (Direct Debit)	45.00
• Society of Local Council Clerks (SLCC)	330.00
• Stop Harlow North.	100.00
• Institute of Local Council Management	60.00
• Stop Stansted Expansion	50.00



## **Sawbridgeworth Town Council**

### **Schedule of Council Meetings 2014/15**

<b>Month</b>	<b>Council</b>	<b>Planning Cttee</b>	<b>Finance &amp; Policy Cttee</b>	<b>Amenities Cttee</b>	<b>Annual Town Meeting</b>	<b>Ann Mtg of Council</b>
May		12, Tue 27		12		Tue 27
Jun	30	09, 30	09			
Jul	28	07, 28		07		
Aug						
Sep	01, 29	01, 15, 29	15			
Oct	27	13, 27		13		
Nov	24	10, 24	03 Appr'sls			
Dec		08	08			
2015 Jan	05, 26	05, 26				
Feb	23	09, 23		09		
Mar	30	09, 30	09			
Apr	27	13, 27			13	
May		18				18
Jun	22	08, 22	08			

Unless otherwise stated:

- All meetings are on a Monday (unless otherwise stated)
- Meetings commence at 7.30pm
- Planning Committees follow on from full meetings of the Council but precede any other meetings on the same date
- Sub Committees and Working Parties (Town Action Plan, Christmas Lights, Appraisals and Accommodation) meet as and when needed and advised to members

**RIVERS NURSERY SITE AND ORCHARD GROUP**

A complaint has been made by Mr Joseph Fitzgerald relating to the announcement of the cessation of public activities by the RNSOG. The text of the complaint and the response by the mayor are reproduced below for the record

For the sake of clarity:

1) The comment concerning the authorship of the public statement was an observation based purely on the style of the announcement and not intended to reflect in any way on:

- a) the decision itself
- b) the process by which the decision was made
- c) any individuals part in the decision
- d) the competencies of any individual

Mr Fitzgerald has also asserted that the construction of the announcement was a group effort and this is accepted and acknowledged by us

2) The reference to “31 March; constitution of RNSOB suspended”. This should have read “RNSOG suspended” and referred purely to RNSOG's own announcement in relation to the cessation of all activities from 31st March - followed by dissolution of the fully constituted group. It did not intend to suggest any intentions or attitude on the part of the Town Council in relation to the announced dissolution.

3) Sawbridgeworth Town Council does not lay claim to any assets of RNSOG either physical or on-line, nor does it have any intention to control or take title of any assets.

We understand from Mr Fitzgerald that RNSOG has 'already circulated a statement to all the regular workers and supporters of the orchard, wishing success to the emerging group.'

Councillor Eric Buckmaster  
Sawbridgeworth Town Council

Buckmaster to Fitzgerald  
08 May 2014, at 23:38

**Subject: Complaint**

Dear Mr Fitzgerald, Assistant Chair, Rivers Nursery Site & Orchard Group.

Thank you for writing to me as agreed following our telephone conversation on Tuesday 6th May.

With regard to your request for a correction addendum to the minutes of the council of 31st of March I have to inform you that these have already been approved as a correct record of what was said at the meeting. What was discussed is a matter of record and that cannot be changed. However your disputation of some elements of fact, as you see it, can be noted at the next meeting and we can keep a record of your email below for public perusal either on-line or for the purposes of Freedom of Information requests by members of the public. I have copied in the Town clerk who will ensure that all members are made aware. Wider distribution of your letter will have to be undertaken by you, however if you give me permission to do so I shall be happy to pass on your letter to the local press.

My assumption that you were the main author of the announcement was based on the style however I made no claim that the decision was solely yours and I do not require any evidence from you to that effect. Any discussion at the Town Council meeting of 31st March was based on information available at the time but I acknowledge your concerns and I am grateful for your contributions/qualifications/corrections below.

I, in turn, have some questions of you. I am interested to know whether or not all committee members were aware of my email to you on 27th of January informing you that the Town Council had budgeted £2000 direct funding for maintenance activities on the Orchard for the current fiscal year 2014/2015? Would you please confirm that for me? I received an acknowledgement from you and Kate Yarnold in the name of RNSOG on 3rd February 2014.

