

# Sawbridgeworth and Spellbrook

## Annual Town Meeting

**MINUTES** of the Annual Town Meeting of Sawbridgeworth and Spellbrook held at The Memorial Hall, The Forebury, Sawbridgeworth, Herts at 7.30 p.m. on Monday 11 April 2011.

**Present:** Cllr Eric Buckmaster (Town Mayor) Chairman; 24 Local Government Electors for the ward of Sawbridgeworth and Spellbrook, (including 5 Town Councillors). PS David Cooke, PC Tina Mustoe, Eleanor Patmore H&E Observer, Town Clerk Richard Bowran, Admin Officers Sue Adams and Laura Shepherd.

The Chairman welcomed those present to the Sawbridgeworth Annual Town meeting and explained that this was not a meeting of the Town Council but of the people of Sawbridgeworth and Spellbrook.

**11/01 Minutes of the Annual Town Meeting**

**Resolved** – that the Minutes of the Annual Town Meeting held on 12 April 2010 be confirmed as a correct record.

**11/02 Matters Arising**

There were no matters arising from those minutes

**11/03 Report by the Town Mayor**

The Town Mayor, Cllr Eric Buckmaster, reported on the Activities of the Council in 2010/11

At this time we are not only approaching the end of the civic year but also the end of our four year term. In 2007 the council started with just six councillors, needing to co-opt a further six and with a Town Clerk new to Sawbridgeworth. I believe that this combination of experience and enthusiasm actually energized the Council to the extent that I feel that we are now possibly a little more connected with the community we serve. We have also learned that by looking at things from another perspective we can sometimes provide a service, or fulfill a duty, that others bodies have been unable to make viable. Just two clear examples of this are the Sawbo Bus, and earlier our intervention in keeping the swimming pool open.

The Following is a report of the activities of the Town Council in 2010 to 2011. split in to two sections. First will be activities relating to the Town Council's Policies. Secondly, will be activities relating to priorities in the Town Action Plan.

Town Council Policies

1. Develop and expand the community bus service, Sawbobus. We expanded Sawbobus service to run six days a week instead of four and include High Wych and Lower Sheering by obtaining commercial sponsorship and additional funding from Essex County Council. This sponsorship is around 40% of the running costs with a grant currently coming from East Herts Council for around 60%.

In addition we took over the ownership and operation of the former CVS

minibus - now called the Community Bus.

2. Develop the facilities in the Town Cemetery. We have extended roadways to service whole of existing cemetery. We have taken over and prepared for grass an additional 2 acres which will form the cemetery extension.

3. Manage the Farmers' Market – The Town Council Took on the running of the farmers market from the former Town Partnership. This also serves as a fundraiser for local schools and organizations who on a rotation basis use one of the pitches to serve refreshments.

4. Develop plans for a new Civic Centre We have completed sale of an area of contaminated land, unsuitable for use as allotments, to provide funds to build a new multi use civic centre. The purchase of Sayesbury Cottage and taking a long term lease of the Hailey Centre, both from East Herts, will produce a site that will serve as a permanent home for the town council, conference and reception facilities, and offices for bodies such as the Police, CAB, and other voluntary organizations. We anticipate being able to extend and refurbish the building over the next 9-12 months and to move in within the next civic year.

The balance of the sale proceeds of Millfields will be used for other capital projects such as Memorial Hall, Play Areas, Scouts, Allotment Security.

5. Enhance town centre floral displays. Planters – We have increased floral displays around the town and we are working in co-operation with the Allotment Association who have offered to plant up the displays for this summer.

Response to the Town Action Plan.

We have acted on priorities identified back in 2009 and which we reported back to Town Meeting last year. Activities will continue and will be looked at in the context of the current economic situation and effects of cuts in Government spending. As previously the Town Council will consider opportunities to expand services in a measured way based on principles of Affordability, Accountability, and Ambition. *The full report is attached as Appendix 4.*

1. Roads and Transport. The Town Council continues to work with Hertfordshire Highways to improve the standard of the maintenance of roads. This will of course be a challenging topic given the current reductions in Local Authority funding. But we will of course escalate issues as they arise. The Town Council has expanded the operation of the community bus "Sawbobus" .

2. Plan Housing Sensibly. The Town Council continues to endeavour, through its role as a Statutory Consultee, to ensure that the best interests of the community are represented to the Local Planning Authority within the confines of the Local Adopted Plan. The Town Council is participating fully in the new Local Development Framework which will determine the future of planning matters in the area. We have used many means of communication to encourage residents' participation in the LDF including electronic bulletins and our quarterly newsletter which is delivered to every household.

3. Car Park Charges. The Town Council continues to lobby for changes in the car parking regime that is stifling the retail centre of the town, both by direct representation to East Herts District Council and via its relationship with the Sawbridgeworth Business Association. The Town Council also responded to an East Herts consultation last Autumn on Transport and Parking.

