

SAWBRIDGECWORTH 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 19:30 on **Monday 05 September 2016**.

Those present

Cllr Sotirios Adamopoulos	Cllr Don Hall
Cllr Angela Alder	Cllr Heather Riches
Cllr Eric Buckmaster	Cllr David Royle
Cllr Ruth Buckmaster	

In attendance:

Tom Durham - H & E Observer	Lisa Dale – Finance Officer
Joanne Sargant – Projects Manager	R Bowran - Town Clerk

Welcome by the Mayor, prayers were read by Cllr Sotirios Adamopoulos

16/55 APOLOGIES FOR ABSENCE

The mayor announced that Cllr Tom Reeks had resigned from the Council due to his work commitments.

Resolved: The Clerk to write to Tom thanking him for his service to the town council [*prop Cllr Alder; secd Cllr E Buckmaster*]

Apologies received from Cllr Pat Coysten – On holiday and Cllr Joh Burmicz – delay in business trip.
Absent were Cllr Mike Shaw and Cllr Will Mortimer.

16/56 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members.
None received.

16/57 PUBLIC FORUM

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

16/58 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Council held on 25 July 2016 (M03)
[*prop Cllr Alder; secd Cllr R Buckmaster*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Agenda Item 16/43. Clerk said that following a request for the establishment of dates for Working Party meetings, a revised Schedule of Council Meetings 2016/17 had been issued.

Cllr R Buckmaster asked for a revision of the date for the Annual Meeting of the council to be Monday 22 May 2017.

Resolved: That the date be changed
[*prop Cllr R Buckmaster; secd Cllr Hall*]

16/59 PLANNING COMMITTEE

Noted: The comments of the delegated Planning Committee Meeting held on 12 August 2016

16/60 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive Mayor's appointments and communications

To advise Tuesday 13 September at 19:00 as the date for Councillor Training by HAPTC. Confirmation of attendance now received from Cllrs Adamopoulos, Alder, E buckmaster, R Buckmaster, Hall, Riches, Royle and Shaw.

Mayor attended:

- Guide camp at Cottered
- Herts Youth Orchestra
- EHDC Garden Party
- Bishops Stortford Civic Service

16/61 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Roger Beeching
 - Not present
- District Councillor Eric Buckmaster reported:
 - 13 Sep environment scrutiny. Proposal to set up a task and finish group on Sustainable Transport. I am also joining a working group at CVS on transport.
 - 26 Oct will be a joint rural and urban parish conference to be held at Wodson Park
 - Some items included in the Executive meeting tomorrow:
 - Hertford Urban Design Strategy – Request for Capital Funding
 - Herts Home Improvement Agency Proposal states that it will "ensure all individuals in Hertfordshire who need housing adaptations can access a timely, accessible, and equitable and fit for purpose service".
 - Discussion Proposed Use of Article 4 Directions in relation to permitted development.
 - Planning Training Event for Parish and Town Councils Tuesday 18 Oct 2016: 7pm, Wallfields
 - We have two more District Plan Panels in September.
 - Public consultation expected to commence beginning of November for a six week period. Any comments and submissions will be collated by East Herts and sent to the Planning Inspector along with the proposed District Plan.
 - There will be two events to mark World Mental Health Day in October to increase awareness of mental health. The first will be at Hertford Theatre on Sunday 09 Oct. Various mental Health charities will attend with promotional stalls. There will also be cinema screenings and taster sessions of good mental health related therapies. Then an event on 10 Oct at Memorial Hall hosted by the Wellbeing Centre.
 - The two Syrian refugee families will be arriving during September, a total of 7 people. A press release is imminent.
 - Grants of up to £8,000 are available to help pay for building refurbishments, improvement projects and items of equipment for well used and valued community facilities and services in East Herts.
 - Neighbourhood plan.
 - A Neighbourhood Plan allows communities to create both a vision and planning policies for the use and development of

land in their village. For example, communities can identify where new homes should be built and what they should look like. But, if a shortfall in delivery is identified then this will trigger a requirement for the District Council to allocate sites for housing through an early review of the District Plan.

- The DCLG said that it will work with pilot areas to explore opportunities for providing better support to local planning authorities, and will also address the issues in the Neighbourhood Planning and Infrastructure Bill, which is due to be published soon.
- The communities and local government secretary will also be able to intervene where a plan has passed examination but has been blocked by the local planning authority, although the department said that this power would only be used “in exceptional circumstances”.
- Chapter 8: Sawbridgeworth includes the development strategy for the town and sets out site specific policies
- Parish Council’s will be encouraged to produce a Neighbourhood Plan to develop a shared vision for their village and to deliver sustainable development
- District Councillor Angela Alder reported:
 - Attending Disability facilities scrutiny meeting on 20 Sep
 - Impact and influence on planning decisions by policy on disabilities and health and well being
 - Scrutiny of air quality will either be in November or March 2017
 - Attended all district planning meetings
 - Attending corporate business scrutiny meetings
 - Will attend a HCC health committee on 29 Sep
 - Will attend a 2 day scrutiny training session in Coventry
- District Councillor Will Mortimer
 - Not present
- Hertfordshire Police not present but reported *in absentia*
 - Work at Gt St Marys church to make good incidents of criminal damage
 - Creation of a “No Cold Calling Zone” in the Bullfields and West Road areas.
 - Two burglaries in High Wych, but two arrests made by PC Marshall re attempted burglary.
 - Cllr Alder asked how many people had been cautioned about entering the car park the wrong way. *Clerk responded: none; but if an incident is reported to us then CCTV coverage will be given to the police.*
- Other Representatives
 - Cllr Alder reported she will attend a finance meeting at HAPTC on 16 October.
 - Cllr Royle said he would be attending the next meeting of the EHAPTC.

