

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 **Monday 21 May 2018**.

Those present

Cllr Sotirios Adamopoulos
Cllr Angela Alder
Cllr Roger Beeching
Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr John Burmicz

Cllr Pat Coysten
Cllr Annelise Furnace
Cllr Don Hall
Cllr Heather Riches
Cllr David Royle

In attendance:

3 members of the public
R Bowran - Town Clerk

Lisa Dale – Admin Officer
Joanne Sargent – Town Projects Manager

Welcome by the Mayor,
Prayers were read by Cllr Royle

18/01 ELECTION OF TOWN MAYOR

Resolved: To elect Cllr Angela Alder as Town Mayor for the civic year 2018/19
[Prop Cllr E Buckmaster; Secd Cllr Hall]

18/02 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Alder signed the Declaration of Acceptance of Office and took the chair.

In accepting the Office of Mayor for the coming year I wish publicly to place on record our thanks to our outgoing Mayor Cllr Mrs Ruth Buckmaster for her year of outstanding service to our town of Sawbridgeworth. This has indeed been a year of many "firsts" for you and you have fulfilled all your public duties with dignity and good humour and been an excellent Ambassador for our town. It is my pleasure on behalf of the people of Sawbridgeworth, our Town and District Councillors, County Councillor and our own staff to thank you for your memorable contribution to the life and history of Sawbridgeworth during 2017/18.

Fellow Councillors, I would like to thank you for the honour bestowed on me to serve as your Mayor during the coming year.

I would like just to take a few minutes outlining some of the key issues confronting Sawbridgeworth at this time and how we might address them as Councillors and a community.

One of the first will be to invite representatives from community groups and particularly residents to the consultation on the proposals by the three developers which is being held in this chamber on Monday 4th June. With these big developments we need to refresh

our Town Action Plan which is being re-established as the Town Action Plan and Economic Development but now as a full Committee.

However, we also must address the growing infrastructure needs of current residents and be particularly mindful of the pressure on these by the three additional housing developments in West Road and London Road. We will need to be vigilant in protecting what we value in our town while planning to increase the social and leisure facilities and at the same time recognising the inevitability of the demand for additional homes.

In the wider picture we are between two large towns and what affects their development will also impact us, especially with regard to congestion and air pollution on our roads.

During my year I will vigorously support any initiatives driven by and endorsed by this Council hopefully a return to a regular Market.

I look forward once again to visiting our schools, uniformed organisations, youth groups, community groups, church groups and attending the wide variety of community events taking place during the year. These community activities demonstrate the essence of our values let us celebrate them together with real pride in our town.

I, for one, pledge myself to do all within my power to enhance the quality of life for all our residents during my year in office and with your help much can be achieved.

In conclusion, my chosen charity for the year is the Jacob's Neurological Centre at Rivers Hospital a unit for people who have suffered severe trauma sometimes in road accidents or other catastrophic incident. I hope you will all feel able to support any of the fund raising events being organised to benefit this Charity where they are hoping to raise money to extend the path from the Centre towards the meadows on the Rivers Orchard site. Perhaps I can end with a plug for Cllr Roger Beeching's Music in the Garden in June where this charity is the beneficiary. Do please support it.

Thank you

18/03 APOLOGIES FOR ABSENCE

To receive any apologies for absence. There were none.
Cllr Shaw was absent.

18/04 THE RETIRING MAYOR

To receive an address from the retiring Mayor, Cllr R Buckmaster.

First my very best wishes for the coming year to our new mayor. There isn't any advice I could possibly give you since you have experienced all of this many times before but I'm sure you will enjoy your year as much as I have.

Eric and I have spent quite a lot of time together but it has all been on official business so we plan to take some proper breaks over the coming months.

The past year has been a wonderful experience for me. On three previous years I had accompanied Eric as consort, but this time it was in my own right.

Representing the town is a great responsibility and a privilege, and a chance to meet and work with so many of our community organisations, clubs, and our local schools. One of the achievements I am most pleased with is in formalising our relationship with our new Town Twinning partner Moosburg, through counter signing the charter with their mayor here in March. I'd like to thank Eric and David for their help in organising that.

I will also have great memories of the trip to St Julienne with the World War 1 committee for the unveiling of the memorial to the Hertfordshire regiment. I'd like to thank Joanne and the committee for all their work during the four year commemorations and I look forward to seeing the planned book recording the activities of the four years.

I'd like to thank all of the staff and members of the council for their support during the past year. Earlier this month we held the civic awards evening to recognise our community champions. It was also the occasion where I was able to present the cheques to my two charities Make Lunch and High Wych preschool Nursery. We raised over £4,000 which we split between the two.