4. Support for the Voluntary Sector. The Town Council has supported the process involved in the creation of a new set of Trustees for the Memorial Hall and has committed funding assistance for refurbishment of the Hall. The Town Council has also taken over the ownership and responsibility for operation of the former CVS MiniBus. We are also mindful of the financial situation of some of our Trusts and Clubs and have therefore increased our capacity to award grants for 2011 to 2012.

5. Support for Local Businesses. We have supported the formation of the SBA to promote business interests in the town and including campaigning with them to have parking restrictions eased or rationalized in the town. this provides a separate lobby group  
this provides a new route to funding

6. Assist Scouts in Finding a Replacement Scout Hut. The negotiation between the Scouts and a Developer continues. The outcome is still unclear however the probability is that they will remain in situ. .The Town Council in the meantime has done several things:

- identified a new location in the event that a move is inevitable.
- committed some funding if the Scouts remain where they are.
- laid on a water supply to the existing Scout hut.

#### Other Areas of activity

- Communications – We have enhanced our website with an events calendar, opinion polls, contact us etc. There are links to Sawbridgeworthonline. We also initiated the Mayor’s e-bulletin to send information and updates to members of community groups and local businesses. We have published and distributed four editions of the Town Council Newsletter.
- Grants. – This year we have made grants totalling £17,414 to 11 different organisations
- Allotments. Renewed water supplies to Bullfields, Vantorts and Southbrook. Installed water for the first time to Bellmead . We also used took the opportunity to provide a water supply to the scout hut after they were obliged to disconnect their existing pipes.
- Memorial Hall – worked with old trustees to create an action plan. We shall be supporting the new trustees in their plans for the future of the hall including the financial support required to repair and refurbish.
- Christmas Lights – enhanced the display for 2010. Added a Christmas tree. Plans for 2011 will show cost savings.
- Some statistics
  - Number of funerals conducted: 46
  - Number of planning applications considered: 14
  - Number of allotments allocated: 12
  - Number of people still on waiting list: 28

- Number of passenger journeys on Sawbobus 19,298
- Average journeys per day 62

#### In Conclusion

The Town Council is very much aware of the impact the economic situation and public spending cuts are having. It is extremely important that the council has a robust financial plan to be able to provide services to the town in general, and to community groups who input so much to the quality of life in Sawbridgeworth. We are aware that there were a few raised eyebrows because we raised our share of the council tax for 2011 to 2012. We did this, however, having examined our budgetary requirements line by line and knowing that in real terms the increase in total charge per month can be measured in pence, not pounds for the average, band D, household. In this way we feel that we can continue to provide the services that residents need and support the voluntary sector that has such a big input to the quality of life in our town.

**The report of the Town Council was accepted.**

#### **11/04 Report by the Town Clerk**

The Town Clerk, Richard Bowran, reported on the Council's Accounts to 31 March 2011. *Attached as Appendix 1.*

Val Bright thanked the Council for their help in the annual Lights of Love celebration.

The Naylor

**The Tabled Report of the Town Clerk was accepted**

#### **11/05 The Mayor invited Reports from Town Charities:**

**Cllr Angela Alder, Chairman of the *Hailey Day Centre*** reported that unaudited accounts had been tabled. *Attached as Appendix 2*

- The Hailey Centre continues to be a vibrant, attractive and welcoming place for older people in Sawbridgeworth to meet and socialise.
- During this past year we have
- Held a successful Art Exhibition displaying the work of the Art Group to the wider public
- We have been visited by the High Sheriff of Hertfordshire who was very impressed with the wide range of activities on offer to our visitors.
- Been invited to cater for the Mayor's Civic Dinner and we will be catering for his Presentation Evening in May
- Held our New Year's lunch at Hunters' Meet at Hatfield Heath. We are grateful to a local coach company for providing free transport for our guests.
- We entertained County Councillor Roger Beeching to lunch as thanks for his contribution to our fund to provide new crockery and table ware at the Centre and the Mayor of Sawbridgeworth through which event he kindly asked the Centre to cater for his Civic Dinner.
- We have been the chosen charity of the Manor Groves Golf Club this year and will be receiving a very generous cheque from the two Captains in May.

- We have continued with our three times weekly lunches which are well supported and enjoyed by our visitors.
- The range of in-house activities have included a regular monthly quiz, cinema in the winter months and music or special interest events in the summer months, outings, silver surfers – here we have a volunteer providing the teaching expertise, a photography class, whist, bingo, craft, gardening club, a poetry group, chiropody, shopping trips, visits to the Dogs in Harlow, Christmas and Summer fund raising fairs, May Day lunch, raffles, 4 weekly lottery draws, and two holidays a year.
- We have a really wonderful band of volunteers who never cease to amaze me with their enthusiasm and energy in promoting the Centre. The staff and Trustees were delighted to help at the special “volunteer Thank you” lunch in March when we were able to show our appreciation for their continued and valued voluntary input into the work of the Centre.
- We produce a monthly Newsletter which is sponsored by local businesses for which we are extremely grateful.
- Sadly we have lost a few of our regulars through death or long term illness.
- We too have suffered from the cuts in public spending to the tune of 25% on both of our Contracts and that is why we are constantly on the fund raising band wagon – it has to be done if we want to continue to provide the excellent service currently on offer at the Hailey Centre.
- We are extremely grateful to the Town Council for its grant towards the cost of utilities which seem to go up year on year.