16/62

TOWN CLERK’S REPORT

Report for August 2016

Allotments

- Skip provision at Vantorts over bank Holiday weekend

Bus Shelters

- Spellbrook shelter repaired from the effects of further vandalism

Car Park Subsidy

- No change in charges as a result of new Parking Order.

Cemetery

- 10 Interments managed in 2016/17 to date
- Application for an exhumation to be made to MoJ

Chamber Utilisation

- Monthly bookings received from U3A
- Hosting EHDC senior team meeting on 12 September

Community Transport - Sawbobus and Minibus Hire

- New Sawbobus in operation
- Dial-a-Ride service terminated
- Two Self Drive hire minibuses vandalized

Consultee on all matters relevant to the town

- None received this month.

District Plan

- Briefing by Leader and CEO of EHDC on 18 August
- Attended DP Panel meeting on 25 August.

Financial Accounting

- Answering supplementary questions on Annual Return.

Fly Posting

- Continued surveillance and unauthorised advertising removed.

Hertfordshire Highways

- Lack of coherent information from Herts Highways a concern
- Responded to Cllr Beeching's call for odd-jobs

Markets

- Investigation into possibilities 25 August

Neighbourhood Plan

- No current activity
- See Agenda item

LGiU Briefings

- Daily press briefings obtained on a 3-month free trial basis at the request of the mayor.

Lordship of the Manor

- Further intelligence received.

Planning Matters (acting as a consultee)

- 12 Applications considered in 2016/17.

Plant Watering

- Continues throughout the town
- Sub contract watering for Gilston & Eastwick

Projects

- Bell Street Conveniences; Specification received but incomplete. EHDC now request us to provide draft SLA and details of our lease!
- Town Green; no further activity. Task & Finish group proposed.
- Library; No further action at the moment.

Publicity/Information:

- Contributions being made to Sawbridgeworth Flyer and CM21 magazine

Rivers Orchard

- Draft lease agreement received from Deville Estates Ltd
- Changes in arrangements for the volunteer group

Staff

- A&A sub-committee briefed on changes in staff deployment

Town Action Plan

- The F&P committee have directed that on-going scrutiny be addressed by a summary in the Clerk's report.

War Memorial

- Task & Finish group established. Faculty applied for.
- Meeting with contractors 01 September

Sawbridgeworth Town Action Plan 2006-2020

The Five Key Issues

Traffic Management (including Parking)

How do we solve the problems of increasing traffic and the lack of parking?

- Dialogue with EHDC over future parking policy.
 - Not yet consulted
- Develop "Shared Spaces" philosophy
 - EHDC place in abeyance
- Dialogue with schools on "Walk to School" initiative
 - Scheduled for w/c 26 September
- Development/Expansion of Sawbobus service
 - Schools service

Amenities & Facilities

How do we ensure these are best provided for the community?

- Continued maintenance and care for existing facilities
 - On-going programme
- Negotiations with EHDC on refurbishment of Bell Street conveniences
 - See Agenda item

Housing & Planning

How do we make sure housing is best suited and the infrastructure is catered for?

- Dialogue with potential developers
 - Taking place where appropriate
- Dialogue with EHDC and District Planners
 - Taking place as and when appropriate
- Consider producing a Neighbourhood Plan
 - See Agenda item

Economic Vibrancy

How do we re-invigorate the town centre and bring people to the town?

- Set up dialogue with retailers and businesses
- Re-examine retailers opposition to farmers markets

Open Spaces

How do we best plan and care for our open spaces?

- Develop ideas for Town Green
 - On hold while access to surgery site is discussed by EHDC
- Develop ways and means to use Fair Green
 - Establish lordship of manor

- Consult with local residents
- Enact market rights

16/63 TOWN PROJECT MANAGER'S REPORT
Report for August 2016

Walk to School Week – Mon 26th September – Sat 1st October

This is town led project and we have been asked by the primary and Junior PTA's to participate. Cllr Royle, Cllr Buckmaster, Richard Bowran and Town Projects Manager have attended the meetings. The schools are coordinating the Monday to Friday activities to encourage children to travel to school in a 'different' way, i.e. on a scooter, car share, bicycle etc. STC have offered a bus transport for High Wych and Spellbrook School for the week to promote 'shared journeys' to school. On **Saturday 1st October from 11-2pm** there will be a 'Town Twitchell Walk'.

