

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 8:00 pm on **Monday 07 September 2015**.

Those present

Cllr Sotirios Adamopoulos	Cllr Don Hall
Cllr Angela Alder	Cllr Will Mortimer
Cllr Eric Buckmaster	Cllr Heather Riches
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	Cllr Mike Shaw

In attendance:	3 members of the public
Cty Cllr Roger Beeching	PS Ricky Bartlett – Herts police
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager

Welcome by the Mayor, prayers were read by Cllr John Burmicz

15/57 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Pat Coysten and Cllr Tom Reeks - both on holiday.

15/58 DECLARATIONS OF PECUNIARY INTEREST

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

15/59 PUBLIC FORUM

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

Mr Norman Manion. Complained that the minutes of the council meetings in January, February and March filed at the library omitted any reference to the comments that he had made in the public forum.

Clerk responded that minutes of all meetings were filed at the library and that all representations made by members of the public were recorded. It was pointed out to Mr Manion that he had not attended the meetings in the months he had mentioned and so there would not have been any comments from him.

Mr Norman Manion. Confirmed that the street lights in Saffron Gardens now came on the evenings and remained on all night. He thanked Cllr Beeching for his input and for resolving the issue.

Mr Norman Manion. Asked for the outcome of the investigation into his view that two councillors had transferred allegiance from Independent to Conservative at the last election was a “breach of etiquette” and should be looked into.

Clerk responded that he had consulted with the Acting Returning Officer and was advised that no breach of election rules had taken place.

15/60 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council held on 27 July 2015 (M03)
[prop. Cllr Alder; secd. Cllr Burmicz]

15/61 PLANNING COMMITTEE

Received and noted: the minutes of the Planning Committee Meeting held on:

- 27 July 2015 (P04)

15/62 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive Mayor's appointments and communications.

- Good news is that another business has opened in recent weeks, as a bookshop and we wish them every success. The Town Clerk wrote to Forebury Estates and we have received a response from them. They mentioned that there are difficulties that face any new start up so it can be difficult to find tenants. We have established however that not all of the empty shops are owned by Forebury. We should do all we can to resist change of use from business to residential in order to sustain economic activity in the town.
- This Friday is a fundraiser for the Guides we are holding a Movies with the Mayor open air cinema event at Bullfields. Gates open 6:45. The film is Mamma Mia. Well over 300 tickets have been sold.
- The next fundraiser after that will be the Quiz night on 24 October, in Bullfields Hall. We'll send out invitations later this week.
- On Sunday 27 September there is Sawbridgeworth Harvest Civic Service at the Congregational Church at 10:30am. All councillors and partners are invited.
- On 18 September we welcome Bry-sur-Marne to Sawbridgeworth as it is our turn to host this annual event.
- Finally tomorrow will be the launch here of the WW1 commemoration exhibition at 7:00pm

15/63 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Roger Beeching MBE gave his annual report:
 - He commented on his work with the Highways Locality Budget. His Locality Budget, Committee work; work with Highways and addressing problems raised by Parishes, Towns and Residents.
 - HLB - £90k spent on a priority list of 23 items
 - LB - £10k spent on 16 projects in his area
 - Multitude of varying problems raised by residents including schools, potholes, lighting, health and GPs, transport, trees in gardens, parking on pavements, social services, taxi licencing, dog fouling, enforcement and flooding
 - Serve on Health and Adult Care committee, vice-chair of Standards Committee Health and Overview Scrutiny panels
 - Asked about a pedestrian crossing at Spellbrook and a footpath to the school, the response was favourable,