**Cllr Angela Alder** *in loco* **Cllr Steve Butler, Chairman** of the **Sawbridgeworth Young Peoples Recreational Centre** reported that the unaudited accounts had been tabled. *Attached as Appendix 3*

- The Committee elected to move regular hirers to a Direct Debit payment system. This has been successfully implemented and ensures a secure and stable revenue stream.
- Due to illness the Sawbridgeworth Pre School Nursery decided to terminate their hire contract with the Centre. This group had previously been a regular hirer for many years.
- The Committee are pleased to confirm that The High Wych Pre School Nursery have, subsequently, agreed to the contract hire of the hall on a regular basis, this period will commence in the new summer term.
- During last year refurbishment works were carried out on the Hall’s heating system and the ceiling light was replaced.
- The Hall is cleaned and maintained on a regular basis and the Committee give thanks to Joanne Kenney for all her hard work in looking after the day to day running of the Hall and management of the bookings.
- Unfortunately the hall has still been subject to some vandalism and costs have arisen from the incurred remedial work.
- The Hall and its adjoining recreation grounds have continued to be a well used and valuable asset to the town providing a wide range of activities for the young people of Sawbridgeworth.
- We are grateful to the Town Council for the grant towards utility costs.

Nick Bright commented on the poor lighting and heating systems. Cllr Alder responded that contracts had been placed to rectify the deficiencies.

**11/06 The Mayor invited other reports:**

**County Councillor Roger Beeching –**

**PS David Cooke**

**PC Tina Mustoe** – reported that there were now 3 PCs and 1 PCSO allocated to Sawbridgeworth.

Crime levels were down from last year, right across the spectrum from criminal damage, burglaries and violent crime.

There is some doubt about the future of the police station in the town.

**Mr Vic Johnson – Chairman of the Sawbridgeworth Allotment Association** announced that they would be starting to keep chickens on a trial basis which would be a mixture of rescue and pure animals.

**Cllr Brian Rochester, (Hon. Footpaths Officer)** gave a very full report covering the work that had been carried out on the Town's Public Rights of Way and tabled his report on the maintenance of the town's footpaths.

**Mr John Rider**

**11/07 Resolutions for which written notice had been received**

None had been received

**11/08 Open Forum**

For residents to raise any other matters. None were raised.

The Meeting closed at 9.15pm

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

## Appendix 1

### CLERK'S REPORT TO THE ANNUAL TOWN MEETING 11 APRIL 2011

At the Annual Town Meeting the role of the Clerk is to report on the finances of the Council for the year just ended.

In the year 2010/11 the Town Council's Precept was £150,000, this was 64% of the Council's total income.

The Council derives other income from its operations in the town, such as the Town Cemetery, the four Allotment Gardens and the Community Bus services. Income relating to these other activities amounted to £84,296, and so the Council's total income for the year was £234,296.

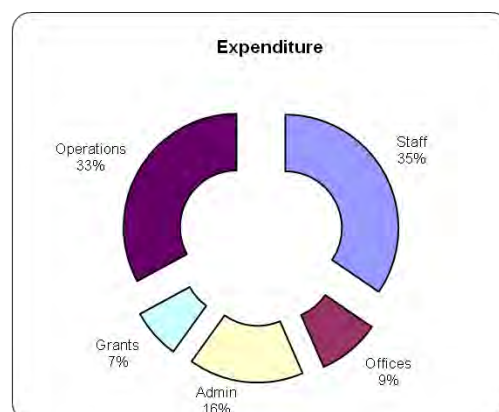
Extraordinarily in 2010/11 it has also received the proceeds of the sale of a parcel of land east of Millfields the net proceeds of which amounted to £977,184. These monies are ring fenced for capital projects in 2011/12 for the benefit of the community.



Excluding the effect of the land sale, the net proceeds of which are held in the Council's reserves, our ordinary income is shown in the diagram on the left. The Council is aiming to continue to develop Operations Income to minimise the need to raise the Precept.

We have used the available resources in the way shown in the diagram on the right. We spent a total of £266,789 this year.

Staff costs amounted to 35% of this; we have one full time employee, three admin officers and two bus drivers, all of whom work part time. All other services are carried out by contractors.



Our operations costs were 33% of our spend, and included management of the Town Cemetery, the Allotment Gardens, the Community Bus Service (Sawbobus), recreation areas, footpaths, the Town Ranger, provision and maintenance of Floral Displays and the Christmas Lights.