As you may all be aware the role of mayor is a considerable commitment which would not be possible without the help and support of those closest to us. Eric has supported me in the past year just by being by my side throughout.

I don't know whether or not I'll have the pleasure of doing this again but I'll keep some very happy memories of all the things I have done and all of the people I have met in Sawbridgeworth and across the District.

The Mayor presented Cllr R Buckmaster with a Past Mayor's medal.

18/05 DECLARATIONS OF PECUNIARY INTEREST

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

18/06 ELECTION OF DEPUTY TOWN MAYOR

Nominations were received for:

- Cllr Beeching [*Prop Cllr Burmicz; Secd Cllr E Buckmaster*]
- Cllr Riches [*Prop Cllr Hall; Secd Cllr Adamopoulos*]

Of the 11 Members present by a show of hands Cllr Beeching received 5 votes and Cllr Riches received 6 votes.

Resolved: That Cllr Riches be elected as Deputy Town Mayor for the civic year 2018/19

18/07 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council.

John Burmicz highlighted the campaign in Hatfield Heath to prevent the demolition of a WW2 POW camp in favour of a development of executive homes. He asked for council support for the campaign. *It was agreed that the Clerk should send a letter of support to the campaign organisers.*

18/08 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 30 April 2018 (M10)
[Prop Cllr E Buckmaster; Secd Cllr Burmicz]

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

18/09 PLANNING COMMITTEE

Received and Noted: The minutes of the Planning Committee Meeting held on:

- 30 April 2018 (P18)

Received and Noted: The draft minutes of the Planning Committee Meeting held on:

- 14 May 2018 (P19)

18/10 AMENITIES COMMITTEE

Received and Noted: The draft minutes of the Amenities Committee Meeting held on:

- 14 May 2018 (A03)

18/11 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

The new Mayor highlighted the Civic Service to be held on 03 June and encouraged members to attend as part of their duty as councillors.

18/12 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor E Buckmaster congratulated Cllr Alder on her appointment and reported:
 - As part of HCC Children's Services, YC Hertfordshire has a key part to play in prevention and early intervention - improving outcomes for young people and contributing to the County's vision and priorities.
 - YC Hertfordshire currently provides youth work projects and programmes, information, advice, careers guidance, work related learning, outdoor education and support for young people aged 13-19 (up to 25 for young people with learning disabilities and for young people leaving care support is provided to the age of 21).
 - Following a brief consultation at the end of 2017, a remodelling

process has begun to further develop the Service's targeted prevention and early intervention to support young people who are challenged in education, their community or home life in order to ensure access to a range of opportunities enjoyed by their peers and a successful transition to adulthood.

- They are keen to hear your views as to the proposed themes and priorities of the Service. Please follow the link <https://surveys.hertfordshire.gov.uk/s/5GT2X/> to a brief survey outlining the Service proposals;

Duke of Edinburgh's Award

- More than 3,000 young people in Hertfordshire achieved bronze, silver or gold awards over the last year, under the YC Hertfordshire licence. 214 young people achieved their gold award, which is a 12 percent increase on last year. Over the last year there has been a significant increase in enrolments for the award, with 5,690 new starters. There are now more than 10,400 young people across the county participating in a DofE programme. There are currently 98 different venues across the county, supporting young people to achieve their awards. These include schools/ academies and ten YC Hertfordshire centres.

Locality Budget Scheme

- The 2018/19 Budget Year does not officially open until 1st June. However, the application form is available on the website and organisations can approach members and submit applications. Furthermore, urgent payments -perhaps for events happening in May - can be processed before 1st June on request.

Rogue & Scams Team Report for April

- Rogue Trader incidents in April have included cold calling for building maintenance and pressure washing. In one incident a vulnerable resident has had a knock on their door and been persuaded that work needs doing to their home. An initial small payment then increased with over £40,000 being handed over and another £20,000 demanded. The team are investigating the incident. They attended a large multi-agency operation with the police and other agencies focusing on rogue traders and modern slavery.
- Talks on scams were given to police cadets, and to elderly residents at two Older Persons' Activity Learning and Safety (OPALS) events, in Rickmansworth and Stevenage.
- A report was discussed at the Community Safety and Waste Management Cabinet Panel regarding the teams work on safeguarding telephone scam victims by installing call blockers. It was well received and supported.
- Two members of the team are now registered with the National Trading Standards Scams Team as Friends Against Scams Champions. They can give Friends Against Scams awareness sessions and encourage organisations to become Friends Against Scams Organisations. The National Trading Standards Scams team has set a target of having a million Friends Against Scams by 2020 and the team will do all it can to contribute to that target.