Finally I am happy to report to you that a launch meeting for a new group of volunteers has now taken place and is up and running with a steering committee.

I hope you will join me in wishing the new organisation every success for the future.

Regards and thanks

Eric

Councillor Eric Buckmaster  
Sawbridgeworth Town Council  
Tel 07578 170303

Fitzgerald to Buckmaster  
07 May 2014, at 06:44

**Subject: Complaint**

Dear Cllr Eric Buckmaster.

Following our telephone conversation earlier I now write to you to confirm the details of the erroneous details, pure fabrications and the offensive nature of material relating to decisions taken by and reflecting on members of the Rivers Nursery Site & Orchard Group, recorded within the Minutes of the Sawbridgeworth Town Council Meeting for March 31st 2014 and now in the public domain,

1. I require an apology for the offence and harm caused by these wildly inaccurate statements by both yourself and Officers of the Town Council who made them.
2. I request that you read out a statement to this effect at the next meeting of the Town Council at the end of the month.
3. I request that you publish a correction addendum to those Minutes of the 31st of March and place it with all existing records of those Minutes both in print ,online, in libraries and wherever Minutes are held for public perusal.

The meeting item follows with errors and fabrications numbered and highlighted.

**SAWBRIDGEWORTH TOWN COUNCIL  
MEETING OF THE TOWN COUNCIL**

Minutes of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on Monday 31 March 2014.

Those present Cllr Angela Alder  
Cllr Eric Buckmaster                      Cllr Barry Hodges  
Cllr Ruth Buckmaster                    Cllr Peter Mitchell  
Cllr Tom Reeks                            Cllr Will Mortimer (from 20:30)  
Cllr Derek Filler                         Cllr Andrew Wincott  
In attendance:

2 members of the public    Cty Cllr Roger Beeching  
Michael Jarvis – H&E Observer  
R Bowran - Town Clerk    Mrs J Kenny – Town Projects Manager

Item 13/142 Town Clerk's Report.

•Rivers Nursery Site Orchard Group We have been advised, late on 24 March, that the RNSOG (\* 1 ) will cease to operate with effect from 31 March 2014.

We are working with EHDC to ensure that this site of significance and the knowledge and records that have been accumulated do not get dissipated.

Statement by Sawbridgeworth Town Council: Cllr E Buckmaster:

The announcement of the dissolution of the Rivers Nursery and Orchard Group arrived at our in-boxes at 11:15 last Monday evening. (\* 2 ) The statement was from Kate Yarnold however from the tone and motivation of the letter it is likely that Joseph Fitzgerald was the main author. The first thing we should do is to thank Kate Yarnold for her years of hard work and dedication to the group. The group was actually very successful and involved a wide section of the community. However, as we have seen in other circumstances, it can sometimes prove very difficult to sustain a committee without the certainty of being able to hand over to a successor. It also became clear to me that finance could be an issue which is why we included a sum for direct funding in our budget for the coming year.

The second thing I should like to say is that I'm absolutely sure that resolution proposed by Councillor Beeching and agreed by East Herts Council to open negotiations with the reverting land owner was made with the utmost sincerity and based on conditions of the time. However Thomas Rivers Ltd and Deville estates (\* 3 ) subsequently produced a brochure indicating the intention to develop the land. Nevertheless the possibility remains that should development be agreed at some point the Orchard itself could be ceded to the town to remain as an asset of the community

From last Tuesday morning officers and members of this council acted with the common purpose of ensuring that an active interest group remain in place and that as many of the assets as possible be secured. Rather than wait for residents to come to us we sought out key members of the former group. We now believe that we have a critical mass of supporters to form a new association. The group will decide on their own name but an early idea is that of Rivers Heritage Group. The Town Council will provide space on the website to include the substantial digital records that exists and we can also store any physical archives and tools that will be made available to the new group. A meeting has been arranged with the landowner for Wednesday to discuss the continued use of the site and we hope to arrange a launch of the new group here in the very near future. Executive members of East Herts council have been kept informed as has MP Mark Prisk who has offered his support.