Our administration costs at 16% of the total included our responsibilities as a Statutory Consultee on planning applications and matters relating to the town, monitoring and action against the Town Action Plan, Town Council Newsletters, Civic Events, Community Transport, Floral Decorations, Promoting the Town,

subscriptions, insurances and other matters including meetings, committees and representation on outside bodies including liaison with the County and District Councils.

Our office costs, 9% of the total, relate to our use of 49 Bell Street. These will be reduced once we are able to give up that temporary tenancy.

During the year, the Council expanded the operation of Sawbobus, which was financed by commercial sponsorship. It also took over the running of the Farmers Market and the Community Minibus, both of these activities are self financing although take up significant administration time.

The Town Council continues to step in to preserve services to the community when other organisations are unable to continue.

The Council made grants totalling £13,414 to nine different local organisations during the year, these were the Scouts, Citizens Advice Service, the Sports Association, the Town Twinning Association, the United Services Club, Bullfields Allotment Association, 309 Squadron ATC, the local Crime Prevention Panel, and Neighbourhood Watch. In addition they made donations totalling £4,000 to support the activities of the Hailey Centre and the Young Peoples Recreation Centre.

For this coming year, in preparing the budget members identified significant savings by negotiating better arrangements for Christmas Lights and Floral Displays; by deferring projects such as an IT Development project and CCTV security cameras; by cutting down on the Rangers hours, office costs and contingencies.

Against this Members decided to budget an increase in funds available for discretionary grants and to enhance the community bus services, areas where funding support from other sources is drying up; to provide for repairs to playgrounds, and help with promoting tourism and trade in the town centre; and to meet the costs of elections, audits and power supplies which are imposed upon us.

The main capital projects for the year will be the purchase, conversion and extension of Sayesbury Cottage into a new centre for the community and a permanent home for the council. Also assistance for the repair and development of the Memorial Hall, contributing to the development of the West Road and Vantorts Park play areas, assistance for the refurbishment of the Scout Hut and improving the fencing and security arrangements at our Allotment Garden sites.



## Appendix 2

### FRIENDS OF THE HAILEY DAY CENTRE SAWBRIDGEWORTH

		RECEIPTS AND PAYMENT ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2010	
		(Unaudited)	
		2010	2009
		£	£
Notes	<b>RECEIPTS</b>		
	<i>Events</i>		
	Outings	8,989	3,587
	Lunch Club and Various other activities	31,024	27,680
	Transport provided	4,347	2,974
		<u>44,361</u>	<u>34,241</u>
	<i>Fund Raising</i>		
	3 Grants and Contracts	18,833	23,284
	4 Donations	3,971	924
	Hiring out Day Centre	4,789	4,733
	Craft Sales	1,023	1,214
	Lottery	9,624	9,733
	Sales of diaries and cards	1,117	723
	Other fund raising activities	3,800	3,448
		<u>43,157</u>	<u>44,057</u>
	<i>Financial</i>		
	Interest	12	17
	Miscellaenous	213	534
		<u>224</u>	<u>551</u>
		<u>87,742</u>	<u>78,850</u>
	<b>PAYMENTS</b>		
	<i>Events</i>		
	Outings	5,562	2,842
	Lunch Club and Various other activities	19,977	13,563
	Transport provided	3,778	2,798
	Lottery	8,080	8,160
		<u>37,397</u>	<u>27,363</u>
	<i>Support</i>		
	Admin staff salaries (including tax and Nat Ins)	31,886	28,405
	Staff training	102	243
	Repairs and Maintenance	5,497	2,750
	5 Equipment rental and office supplies	2,208	1,534
	Utilities and insurance	4,348	3,231
	Miscellaeneous	440	259
		<u>44,482</u>	<u>36,423</u>
	6		
	<i>Equipment</i>	<u>3,972</u>	<u>16,081</u>
		<u>85,851</u>	<u>79,868</u>
	EXCESS OF RECEIPTS OVER PAYMENTS for the year	1,891	-1,018

Note:

Commitments of approx £3000 made in 2010 were carried over to 2011.  
Unbilled gas and reproduction costs incurred in 2010 are estimated at a further £1,500

## Appendix 3

### Sawbridgeworth Young People's Recreation Centre

#### Income and Expenditure Account 2010

	2010	2009
<b>Income</b>		
Lettings (Regular)	18,947.51	10,574.89
Letting (Occasional)	4,174.52	991.00
Rent Receivable	-	-
Grants Received	3,000.00	7,130.00
Interest receivable	-	1.77
	<u>26,122.03</u>	<u>18,697.66</u>
<b>Expenditure</b>		
Accounting & Administration Services	186.66	1,319.92
Waste disposal	458.25	395.46
Insurance	2,067.00	2,038.75
Utilities	3,973.33	3,186.63
Cleaning	4,256.68	5,004.84
Repairs & Maintenance	2,661.87	3,617.12
Service Charge	1,016.18	368.00
Printing, Postage & Stationery	19.77	54.93
Telephone	137.21	64.63
Depreciation	1,188.00	1,092.00
Bank Charges	5.87	-
Equipment Purchased	2,270.84	3,036.00
General Expenses	-	-
Interest Payable	49.48	118.80
	<u>18,291.14</u>	<u>20,297.08</u>
<b>Net Surplus / (Deficit)</b>	<u><u>7,830.89</u></u>	<u><u>(1,599.42)</u></u>