Scrutiny

- Nascot Lawn respite centre for Children. A further scrutiny was held earlier this month and a final decision made by Herts Valleys Clinical Commissioning Group. £100,000 has been offered by each of Hertfordshire's CCGs towards provision of healthcare at 3 alternative locations of Herts County Council.

Health Scrutiny has asked that discussions continue to ensure the continuing healthcare elements required by the children are funded and provided by the CCGs. Transitions to the alternative care settings will take many months and some extensions will need to be provided at West Hyde.

Leisure and Culture update

- East Herts is currently consulting on options for a new Arts Centre in Bishops Stortford as part of the regeneration of the Old River Lane/Causeway site. On 12th May there was an opportunity for people to give their views on the matter at a consultation event. Many of the concerns centred on the future role of the existing Rhodes building but it could still act as a centre for the performing arts, dance, and culture in Bishops Stortford and act as a complementary location to the new arts centre.

Cutforth Road Junction Protection

- In regard to the TRO for proposed Double Yellow Lines for protection of the Cutforth Road/Cambridge Road junction, the TRO team have recorded two responses; from the Police and from HCC Network Management. There have been no objections. I therefore agreed we proceed with the installation as currently proposed.

Highways Locality Budgets

- I'll be reviewing options soon with officers to consider actions around Sheering Mill Lane/Fairway/Vantorts following the traffic flow study. Plus any other areas for priority around the town.

Secondary Transfer

- Across Bishops Stortford, the number of families applying for secondary school places in September 2018 increased by 7% to 493, from 460 for September 2017 entry.
- In Sawbridgeworth, the number of families applying for secondary school places has also increased by 8%, with 94 applicants from the parish for September 2017 entry, compared to 86 for September 2017 entry
- On secondary transfer allocation day (01 March 2018) in Bishops Stortford, the percentage of families offered a ranked school has decreased slightly, with 98.4% of applicants being offered a ranked school, compared to 99% in 2017. The percentage of children in Bishops Stortford offered their first preference school decreased to 76%, compared to 83% in 2017.
- In Sawbridgeworth, the percentage of families offered a ranked school increased to 100% compared to 97% in 2017. The percentage of children offered their first preference school also increased to 88%, compared to 87% in 2017.

Shaping Sawbridgeworth Masterplanning Next Steps

- 4th June 6pm until 9pm at Town Council Public Consultation evening on three sites masterplans
- 7th 4pm until 6:30pm June Shaping Sawbridgeworth steering Group Walking Cycling Study Report and wrap up session around masterplans and public consultation

Cllr Royle asked about The County Councils figures for the number of school places available and the demand for pre-school nursery places. *Cllr E Buckmaster did not have the figures to hand but would follow up the question.*

- District Councillor A Alder
 - I attended the following
 - Seminar on Sustainability and Transformation Partnership at Hertfordshire County Hall - this is all about how the local health service is being reconfigured covering North and East Herts, West Herts and West Essex, mainly the Harlow area, for the delivery of health and social care.
 - Another Task and Finish Group meeting on the Ground Maintenance Contract.
 - A Community Transport Conference in Welwyn highlighting the voluntary aspect of community transport.
 - The Annual Meeting of the District Council where the new Chair, Cllr Keith Warnell, a Bishop's Stortford Cllr. was elected.
 - The Mayor making at Hertford
 - Tomorrow I am going to Woking to look at a facility offering Extra Care for older residents and in the evening I will be attending the PAG meeting - Performance, Audit and Governance Scrutiny Committee.

- District Councillor E Buckmaster mentioned
 - The Sustainability Transformation Partnership
 - Forever Active East Herts continues

Cllr Furnace asked about the provisions made for younger people.
Cllr E Buckmaster responded that this was being provided through the Sports Activate Network.

- Hertfordshire Police were not present

18/13 TOWN CLERK'S REPORT

Received and Noted: The Town Clerk's report for the month of May 2018

Additionally he reported the impending closure of the long term car park for 5 days in the second half of June for resurfacing and reline painting.

18/14 TOWN PROJECT MANAGER'S REPORT

Received and Noted: The Town Project Manager's report for the month of May 2018

Additionally she reported the details of progress with the refurbishment of the War memorial. Cllr E Buckmaster advised on additional potential sources of grant funding from EHDC.