Seeing it Through – Pins & Feathers Production – Fri 14th October 7.30pm at The Bullfields Centre

Please support this event and buy tickets – all money raised to go towards the refurbishment of the War Memorial. Tickets will be on sale soon from the Town Council. This is a theatre production based on true local stories from WW1 diaries.

MOVE Week – The date is to be confirmed in May 2017. More information about how Sawbridgeworth will be involved will be available after my next meeting with Michal Siewniak in September.

Somme Memorial Visits – WW1 commemoration group will be working with Dan Hill as part of the Living Memories Project that is currently running with the Commonwealth War Graves Commission – we will be visiting Edmonton and Tottenham Cemeteries as a mark of respect and laying wreaths at graves of soldiers that fought during the Somme, returned homed injured and died as a result of those injuries. Dates for the group to visit have been set at Tuesday 11th October 10am and Tuesday 8th November 10am.

Future Dates for the diary

Saturday 19th November – Lights of Love, Isabel Hospice Service in Bakers Walk at 4pm

Saturday 26th November 2016 – Christmas Lights Festival. Meetings have taken place with sound and lighting engineer. This year there will be a craft stalls in Church House and the Cricket Club, this aspect of the Switch On is being coordinated by Valerie Dakin and all proceeds of these stalls will be donated to Great St Mary's Church.

Friday 19th May 2017 - Annual Civic Awards

Mayors Events 2016-2017 – Charity of the Year St Elizabeth's

Saturday 1st October – Quiz Night at Bullfields

Thursday 2nd February – Wine Tasting Evening

Tuesday 28th February – Pancake Event!

Saturday 4th March – Variety & Tribute Show at the Memorial Hall
Saturday 29th April – Civic Dinner at the Memorial Hall

Project Manager reported thanks from Glendee Dog Rescue for the donation from Fun on the Field.

16/64 DISTRICT PLAN

To advise members of the meeting with the Leader and CEO of EHDC on 18 August; to take note of the developments discussed at the District Plan Panel meeting held on 25 August relating to the revised Chapter 8 of the District Plan; and to agree preliminary response that should be submitted to and will be considered at the Executive meeting of EHDC on 19 September. Cllr E Buckmaster was able to explain the timetable that EHDC were working to and the potential impact of any response together with the relationship to a Neighbourhood Plan. Still to be discussed at the District Plan panels is the Infrastructure Delivery Plan, not yet published although an indication of its scope was given.

Members agreed that the Clerk should inform EHDC that STC would make no further comment until after the District Plan was published and the council had taken the views of parishioners in open meetings.

16/65 NEIGHBOURHOOD PLAN

To advise members of the timetable for the District Plan and now to determine whether the Town Council should prepare a full or reduced scope Neighbourhood Plan in order to express the will of the parishioners of Sawbridgeworth. The opinion was expressed that a Neighbourhood Plan could influence the mix but not the location of new houses. Cllr Riches sought clarification on the number of houses in Sawbridgeworth parish (3,600) and the relationship of 500 new homes to the present scale. Cllr Adamopoulos queried the provision of adequate new school places.

Members agreed to make a decision on whether to proceed to produce a Neighbourhood Plan after the publication of the District Plan in November, and having taken a sense of public response.

16/66 AIR QUALITY IN SAWBRIDGEWORTH

To advise members of the meeting held by the mayor with Cllr McAndrew and officer Cerys Williams of EHDC on 12 August to discuss matters which could lead to the Town Council's response to the consultation on air quality as far as it affects the parish of Sawbridgeworth. The mayor reported that his meeting had been a means of expressing interest in the state of current monitoring and future plans. There will be a draft action plan; monitoring is "by diffusion tubes at the top of Bell Street"; EHDC will be working in concert with neighbouring authorities.

Members agreed that Cllr Royle should be the council's Air Quality Champion and as such report back to council from time to time in Representatives' Reports.

16/67 RIVERS HERITAGE SITE & ORCHARD

To advise members of the meeting with volunteers of the RHSO Group on 11 August at which it was suggested that a Steering Group be established.

Members were advised of the date of 07 September at which the outgoing committee will be asked to resolve to cede the administration of the RHSO Group to a Steering Group.

16/68 BELL STREET CONVENIENCES

Following receipt on 01 August of a Draft Lease and Service Level Agreement from EHDC, to advise members of the current situation concerning the proposed refurbishment of the Bell Street public conveniences and to decide, taking into account current circumstances, the course of action to be followed.

Members agreed that the Clerk should engage with the new Head of Service at EHDC and seek a new approach. Suggested that this could focus on EHDC's ambition to support the local economy by providing appropriate facilities.

16/69 ROTARY CLUB PROPOSAL

To advise members of the proposal by Sawbridgeworth Rotary Club to provide a bus shelter at a site in London Road adjacent to the Information Kiosk (formerly the K6 Telephone Box). To seek members approval to engage with the project.

Members agreed that the Clerk should proceed and investigate.

16/70 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation

- "East Hertfordshire District Council (East Herts District) (Off-Street Parking Places) (Amendment) Order 2016". There had been no comments from Members and so no response had been made to the consultation.

16/71 FINANCIAL REPORT

Noted: The current Financial Report

16/72 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

Meeting ended at 20:58