- Asked about breaches of zig-zag lines outside Barclays bank, suggested an extensions to the CCTV system might help identify offenders.
 - Attending over 600 meetings and functions in the year.
 - District Councillor Angela Alder reported:
 - Attending licencing committee, which was held in camera
 - Attending Standards Committee also held in camera
 - Attending the HAPTC AGM and being appointed to the Stansted Consultative Committee.
 - District Councillor Will Mortimer reported:
 - Being chair of the Audit Committee which had not met since the last council meeting
 - Eric Buckmaster reported:
 - This Thursday at East Herts will be the next meeting of the District Plan Executive Panel. Officers will report on progress and East Herts members will have the opportunity to ask questions. The public can observe in the gallery or by webcast. Agenda items include: The Green Belt Review, Village Hierarchy Study, Duty to Cooperate Report, Transport Model Report, Affordable Housing-amendment to policy.
 - East Herts Council's Annual Report is in the final stages of preparation. It will be published digitally and in conjunction with the Health and Wellbeing strategy gives a good insight into the activities, achievements and challenges of the council. I intend send you a copy of both ahead of next month's meeting, at which I'll give you a brief idea of some of the health and well-being initiatives.
 - Finally on 18th Sept we have the Rural Parish Conference in Braughing. 9:00 registration. The event goes on to 1:30. All members are invited.
 - Herts Police, PS Ricky Bartlett reported:
 - Crime is up a bit on the previous 12 months, mainly thefts from vehicles, thefts from persons, cybercrime, anti-social behaviour
 - Resourcing is being reviewed
 - Investigation into introducing Public Places Protection Orders (PPPO) which includes control of legal highs.
 - Lots of events coming up over the next few months.
 - Congratulation to Russel Jones on his promotion to sergeant
 - Awareness of Redricks Lakes event on 26/27 September
 - Police will take initiative on PPPO's
 - Thanked for advice given to older people at the Hailey Centre.
 - Other Representatives: RHSO: Cllr Buckmaster reported:
 - Apple day is planned for 10th October at the Rivers Orchard, 10am till 4pm. Residents are invited to help pick apples to make juice which will support fundraising for the group. There will be refreshments, apple tastings, apple identification and music. People can bring picnics. I believe the grass will be cut before then.

15/64

NEIGHBOURHOOD PLAN

To resolve whether to produce a Neighbourhood Plan, having received a presentation on the subject from East Herts District Council.

Considerable debate took place, the main points raised were;

- What benefit will Sawbridgeworth get from a Neighbourhood Plan
- Is it a waste of public money especially when extent of cost is not known
- Responsibility to represent views of the community
- What is benefit if plan has to conform to 2007 adopted plan or the District Plan
- How will the Town Action Plan relate to a Neighbourhood Plan
- Members were elected to represent parishioners but the public must have an opportunity to tell us directly.
- Town Council must be seen to have listened to the severe objections to the Preferred Options stage of the District Plan

Resolved: that the Town Council should produce a Neighbourhood Plan.

[prop Cllr Alder; secd Cllr R Buckmaster]

Votes For 7 (Cllrs Adamopoulos, Alder, E Buckmaster, R Buckmaster, Burmicz, Riches and Royle

Votes Con 3 (Cllrs Hall, Mortimer and Shaw)

Motion Carried

15/65 POLICY FOR USE OF THE COUNCIL CHAMBER

To determine a policy for the use of the council chamber in respect of the conducting of secular proceedings in conjunction with the provision of interment facilities at the Town Council Cemetery.

Some debate took place, the main points raised were;

- Would it involve extra work for staff
- Would it be inappropriate as the chamber is adjacent to the Hailey Centre.

Resolved: that the chamber can be used for the conducting of secular proceedings in conjunction with the provision of interment facilities at the Town Council Cemetery.

[prop Cllr Mortimer; secd Cllr R Buckmaster]

Votes For 7

Votes Con 3

Motion Carried

15/66 BELL STREET PUBLIC CONVENIENCES

To receive an update on the proposals for the refurbishment and upkeep of the Bell Street Conveniences and to resolve whether the town council should agree to the Service Level Agreement that will determine the future management of the facility.

Clerk reported that after recent discussions with EHDC that they had now agreed to pursue the town council's proposal for the conveniences submitted in October 2013. An SLA had not been produced for consideration by Members.

- 15/67 CLERK'S REPORT**
Received and noted: the Town Clerk's report,
this is attached as Appendix A
- 15/68 TOWN PROJECTS REPORT**
Received and noted: the Town Project Manager's report,
this is attached as Appendix B
- 15/69 DEPOSIT & CONSULTATION DOCUMENTS**
There were none to be reported.
- 15/70 FINANCIAL REPORT**
Noted: The current Financial Report
- 15/71 ACCOUNTS FOR PAYMENT**
Noted and Approved: Accounts for payment
- 15/72 EXCLUSION OF PRESS AND PUBLIC**
Resolved: That pursuant to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during the consideration of the following item because of the confidential nature of the business to be discussed which relates to a matter of legal process.
[prop. Cllr Alder; secd. Cllr Mortimer]

Meeting closed at 21:40

The next meeting of the Town Council will be held at 7.30 pm on Tuesday 29 September 2015 in the Council Chamber at Sayesbury Manor, Bell Street Sawbridgeworth.

Appendix A

To: All Members
From: Richard Bowran
Subject: **Clerk's Report August 2015**
Date: 01 September 2015

Allotments

- Annual pre renewal inspection carried out
- Significant weed clearance at Bullfields.
- Tree surgery completed at Bellmead.
- Landlord's Meeting to be established.
- New representative for Vantorts site
- Autumn Flower show will be resurrected in September.