18/15 THE HAILEY CENTRE REPORT

Received and Noted: The Hailey Centre Executive Committee Chairman's Report for 2017

18/16 YOUNG PEOPLE'S RECREATION CENTRE REPORT

Received and Noted: The Sawbridgeworth Young People's Recreation Centre Chairman's Report for 2017

18/17 COMMITTEE STRUCTURE

The following agenda items on Committee structure, committee membership, champions and representatives reflect the consensus of

members at informal meetings.

I'd like to recommend them to you now for adoption this evening.

The committee I'd like to draw your attention to is the Town Action Plan and Economic Development. It will have an equal status with other committees but is very much outward facing and needs a lot of mutual co-operation between officers and members.

Members will have to agree the terms of reference, although the existing five key issues remain, traffic management, amenities and facilities, housing and planning, economic vibrancy and open spaces. Some of these are being progressed through Masterplanning. I think we can agree that Economic Development whether through cooperation with traders, technology, or introducing markets is a top priority for the town. Members will give officers a steer as to where to focus their attention so they in turn can make recommendations to the committee and council and inform the budget process. The committee can also agree with officers how and when public engagement can take place so that we have a unified approach. Public Ownership of the Town Action Plan will be achieved through the results of the local engagement.

Resolved: To agree the Committee structure for the year 2018/19
[Prop Cllr E Buckmaster; Secd Cllr Burmicz]
[Attached as Appendix A]

18/18 COMMITTEES

Resolved: To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2018/19.
[Prop Cllr Burmicz; Secd Cllr Adamopoulos]
[Attached as Appendix B]

18/19 DELEGATION OF AUTHORITY

Resolved: To agree the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee for the months of August and December.
[Prop Cllr R Buckmaster; Secd Cllr Beeching]

18/20 CHAMPIONS

Resolved: With an amendment from the draft proposal, to appoint Members as Champions for areas of Council responsibility.
[Prop Cllr E Buckmaster; Secd Cllr Beeching]
[Attached as Appendix C]

18/21 REPRESENTATIVES

Resolved: With the addition of community appointees to the SYPRC committee to appoint Members as representatives to serve on other organisations.

The mayor emphasised that Representatives should present their activities at each council meeting.

[Prop Cllr R Buckmaster; Secd Cllr E Buckmaster]
[Attached as Appendix D]

18/22 SUBSCRIPTIONS

Resolved: After agreeing not to continue with membership of the Community Transport Association, to make payment of Subscriptions for the year 2018/19
[Prop Cllr Adamopoulos; Secd Cllr Hall]
[Attached as Appendix E]

18/23 CALENDAR OF MEETINGS

Resolved: To approve the Calendar of Council and Committee meetings for the year to June 2019.
[Prop Cllr Burmicz; Secd Cllr Riches]
[Attached as Appendix F]

18/24 STANDING ORDERS

Resolved: To approve the continuation of current Standing Orders and to delegate to the F&P committee the adoption of the new Model Standing Orders as proposed by NALC – the National Association of Local Councils.
[Prop Cllr Royle; Secd Cllr Beeching]

18/25 FINANCIAL REGULATIONS

Resolved: To approve the continuation of current Financial Regulations and to delegate to the F&P committee consideration of any changes necessitated by the potential change in Standing Orders.
[Prop Cllr Burmicz; Secd Cllr E Buckmaster]

18/26 EAST HERTS DISTRICT PLAN

To report on any information received relating to current developments of the East Herts District Plan. Cllr E Buckmaster reported the public consultation scheduled for 04 June 2018. Feedback from the Planning Inspector is still awaited.

18/27 ANPR – AUTOMATIC NUMBER PLATE RECOGNITION

No proposal had been received relating to the provision of funding for the provision of two ANPR cameras at an estimated cost of £3,500 each. The matter was discussed and it was
Resolved: To delete this item from future agendas.
[Prop Cllr Beeching; Secd Cllr R Buckmaster]

18/28 GDPR – GENERAL DATA PROTECTION REGULATIONS

Resolved: To adopt a Policy for complying with the requirements of the General Data Protection Regulations, as recommended by the F&P committee. *Minute F17/33.1.* and as referenced in the council meeting dated 30 April 2018. *Minute 17/193.*
[Prop Cllr Beeching; Secd Cllr Riches]

18/29 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation.
There were none

18/30 FINANCIAL REPORT

Noted: The current Financial Report

18/31 ACCOUNTS FOR PAYMENT

Noted and Agreed: Accounts for payment

Meeting closed at 20:35

DRAFT