

# SAWBRIDGECWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council, Sayesbury Manor, Bell Street, Sawbridgeworth, CM21 9AN held on **Zoom** at 19:00 on **Monday 29 March 2021**.

### Those present

Cllr Angela Alder	Cllr Annelise Furnace
Cllr Eric Buckmaster	Cllr Greg Rattey
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	
In attendance:	J Sargant - Interim Clerk
Chris Carter – BS Independent	2 Members of the Public

Welcome by the Town Mayor followed by Thought for the Day

### 20/160 APOLOGIES FOR ABSENCE

Received and accepted from:  
Cllr Coysten – long term sick leave.  
Cllr Chester - unwell  
Cllr Patel – work commitment  
Cllr Gray - absent

### 20/161 DECLARATIONS OF PECUNIARY INTEREST

There were no Declarations of Pecuniary Interest by Members

### 20/162 PUBLIC FORUM

To respond to communications received by the Clerk from members of the public on matters within the remit of the Town Council.  
Hazel Mead confirmed that a Guide leader would undertake the repair work on the millennium maze that is sited on the green space outside the doctors surgery.

### 20/163 MINUTES

**Resolved:** To approve as a correct record the minutes of the Meeting of the Town Council held on 22 February 2021 (M08). One correction in Mayor's Correspondence 20/152 – 'a message was received' not 'a letter'

*[prop Cllr R Buckmaster; sec'd Cllr Rattey] All in favour*

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

### 20/164 PLANNING COMMITTEE

**Received and noted** the minutes of the Planning Committee held on 01 March 2021 (P15)

**Received and noted** the draft minutes of the Planning Committee held on 15 March 2021 (P16)

### 20/165 AMENITIES MEETING

**Received and noted** the draft minutes of the Amenities Committee on 15 February 2021 (A03)

**20/166 ECO-AUDIT WORKING PARTY**  
*Received and noted* the notes of the Eco-Audit Working Party held on 8 February 2021.

**20/167 ECONOMIC DEVELOPMENT AND STAP COMMITTEE**  
*Received and noted* the draft minutes of the Economic Development and STAP Committee on 15 March 2021 (E04)

**20/168 STANDING ORDERS**  
*Noted:* to amend Standing Orders by the addition of the following clause:

1 (d). Subject to the provisions of the Coronavirus Act 2020, meetings of the Council and its Committees and sub-Committees may be held remotely by a media platform such as Zoom or Teams.

This will be debated at the meeting of full council of 26 April 2021 in accordance with Standing Order 77:

*A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.*

**20/169 APPOINTMENT OF INTERIM CLERK AND RFO**

- **Resolved** to appoint an Interim Clerk as Miss Joanne Sargent until the 30 June 2021  
*[prop Cllr Alder; sec'd Cllr Rattey] All in favour*
- **Resolved** to appoint an RFO as required by s151 of LGA (1972) as Mrs Lisa Dale until 31 July 2021  
*[prop Cllr Alder; sec'd Cllr R Buckmaster] All in favour*
- **Resolved** to appoint Mr Richard Bowran on a consultancy basis to assist the RFO with year-end accounts in preparation for internal audit and to close the financial year down.  
*[prop Cllr Alder; sec'd Cllr Burmicz] All in favour*

Cllr Burmicz expressed that this was a welcomed approach in the current situation and looked forward to working with the officers appointed.

**20/170 WEST ROAD DEVELOPMENTS (SAWB 2 & SAWB 3)**

Cllr E Buckmaster updated as follows:

- Following complaints from residents and an incident that was reported to the police, a driver from the contractor Houlihan (SAWB2 - Taylor Wimpey) has been banned from delivering to the site.
- Developers for SAWB2 have made the following commitments in writing:
  - No deliveries will be made prior to 9.30am or after 3pm to avoid timings of the school day, failure to comply will lead to suppliers losing the contract to supply the site.
  - Houlihan have confirmed that if a delivery arrives after 2.30pm and is offloaded that they will be held on site until after 3.30pm.
  - Taylor Wimpey have issued a non-conformity notice which attracts a £500 fine and requires the directors of

- the company to explain what punitive actions they have taken with regards to measure and controls to their suppliers.
  - Taylor Wimpey have made Houlihan erect clear signage stating the deliveries can only be made strictly between 9.30am and 3pm as detailed in the construction management plan.
  - Houlihan have written to all suppliers indicating that they must contact the site thirty minutes before their impending arrival.
- Developers for SAWB3 have made the following commitments in writing:
  - Confirming that all suppliers and sub-contractors have been written to detailing the specific delivery times, failure to comply will lead to suppliers being turned away at their own cost.
  - A website has been put in place for residents and the town council to access for better communication. Postcards will be delivered to a number of roads in the area (West Road, Crofters, Crofters End, Atherton End, Roseacres, Coney Gree) with details of the website that can be accessed that will give up to date information such as road closures. Interim Clerk to register the town council on the website to receive updates for dissemination.