Bus Shelters

- Cleaned and maintained, hanging baskets installed

Car Park Subsidy (First Hour Free)

- Now taken on by EHDC

Cemetery

- 35 Interments managed in 2015 to date
- Significant tree surgery carried out
- Hedge removal works completed, now receiving complaints from other neighbours.
- Road ways resurfaced with 59 tonnes of pea shingle – usual complaints!
- Service development by utilising council chamber for secular services – now to be debated at Council meeting on 07 September

Chamber Utilisation

- See cemetery service development above

Community Transport - Sawbobus and Minibus Hire

- Sawbobus will continue to operate through the A1184 road works, July scheduled works did not take place – no further advices received.
- Dial-a-Ride service provided; 35 so far this year.
- EFDC confirmed £1,000 and ECC confirmed £4,000 grants for 2015/16

Consultee on all matters relevant to the town

- HCC consultation on "Sensitive Streets" – A1184 is flagged as a Grade 2 street from 08:00 – 18:00

Crime Prevention Initiatives

- CCTV; recent incidents: images captured of card theft; images captured of vehicle involved in crime.
- Police Liaison, noted that our current cover is one part time PC. Full time PC has been transferred away.

Democratic Services

- Electronic distribution not approved so paperwork systems being reviewed.
- Health and Safety procedures being revised and reviewed
- Annual Return produced, subjected to internal audit and prepared for external audit, approved by council and sent recorded delivery to BDO. Supplementary question answered.
- Council constitution and protocols in phased production

Farmers Market

- See Project Manager's report

Fly Posting

- Continued surveillance and unauthorised advertising removed.
- Authorised charity banners installed and removed in a timely manner.

Grants to voluntary organisations

- Grants made in July as resolved at Council.
- Appeal from CAB for further help as potential grant funding reduced after change in council's grant policy

Hanging Baskets and Planters

- London Road planter maintained and watered on a daily basis.
- Hanging Baskets, approach sign planters and direction post baskets installed throughout the town, sponsored by Oakridge Nursery.

Hertfordshire Highways

- Sign cleaning, sign removal, footpaths clearance, town sign erection and gardening works carried out.
- Herts CC invoiced for local agency work. Now are querying item on invoice relating to investigation HCC liability for clearance of Scholars Walk footpath.

Neighbourhood Plan

- Members indicated a need for a Neighbourhood Plan
- Presentation to be made to STC on 07 September – decision to be made by council at end of September.

Planning Matters (acting as a consultee)

- 38 Applications considered since the beginning of the new term.
- 6 apparent contraventions of planning system reported to EHDC enforcement officers for action
- Coming to terms with a seriously flawed EHDC planning notification system.

Projects

- Bell Street Conveniences; ongoing dialogue with EHDC since October 2013 over refurbishment and maintenance responsibility.
- Town Green; ongoing dialogue with EHDC since January 2015 over project to revitalize area as a community hub and town centre focus.

Publicity/Information:

- Annual Report; published at Annual Town Meeting; report included in newsletter distributed at end of July.
- Newsletter; four editions published annually; next edition due by end of October.
- Town Guide;
- Website; new site managed by two staff members.

Promoting the town

- See Project Manager's report

Recreation Areas

- Bullfields, fabric of building, playground inspections by RoSPA
- West Road issues with pieces of equipment; playground inspections by RoSPA

Rivers Heritage Orchard Group

- See Project Manager's report

Staffing

- Gill Abbott's contractual sick pay ends on 31 August.
- Tracey Dobinson has resigned due to health problems, adverts have been placed for a replacement driver.
- Frank Gowen acting as a relief driver.
- Karen Ashton accepted offer of maternity cover for Laura Carter.

Town Action Plan

- Secretariat managed on behalf of the town
- New round of meetings started on Monday 03 August
- Second meeting scheduled took place on Monday 24 August.

Town Ranger & Groundsman

- On summer hours from 01 June to water plants
- Height of grass cutting season, Rangers tools budget committed to purchase of a second hand mower.
- Contract grass cutting and litter clearance for SYPRC
- Contract plant watering for Eastwick and Gilston Parish Councils.
- Contract grass cutting for RHSO Group
- Some relief community bus driving

Training

- Next round of new Councillor training is on 24 September 2015
- All minibus drivers to be put through HCC training course

Appendix B

To: All Members
From: Joanne Sargant
Subject: **Project Manager's Report September 2015**
Date: 01 September 2015

Civic Events (promoted by the Mayor)