#### Balance Sheet as at 31st December 2010

<b>General Reserve</b>		
Brought Forward	279,772.29	281,371.71
Net Surplus / (Deficit)	7,830.89	(1,599.42)
Carried Forward	<u><u>287,603.18</u></u>	<u><u>279,772.29</u></u>
<b>Represented By:-</b>		
<b>Assets</b>		
Premises	260,655.00	260,655.00
Playground Equipment	<u>13,438.42</u>	<u>14,626.42</u>
	274,093.42	275,281.42
<b>Less</b>		
Long Term Loan - STC	-	(333.32)
<b>Current Assets</b>		
<b>Debtors</b>		
Deposit Account	2,860.09	2,860.09
Current Account	<u>10,649.67</u>	<u>2,464.10</u>
	<u>13,509.76</u>	<u>5,324.19</u>
<b>Less:</b>		
<b>Creditors</b>		
	-	-
	<u>-</u>	<u>-</u>
	13,509.76	5,324.19
	<u><u>287,603.18</u></u>	<u><u>279,772.29</u></u>

SAWBRIDGEWORTH TOWN ACTION PLAN  
2009 – 2013

PROGRESS REPORT  
to the  
ANNUAL TOWN MEETING 2011

*« By the Community : For the Community »*

# OUR SIX BIGGEST ISSUES

## 1. **ROADS AND TRANSPORT**

- The Town Council continues to work with Hertfordshire Highways to improve the standard of the maintenance of roads.
- The Town Council has expanded the operation of the community bus "Sawbobus"

## 2. **PLAN HOUSING SENSIBLY**

- The Town Council continues to endeavour, through its role as a Statutory Consultee, to ensure that the best interests of the community are represented to the Local Planning Authority within the confines of the Local Adopted Plan.
- The Town Council is participating fully in the new Local Development Framework which will determine the future of planning matters in the area.

## 3. **CAR PARK CHARGES**

- The Town Council continues to lobby for changes in the car parking regime that is stifling the retail centre of the town, both by direct representation to East Herts District Council and via its relationship with the Sawbridgeworth Business Association.

## 4. **SUPPORT FOR VOLUNTARY SECTOR**

- The Town Council has supported the process involved in the creation of a new set of Trustees for the Memorial Hall and has committed funding assistance for refurbishment of the Hall
- The Town Council has taken over the ownership and responsibility for operation of the former CVS MiniBus

## 5. **SUPPORT FOR LOCAL BUSINESSES**

The Town Council has supported the reformation of the Sawbridgeworth Business Association

- this provides a separate lobby group
- this provides a new route to funding

## 6. **A REPLACEMENT SCOUT HUT**

The dispute between the Scouts and a Developer continues. The outcome is still unclear.

The Town Council in the meantime has done several things:

- identified a new location in the event that a move is inevitable.
- committed some funding assistance if the Scouts remain where they are.
- laid on a water supply to the existing Scout hut

ACTIVITIES RELATING TO THE ACTION PLAN ARE SHOWN ON THE ORIGINAL PUBLISHED ACTION SCHEDULES, MARKED IN **RED**

## TRAFFIC & TRANSPORT ACTION PLAN

Issue	Proposed Action	Lead Group	Support	Priority	Feasible	Timescale	Resource Implications
<b>PUBLIC TRANSPORT:</b>							
Buses	Find substitute for SW1,2&3 Services	STC	EHC	H	Y	DONE	Need for substantial Grant Funding and/or Sponsorship
Trains	Publicise Services	STC	National Express	M	Y	By 03/10	National Express
<b>CYCLING &amp; WALKING:</b>							
Footpaths	Publicise locations	STC	EHC	M	Y	ONGOING	Carried out by volunteer Footpaths Officer
	Maintain	STC	CMS	M	Y		
Cycle Paths	Publicise locations	STC	HH	M	Y	Now	STC budget
	Provide secure Bike Racks At Station	STC	Natl. Exp.	M	Y	09/10	Grant aid
	In Bell Street	STC	EHC	M	Y	09/10	Grant aid
Pedestrianisation	Study for Bell Street Pedestrian Routes	STC	HH	L	?	By 03/10	HH project time
		HH	STC	H	Y	DONE	Grant from EHC
<b>ROADS &amp; PARKING:</b>							
A1184	Management of Traffic By-pass	PC	HH	M	Y	Ongoing	Reduce congestion
		HH	-	L	?	?	National Plan
Road Maintenance	Repairs	HH	-	H	Y	Many repaired and resurfaced	Persistent reporting
						Many more need attention	HH plan
Parking Charges	Assess damage to local economy by the levy of charges	EHC	STC/STP	H	?	Question asked of EHDC in June 2010 ONGOING	Lack of response. Persist with assistance of SBA
Parking for Shoppers	Allow short term parking in Bell	EHC	STC	H	Y	JMP REPORT	Petition rejected

