

Sawbridgeworth Town Council



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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK

Richard Bowran BSc.(Hons) MILCM

MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 27 November 2017** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk
21 November 2017

The meeting will be preceded at 7.15pm by a presentation by Health Watch Hertfordshire to launch their activities in East Hertfordshire

AGENDA

Welcome by the Town Mayor followed by Prayers

17/104 APOLOGIES FOR ABSENCE

To receive any apologies for absence

17/105 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members

17/106 PERSONAL STATEMENT

Personal statement by Cllr David Royle

17/107 PUBLIC FORUM

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

17/108 MINUTES



To approve as a correct record the minutes of the Meeting of the Town Council held on 30 October 2017 (M05) [Appendix A]

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

17/109 PLANNING COMMITTEE

To receive and note the minutes of the Planning Committee Meetings held on:



- 30 October 2017 (P08) [Appendix B]
- 13 November 2017 (P09) [Appendix C]

- 17/110 APPOINTMENT TO COMMITTEE**
To resolve to appoint Cllr Annelise Furnace to fill the vacancy on the Finance and Policy committee.
- 17/111 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive the Mayor's appointments and communications
- 17/112 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
- 17/113 TOWN CLERK'S REPORT**
To receive and note the Town Clerk's report for the month to 24 October 2017 *[Appendix D]*
[📎]
- 17/114 TOWN PROJECT MANAGER'S REPORT**
To receive and note the Town Project Manager's report for the month to 24 October 2017 *[Appendix E]*
[📎]
- 17/115 EAST HERTS DISTRICT PLAN**
To report on the town council's representations at the public examination of the East Herts District Plan.
- 17/116 SAWBRIDGEMOUTH LIBRARY BUILDING**
To resolve whether to apply for Grade 2 listing for the 1930's building, the former Urban District Council Offices (now the Library)
[Item sponsored by Cllr E Buckmaster]
- 17/117 SUPPORT FOR LOCAL BUSINESSES**
To examine how local businesses can be supported in the current economic climate.
[Item sponsored by Cllr Royle]
- 17/118 PROVISION OF CCTV / ANPR**
To examine the scope for and the future development and enhancement of:
- Current town centre CCTV system
 - Future expansion of the CCTV system
 - Expansion of ANPR facilities in the town.
- [Item sponsored by Cllr Shaw]*
- 17/119 GENERAL DATA PROTECTION REGULATION**
To note the town council's responsibilities under the General Data Protection Regulation (GDPR) which will come into force on 25 May 2018.
To resolve that Sawbridgeworth Town Council, as a public authority, formally designates a Data Protection Officer (DPO).
- 17/120 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation

- 17/121 FINANCIAL REPORT**
To note the current Financial Report
- 17/122 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment
- 17/123 ITEMS FOR FUTURE AGENDAS**
To consider any items for inclusion on future agendas.

Members of the Public and the Press are cordially invited to attend all meetings of the Council and its Committees.

Sawbridgeworth Town Council

Subject: Clerk's Report November 2017

Date: 21 November 2017

CCTV

- Quotations received for upgrade to and expansion of existing system.
- Retrieval of still and moving images for police witness statements

Community Transport - Sawbobus and Minibus Hire

- Report in preparation to EHDC to discuss future development and funding
- Advised Buntingford Community Transport of admin systems and methods
- Application in progress for Road Transport Act s22 permits.

District Plan

- Attended Examination in Public with Cllr Shaw to make oral representations on behalf of the town council.

External Matters

- Interim Internal Audit carried out
- Provided transport for Nostalgia Day
- Provided tree, lighting and facilities for Lights of Love ceremony

Footpaths

- Investigation into ownership of path from Elmwood to river on-going
- Attended a briefing at HCC for the provision of Rights of Way maintenance services.

GDPR

- Researching implications of meeting requirements of the General Data Protection Regulations due in May 2018.

Projects

- Bell Street Conveniences no further progress.
- Town Green; no further activity.
- Library relocation, HCC response to submissions focusses on mitigation feedback from Diana Jones after her meeting with Cllr Terry Douris.

Police

- Police and Crime Commissioner invited to attend a future meeting
- Hosted an exhibition sponsored by CI McDonald and Insp Hunt on an initiative in Sawbridgeworth expanding on Operations STOMP and GRANITE

Staff

- Clerk awarded PSLCC – Principal of the Society of Local Council Clerks
- New staff Contracts of Employment now in place.

War Memorial

- DAC now require detailed submission from stone mason for consideration before agreeing to meet with us.

To: All Members
From: Joanne Sargant
Subject: **Town Project Manager's Report September**
Date: 20th November 2017

Christmas Lights Switch On – Verbal update following event

Bakers Walk School Council Project – No Further update at present since last report

WW1 Commemoration Group – No Further update at present since last report

Research Projects in Progress:

- Markets and Economic Vibrancy of the town – Ongoing – discussed at Amenities Meeting 16-10-17 (please refer to the minutes for action points)
- Walking buses: Re The Travel Challenge ~ Research in progress

Future Dates for the diary

Saturday 28th April 2018 – Civic Dinner

Sunday 1st July 2018 – Fun on the Field