Cllr E Buckmaster confirmed that once the sites have been handed back to the developers from the groundwork contractors that a site visit could be arranged for town councillors to visit, this is envisaged to be late summer 2021.

*Cllr Furnace thanked Cllr E Buckmaster for his tenacity on this issue and additionally Cllr Royle for their regular visits to West Road.*

*Cllr Alder thanked Cllr Buckmaster for the huge amount of work that he had done in relation to the developments and asked if the restricted delivery timings applied during school holidays? Cllr E Buckmaster confirmed that they delivery restriction times only applied in term time, however variations in school end times means that the schools will have to coordinate with the developers giving an outline of their term dates and times. Cllr E Buckmaster has also liaised with the County Council's School Safety Manager over the safety of the school crossing patrol.*

*Cllr Burmicz has spoken with a resident who was concerned over a violation of his boundary in relation to those set out in the ground plans for the development. Cllr E Buckmaster confirmed that he also had been contacted by residents with their concerns, it appears that the problem is one of orientation as the homes are located side on right up to the boundary. Cllr E Buckmaster has looked into this and it appears that there has not been a violation, residents are in contact directly with the contracts manager to discuss any concerns or issues that they have.*

*Cllr Furnace confirmed a response from East Herts Council with regards to the developments was still outstanding. Cllr Furnace asked Cllr E Buckmaster for an update on the community liaison group that had been discussed previously and if it had been set up yet and also made a suggestion that Cllr E Buckmaster could write a regular bulletin that*

could be placed on the town council website. Cllr E Buckmaster would contact Taylor Wimpey requesting that they also provide a line of communication similar to that of Barratts (David Wilson Homes) in the form of a website where residents and the town council could access information about the developments. Cllr E Buckmaster to provide a monthly bulletin about the developments that will be uploaded on the town council website.

Cllr Furnace shared correspondence from a resident in the town and gave apologies for the delay in bringing this letter to full council, it had arrived at the council offices in February 2021:

*'Madam Mayor, please will the town council tell the people of Sawbridgeworth if the promised by pass will be starting very soon as the criteria of 500 new homes will shortly be reached and possibly exceeded. The people of Sawbridgeworth are getting increasingly agitated at the behaviour of many road users i.e. going too fast, being over the weight limit on certain roads and generally ignoring road signs and local conditions. The actual construction of the planned building sites are going to have a huge impact on the community by causing damage to verges and construction mud on the road, causing danger to both cyclists and pedestrians. The route taken by some of the construction traffic will pass schools, a hospital entrance and the entrance to a retirement complex for older people plus a neurological centre from which the staff and relatives take the residents out in the wheelchairs, of course all of this also add to the air pollution of the town. I would like to think that all members of the East Herts District Council Planning Committee along with County Highways team will visit West Road very soon to fully appreciate the impact on the local community including traffic flow, medical services and schools. Please can this letter be read out and discussed at the next full council meeting via the agenda item for the public forum or your mayor's report publishing the results for all the towns people to understand the views of all councillors, our elected representatives.*

*Cllr E Buckmaster responded in relation to this communication that during the early communications with East Herts Council on preferred options that Sawbridgeworth was being assessed to take between 500 and 3000 new homes and the up to 3000 was predicated on having a by-pass. Weight limits have been highlighted with the groundwork contractors on both sites and interaction to stop this at source by detailing clearly to drivers that there are designated routes to the developments and must be adhered to.*

## **20/171 TOWN EVENTS 2021**

Town projects Manager reported that there were no further updates to the previous list of events detailed. At the earliest it is hoped that Fun on the Field would be able to go ahead in September, but this will all be in line with government guidelines on holding large scale events. The same would also apply for the annual Christmas event, potentially to keep people safe this could become a whole day event so that large crowds do not form over a short period of time. Cllr R Buckmaster suggested that community group leaders could meet with the town council and make suggestions for a whole day Christmas event.

## **20/172 MAYOR'S CORRESPONDENCE AND COMMUNICATIONS**

Additionally, to the submitted report:

- Correspondence from Sheila Rochester thanking the council for putting forward her husband's name for consideration as a street name on the new development.

- Also letters of thanks from a resident with regards to May Slater and Candida Tobin for the recommendation on using their names on road developments from their contributions to the life of the town.
- Letter from the Mayor of Bry-sur-Marne inviting a delegation from Sawbridgeworth in September.
- Shell Garage update from the contractor who at time of writing were still waiting for the approval to restart work on the site. However, it appears today that work has resumed on site with the arrival of site huts and vehicles.
- Letter of thanks from Cyril Lumley for the retirement gift from Councillors.
- Letter of best wishes from the Mayor of Dunmow as the year draws to a close.
- Air Quality letter that was sent to East Herts Council has been responded to and meeting will be arranged with the officer for housing and health, all interested councillors will be invited to attend.
- The Annual Town Meeting will not take place as scheduled on 6<sup>th</sup> April 2021.
- Sawbo Daily Mile charity event started on 29/4/21

## 20/173 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor E Buckmaster in addition to the report detailed:
  - Double yellow lines at Three Mile Pond, the work is now completed.