Street						25 APRIL 10	
Inappropriate parking	Management of Grass Verges	EHC HH	STC STC	H H	Y Y	ongoing ongoing	EHC Civil Enforcement not forthcoming HH action not forthcoming Work with Police to mitigate situation
Station parking	Plan for supplementing	EHC	National Express	M	?	03/11	Investigate
Speeding	Plan for control  Focus on High Wych Road	PC(SO)s	STC	M	Y	ONGOING	Police Locality priorities
Pedestrian Crossings	Knight Street Spellbrook	HH HH	STC STC	H M	Y ?	DONE JMP REPORT 25 APRIL 10	Feasibility study under way

#### WORKSHOP WISH LIST – Items for future inclusion in the Action Plan

Change the layout of the Bell Street car park – reverse the one way system – **rejected by EHDC**

Consider the introduction of parking disk permit system – **investigation required of EHDC in June 2010**

Stop parking in the Crofters - obstructing emergency vehicles

Seek funding from Uttlesford DC and Epping Forest DC to support local bus – **Uttlesford NO, Essex CC YES**

## CRIME & DISORDER ACTION PLAN

Issue	Proposed Action	Lead Group	Support	Priority	Feasible	Timescale	Resource Implications
ANTISOCIAL BEHAVIOUR	Graffiti removal	EHC	PC(SO) & STC	H	Y	Ongoing	Agreed in principle – waiting for EHDC delegation order
	Drink and Drug abuse	PS(SO)s		H	Y	ongoing	DPPO in place 01 March 2011
CRIME PREVENTION	Police Liaison / Police Locality meetings	PC(SO)s	STC / other groups	M	Y	ongoing	None
NEIGHBOURHOOD WATCH	Maintain	N'hood Watch	PC(SO)s	M	Y	ongoing	None

CCTV	Mobile Units	STC	EHC / PC(SO)s	M	Y	06/09	STC budget
	Fixed Units	PC(SO)s	STC	L	L	06/10	Grant availability
POLICE ESTABLISHMENT	Police drop in centre	PC(SO)s	STC	M	Y	12/10	Maintain Police establishment, use STC facilities. <b>Incorporate in new civic centre</b>
	Mobile Police Station	PC(SO)s	STC	M	Y	<b>DONE</b>	
	Higher visibility	PC(SO)s	STC	H	Y	Ongoing	<b>Police establishment reduced</b>

**WORKSHOP WISH LIST – Items for future inclusion in the Action Plan**

Early intervention support for young people

**AMENITIES & FACILITIES ACTION PLAN**

Issue	Status	Management	Regular Support	Development Plans	Priority	Timescale	Resource Implications
<b>VOLUNTARY ORGANISATIONS</b>							
Memorial Hall Trust	Charitable Trust	Trustees	None	Development started 2001	H	Ongoing	<b>STC committed to resource with grants</b>
Young People's Recreational Centre	Charitable Trust	Trustees	None	Develop Changing rooms	H	Ongoing	Grant required
The Hailey Centre	Charitable Trust	Trustees	None	Develop Facilities	H	Ongoing	Grant required
1st Sawbridgeworth Scouts	Charitable Trust	Trustees	Scouts Assn	Relocate to a new site <b>Site identified</b>	H	<b>Immediate</b>	Funding from developer/ assistance from EHDC <b>Developer not on board</b>
Girl Guides	Association	District Guides	Guides Assn	Maintain	M	Ongoing	-
Youth Create	Charitable Trust	Trustees	None	Maintain	M	Ongoing	<b>Loss of funding</b>
Air Training Corps	Charity	Essex Wing Air Cadets	MoD and R.F.& C.A.	Maintain	L	Ongoing	-

Friends of Great St Mary's Church	Charitable Trust	Trustees	None	Maintain	L	Ongoing	-
Evening Women's Institute	Charitable Trust	WI Cttee	None	Maintain	L	Ongoing	-
Rotary Club	Charitable Trust	Rotarians	None	Expansion under review	M	Immediate	-
Sawbridgeworth & District Council for Voluntary Service	Charitable Trust	Trustees	None	Maintain	M	Ongoing	STC to assist with Minibus
Town Twinning	Association	Cttee	None	Maintain	M	STC resolves to give an annual support grant.	CLOSED
<b>OTHER LOCAL FACILITIES WITH ROOMS FOR HIRE</b> Church House, Parish Hall, Leventhorpe School, Reedings School, Mandeville School, Cricket Club Pavilion, Football Club Pavilion, The Hailey Centre							
<b>PUBLIC CONVENIENCES</b>	Public Facility	EHDC	None	Alternative Provision	M	STC in talks with EHDC to take over the porovision in Bell Street	Waiting on EHDC
<b>MEDICAL FACILITIES</b>							
Dental Practices	NHS & Private Practice	Partners	Dept. of Health	Maintain	M	Ongoing	
Central Surgery	Partnership	Medical partners	East & N Herts PCT	Maintain	M	Ongoing	
Opticians	NHS & Private Practice	Ophthalmologist	none	Maintain	M	Ongoing	
Chiropodists	NHS & Private Practice	Private practice	none	Maintain	M	Ongoing	