As already mentioned some funding is in place and I feel that it is now time for the Town Council to take the lead to adopt the role of facilitator and critical friend to the Orchard Group. In order to cement the relationship I propose that each year the incumbent mayor takes on the additional role of champion to the orchard so that there can be no doubt as to how seriously we value this nationally important asset. Sawbridgeworth Town Council has a great record for showing its commitment to maintaining and improving the town's assets, as can be evidence previously by support for Leventhorpe Pool, the community bus service, the farmers market, the Memorial Hall, Sawbridgeworth Scouts, and the retailers by way of subsidised parking charges. The public can be assured that that the number one priority for officers and members of this council, in fulfilling their duties, is the support of the community.

Mrs Stephanie Newman commented that the Town Council's involvement was really appreciated – it is the home of the Conference Pear – the Orchard houses some really rare specimen trees.

Cllr Roger Beeching emphasised that this is a nationally important asset and is unique in many ways. Ownership of the land has changed several times over the years and there are legal difficulties with the land being bought back by EHDC.

The three District Councillors will put their weight behind achieving a resolution.

Mrs Joanne Kenny inserted a "Timeline" on events:

- (\* 4 ) 31 March; constitution of RNSOB suspended
- (\* 5 ) 01 April; collect assets (note that cupboards have now been locked by other parties).
- (\* 6 ) All committee members have been contacted and spoken to
- STC is acknowledged as a safe and secure place for holding the heritage assets
- STC will act as a facilitator
- (\*7 ) The website and data has been copied and secured
- A meeting to re-launch will be arranged imminently.

Corrections:

\*1. We stated that we were withdrawing from community activities on the site on 31st of March ..not ceasing to operate. We had discussed and agreed at our Committee meeting in February 2014 that finding a suitable home for the assets and archives could take many months and the group would only dissolve when all assets had been dispersed.

\*2. The announcement was signed by Kate Yarnold and myself as elected Officers of RNSOG. The outline announcement was constructed at our Committee meeting and suggestions and amendments were made by all Committee members before the announcement was made public. To infer that this was something that should be attributed to me is offensive and needs to be retracted. Evidence of the amendments and contributions to that announcement by all of our Committee members is on record and can be produced!

\*3. Other brochures for development proposals for the site were produced long before our petition to EHDC in Dec 2009 when EHDC gave its undertaking and to cite this as some sort of excuse for EHDC breaking its promise is factually incorrect.

\*4. The Constitution of RNSOG is not suspended as of 31st of March and SBW Town Council has no authority in this matter whatsoever, RNSOG has no affiliation to the Town Council and for any Officer to make this statement is not only erroneous and misleading but the Council is exceeding its powers.

\*5. Perhaps it would have been a basic courtesy to contact RNSOG Committee key holders directly to collect any assets but that did not happen and to add insult to injury the Officer suggests that 'cupboards have now been locked'

suggests that some attempt was made to withhold assets. For your ill informed staff, please note that the cupboard specially designed for archives and generously given to us by County Archives had locks fitted in 2006 by Warren Richards, all valuable materials have been stored in this cabinet and no other cabinets have been locked since 2006. Unused material and items going back over 19 years was given to local community groups such as Scouts and Memorial Hall and Primary school and to suggest that our custody and handling of the assets is anything other than professional and appropriate is offensive.

\*6 At least 3 elected Committee members were not spoken to.

\*7 The website cannot be copied and secured by SBW Town Council, you have no rights whatsoever in this matter and as the website states 'copyright is protected' any attempts to copy are theft. We have already contacted the legal team of our ISP.

I look forward to the retractions, corrections and apology. If the matter is not addressed fully and satisfactorily it will be pursued.

Regards

Joseph Fitzgerald  
Assistant Chair  
Rivers Nursery Site & Orchard Group  
Sawbridgeworth  
Hert's