*Cllr Alder requested that the area on the corner of Parsonage Lane be looked at and to consider a new information board detailing all of the businesses based in Parsonage Lane rather than the plethora of assorted signs cluttering the verge. Cllr Buckmaster agreed to investigate.*

*Cllr Alder asked for an update on the double yellow lines at Bullfields. Cllr Buckmaster reported that the statutory consultation has now closed and feedback from some residents is to extend the proposed yellow lines further than detailed in the recommendation. Discussions are ongoing with officers at highways so no further update at present.*

- District Councillor Alder Report in addition to the report detailed:
  - Attendance at an East Herts Council meeting with the Local Government Boundary Commission for England. Councillors were welcome to comment at the meeting, however the final decision would be with the Boundary Commission.
- District Councillor R Buckmaster in addition to the report detailed:
  - An email update was sent about the relocation of the cycle rack that is situated in Bell Street Car Park. The footpath has been widened so that the cycle rack can be turned around ninety degrees to allow better access on the footpath for pedestrians, wheelchairs and mobility scooter users and will not impede access to the public conveniences.

*Cllr Royle asked if there was any further information on the District Plan Review? Cllr R Buckmaster confirmed that the review would be taking place later in the year or early 2022 and that the approved Supplementary Planning Document would be included in the review.*

- District Councillor J Burmicz in addition to the report detailed:
  - Attendance at East Hertfordshire Electoral Review meeting on 24<sup>th</sup> March, Cllr Burmicz strongly advised all councillors to attend further meetings with regards to this topic as once decisions are made they will be final and it is important to make representations on the subject. The consultation is due out in September 2021.
- Other Representatives
  - Cllr Royle - Footpaths; Schools; Town Twinning and in addition:
    - Footpath Recovery Scheme has been introduced. Cllr Royle has made some recommendations as to which footpaths require attention in and around the town.
    - Pishiobury Local Nature Reserve – chased officer at East Herts Council for an update. No response yet received.
    - Litter picking group is not currently going ahead as an organised event with COVID restrictions, but Cllr Royle thanked individuals that were carrying out litter picking in their local area. *Cllr E Buckmaster advised that he has asked East Herts Council for clarification on what is and is not permitted and what support they could offer with this initiative.*
  - Cllr R Buckmaster – RHSO; SYPRC and in addition;
    - Community shop at the Evangelical Congregational Church is still operating and numbers are increasing weekly, donations are welcome by contacting Gary Hanson directly.
  - Cllr Alder – HAPTC
    - To advise that the Annual Meeting of HAPTC will take place on the 6<sup>th</sup> July 2021 via zoom. Invitation has been sent to MP Gagen Mohindra to speak at the meeting.

**20/174 OFFICERS REPORTS**

***Received and noted:*** Town Project Managers report for the month of March 2021 – there were no further updates to the report.

**20/175 ONLINE MEETINGS**

Cllr Furnace advised that with the exception of some grammatical errors the policy that was proposed was acceptable and suitable. To note that the audio only would be published on the town council website for three months and then removed and deleted.

*[prop Cllr Alder; sec'd Cllr Burmicz] All in favour*

**20/176 LOCAL BUSINESSES**

Cllr G Rattey expressed how proud he was of the resilience of all our local businesses on how they had conducted themselves in this last year. They had expressed to Cllr Rattey that they would like it noted that they too are hugely grateful for the support that the town council had given. The additional restriction grant closes on the 31<sup>st</sup> March, this is for businesses that have remained open. Re-Start Grant will commence from the 1<sup>st</sup> April 2021.

Town Projects Manager detailed attendance at the East Herts Council Town Vibrancy Meeting on 24<sup>th</sup> March and confirmed that they would be

making an application for the recently launched 'Welcome Back' grant that will be less restrictive than the previous RSS grant.  
*Cllr E Buckmaster thanked Cllr Rattey for his dedication and commitment to the businesses and local community halls with signposting them to the grants available.*

- 20/177      DEVOLUTION AND RECOVERY**  
No update
- 20/178      DEPOSIT & CONSULTATION DOCUMENTS**  
*Received and noted:* Minerals Local Plan 2014
- 20/179      FINANCIAL REPORT**  
*Received and noted*
- 20/180      ACCOUNTS FOR PAYMENT**  
*Received and noted*
- 20/181      BANK RECONCILLATIONS AND MANDATES**  
*Received and noted*
- 20/182      ITEMS FOR FUTURE AGENDAS**  
There were no items for future agendas

**Meeting ended at 20:24**

Thought for the Day given by Cllr Furnace:

There was a Day of National Reflection on the 23rd March, which was organised by the charity Marie Curie. It marked a year since the first national lockdown began and the fact that many lives have been cut short and so many have been bereaved. We know that here in Sawbridgeworth there are residents who have lost loved ones and on behalf of Sawbridgeworth Town Council, I would like to express our deepest sympathies. The National Day of Reflection provided an opportunity to reflect on our collective loss, support those who have been bereaved, and of course to hope for a much brighter future to come.