PCT – The Square	Child Health Chiropody Clinics	East & N Herts PCT	East & N Herts PCT	Services Extended	M	2010/11	Duckling Centre now open
<b>EMERGENCY SERVICES</b>							
Fire Service	Public Service (Manned volunteers)	Herts Fire Service	County Council	Maintain	M	Ongoing	
Police	Public Service	Herts. Constabulary	County Council	Maintain	M	Ongoing	
Ambulance & Paramedic	Public Service	Herts/Beds Ambulance Trust	Herts/Beds Ambul. Trust	Maintain	M	Ongoing	
LIBRARY	Public Library	Herts CC	none	Community Centre Under Review	M	Ongoing	HCC to develop in Century 21 programme
<b>SPORTS FACILITIES</b>							
Angling	Club & Society	S.Angling Club & Saw Angling Society	None	Maintain	L	Ongoing	
Swimming Pool	School Pool open to public out of school hours	Contracted out by EHDC	none	Maintain	M	3 year (?) contract	
Sports Hall	School facility open for public out of school hours	Leventhorpe School	none	Planning Stage	M	2011	Sale of school land
Skate Park	None	STC lead project	None	Plan and develop a facility for the town	H	Objections raised by parishioners whatever the location proposed	Seeking location

SPORTS ASSOCIATION							
Sawbridgeworth Football Club	Trust	Trustees and club reps	None	Maintain	M	2010	Grant made
Sawbridgeworth Cricket Club	Private Club	Club member cttee	None	Develop New Pavilion	M	2011	Raising capital for building
Sawbridgeworth Tennis Club	Private Club	Club member cttee	None	Maintain	M	-	
Sawbridgeworth Bowling Club	Private Club	Club member cttee	None	Maintain	M	-	
United Services Club	Private Club	Club member cttee	None	Maintain	M	2010	Grant made
RECREATIONAL GROUNDS							
Young People's Recreational Centre	Charitable Trust	Trustees	None	Develop additional facilities	M	2010	External grant funding
Vantorts Open Space	Play area – public Inc. tennis courts	EHDC	None	STC seek to take over responsibility	H	2010	Transfer of funding from EHDC to STC
	Create a MUGA with floodlighting	EHDC		Rejected by EHDC			Rejected by EHDC  Joint development of site by EHDC and STC if local objections can be overcome
West Road Site	Play area – public Small children	STC	none	Maintain	M	2011	Seeking plans for redevelopment of facilities
Old Bowling Green	Play area - public	EHDC	none	Maintain	M		
Crest 'Kick About ' Area	Recreational open space	Currently EHDC	none	Planning use to be continued	H	Autumn 2009	
High Wych Area 84	Liaise with High Wych Parish Council	STC	none		M		

OTHER FACILITIES								
Town Cemetery	Community facility	STC	none	Maintain	M	2009-2013	Self funding Development starts in 10/04  New roads, grassing of extension area	
Allotments	Community facility	STC	none	Maintain	M	2009-2013	Self funding Ongoing development  Water supplies revised, fencing to be installed	
Drop in Information Centre	Create an information point for use by all	STC	none	New project	M	2011	Temporary at STC Permanent in new civic centre	
Network Partnership	Gather together and co-ordinate the work of all voluntary groups	STC lead	none	New project	M	2010		
Outward Bound Centre	Create a new recreational area near the Stort on a water based theme	To be agreed	none	New project	M	2012		
Town Sign	Create a symbolic sign at head of Bell Street	STC	none	New project	M	2010	Grant funding from EHDC REFUSED	