- Mayor's Charity Fund raiser – Outdoor Film Night at Bullfields, Family Event. **Friday 11 September 2015**. Ticket enquiries are to be emailed to info@sawbridgeworth-tc.gov.uk – to date we have sold 164 tickets. Please promote this event to family and friends, we are hoping to sell at least 300 tickets.
- Quiz Night – **24th October 2015** – Bring your own drinks and nibbles – Ticket Price £5 per person. Enquires to info@sawbridgeworth-tc.gov.uk
- Christmas Disco for under 15's – Leventhorpe School (TBC) **Friday 11th December 2015** 6pm to 8pm
- Civic Dinner – **Saturday April 9th 2016** at Sawbridgeworth Memorial Hall. The band Black Diamond who are a local group have been secured for this event in the early stages of planning.
- Spring Duck Race – Date TBC.
- Annual Civic Awards and Presentation of Mayor's Charity cheque to Sawbridgeworth & High Wych Girl Guiding. Friday 20th May 2016 (7pm)

Other Civic Ceremonial Events

Town Projects Manager assists with the organisation and the civic ceremonial aspect of this visit. This includes liaising with retail and businesses to open their shops on the Sunday morning to welcome our visitors by dressing their shop windows etc.

- Bry-sur-Marne Town Twinning - Families and visitors will be arriving on **Friday 18th September**. Families will be collected from Leventhorpe School, they will then be hosted by the Town Council with welcome drinks in the Chamber from 6.30pm.
- Saturday – Day out in London with host families – Evening dinner at the Memorial Hall.
- Sunday – Lunch at The Hailey Centre & Town Council Chamber and departure at 1pm

World War One Exhibition

A four year project that started on August 4th in 2015 with a Civic Breakfast event and the Silent Night Charity Football Match in December has now led to a collaborative exhibition with ourselves and the Herts at War team. Opening to the public on **Thursday 10th September** the exhibition will remain with us until the New Year. There is a WW1 replica trench being built in the back garden and an exciting programme of events will be taking place over the next few months. Please see the website for full details of dates and

opening times etc. The exhibition will be launched on Tuesday 8th September at 7pm.
(Note: *this event is by invitation only*)

Community Events

- Fun on the Field. Proposed date for this event in **2016 is Sunday 12th June.**
- Christmas Lights/Trees: Planning already under way, including police liaison, applying for road closures. Heart Radio's Martin & Su have been booked to perform MC for the entertainment stage. **Friday 27th November 2015.**
- The children's Christmas competition (Jack and the Beanstalk) will take place. 1200 entry forms are distributed to all of the Junior / infant Schools in the town. In order to attract more participation this year we are going to place a competition post box into each school. We have a very low return for completion entries and are hoping that this will encourage more children to enter. In conjunction with this we run the Badge Competition and last year's winner will have their picture printed onto badges that will be given out on Friday 27th November by Father Christmas.

Promoting the town

- Bullfields is an ideal location for the French market and early discussions are in place with our main sponsor Oakridge Nursery to consider a Spring Flower Show and market combined. Ongoing discussions with France at Home and Oakridge to secure a date for 2016.

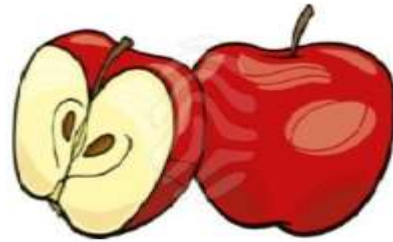
Rivers Heritage Orchard Group

Chairman Rob Richardson has made a new website for the group – however the Orchard still features on our website with a link to their new website. www.rhso.co.uk

Diary Dates for Orchard Events

Apple Day ~ Saturday 10th October 2015 – Please see details on attached
Wassail ~ Saturday 9th January 2016 (TBC)

APPLE DAY



10th October 10am till 4pm in the
Beautiful Rivers Orchard

Pick apples for us and for yourself.

Why not Pack a Picnic!

Refreshment stalls, Rivers Orchard history
display, heritage apple tastings and
identifications, music and much more!

Entrance to the Orchard is on the Crest off Burnside.

For more information, please e-mail us
on rhsol725@gmail.com or tweet us on
@rhsol725 or visit www.rhso.co.uk.

PART 2 ITEM

15/73

LEGAL MATTER

To report on action that the town council is obliged to take as a consequence of a recent event.

Town Clerk advised that, in the course of re-opening a grave in the Town Cemetery, the grave digger had come across evidence of cremated remains in a casket that had been buried without the knowledge of the town council, in its role as the burial authority.

The council have been advised by the ICCM that the correct course of action must be to apply to the Ministry of Justice for an exhumation order, to perform a correct interment according to accepted principles and the registering of the death with the Registrar of Births, Deaths and Marriages,.

In answer to a Member's question,