**WORKSHOP WISH LIST – Items for future inclusion in the Action Plan**

Encourage an additional doctors' practice

Disabled access to recreation land

Encourage clearance of permissive routes

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**ENVIRONMENT ACTION PLAN**

	Lead	Resource
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Issue	Proposed Action	Group	Support	Priority	Feasible	Timescale	Implications
RETAIN GREEN BELT	Planning Process	EHC	EHC/CPRE/ STC	H	Y	On going	None
RECYCLING	Awareness Programme  Provide bins for cardboard and plastics	EHC	EHC/Residents/ Local Business	H	Y	On Going	None
DOG FOULING	Awareness Programme	EHC	Dog Owners	M	Y	On Going	Rely on one dog warden at EHDC
CARE OF RIVER & TRIBUTARIES	Establish Riparian Ownership, generate an action plan, determine Responsibilities	EA/EHC/ Developers	HH/STC/ EHC Riparian Proprietors	H	Y	On Going	Funding
CONSERVATION	Protection , Preservation and maintenance Awareness Programme	EHC/STC	Land Owners	H	Y	On Going	Funding
FLY TIPPING	Awareness programmes Penalty Fine Enforcement	EHC/STC	Residents	H	Y	On Going	Funding
GREEN FUTURE	Establish what effect future house building projects will have for example road building and possible by-pass major road schemes	EHC	CPRE/ Developers	H	Y	On Going	Funding
FAIR GREEN IMPROVEMENT	Set up a Trust to manage area	STC	none	L	Y	New project	-
RIGHTS OF WAY	Ensure Rights of Way are protected & maintained for future generations to enjoy	EHC/STC/R A	Volunteers/	H		On Going	Volunteer footpaths officer working with CMS
ALTERNATIVE TECHNOLOGY	Promote technologies such as solar panels, wind turbines and rainwater collection	EHC	STC	M	Y	New project	-
GROW YOUR OWN FOOD	Promote Allotments and gardens	STC	Allot. Assoc	H	Y	On Going	None
STREET LIGHTING	Provide lighting near Catholic Church	HCC	none	H	Y	New project	-

<b>TOWPATHS</b>	<b>Make towpath from Harlow Mill to Spellbrook accessible</b>	<b>EHDC</b>	<b>STC</b>	<b>M</b>	<b>Y</b>	<b>New project</b>	<b>-</b>
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**WORKSHOP WISH LIST – Items for future inclusion in the Action Plan**  
**Improve general level of street lighting**

## PEOPLE ACTION PLAN

<b>Issue</b>	<b>Proposed Action</b>	<b>Lead Group</b>	<b>Support</b>	<b>Priority</b>	<b>Feasible</b>	<b>Timescale</b>	<b>Resource Implications</b>
<b>YOUNG PEOPLE’S RECREATION CENTRE</b>	<b>Develop area into new meeting venue</b>	<b>Trustees</b>	<b>STC</b>	<b>M</b>	<b>Y</b>	<b>2010</b>	<b>Grant funding</b>
<b>SCHOOLS</b> Leventhorpe, Fawbert & Barnard, Mandeville’s, Reedings, Spellbrook	<b>Business mentoring for students</b>	<b>Schools</b>	<b>STP</b>	<b>M</b>	<b>Y</b>	<b>2011</b>	<b>School funds</b>
<b>PLAY AREAS</b>	<b>See Amenities Section</b>						
<b>YOUTH ORGANISATIONS</b> ATC Guides, Scouts, Spotlight, Theatre, Swimming Clubs, Sunday Club, Youth Create Youth Club, Youth Council, Youth Football, Youth Tennis							
<b>CHURCHES</b> Great St Marys, Most Holy Redeemer’ Evangelical Congregational	<b>Support</b>	<b>Churches</b>					
<b>PARKLAND</b> Pishiobury Park	<b>Maintain</b>	<b>EHC</b>	<b>CMS</b>	<b>M</b>	<b>Y</b>	<b>Ongoing</b>	<b>Continued funding</b>
<b>SWIMMING</b> Provide free swimming for under 16s	<b>New project</b>	<b>EHC</b>	<b>STC</b>	<b>H</b>	<b>Y</b>	<b>2011</b>	<b>Depends on EHC policy REFUSED</b>
<b>SCOUTS</b> Find a place for a new Scout Hut	<b>See entry under Amenities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>ELECTRONIC DIARY</b> To co-ordinate town events	Create a diary system accessible to all	STC	STP	M	Y	<b>DONE</b>	Create as part of STC web-site
<b>SUPPORT FOR SINGLE MUMS</b>	New project	none	none	M	Y	2010	-

**WORKSHOP WISH LIST – Items for future inclusion in the Action Plan**

Investigate the provision of a Skate Park (on Bullfields?)  
Investigate a “Timebanks” initiative for skills sharing  
Create a “Firepit” and “BBQ area” in Pishiobury Park  
Allow ball games in West Road

**PLANNING & HOUSING ACTION PLAN**

Issue	Proposed Action	Lead Group	Support	Priority	Feasible	Timescale	Resource Implications
<b>AFFORDABLE HOUSING</b>	EHDC 106 Agreements	EHC	Circle Anglia / RSLs	M	Y	Ongoing	None
<b>STOP INFILLING</b>	Planning Process	STC	EHC	H	Y	Ongoing	Scrutiny by planning cttee
<b>RIVERS SITE</b>	Planning Process / Pressure Group	Rivers Nursery Group	STC / CPRE	H	Y	Spring 2009	Leaflets
<b>RIVERS SITE - Orchard</b>	Action Plan	RNSOG	EHC	H	Y	2009 ongoing	Campaign Costs
<b>1. Conserving what we have</b>	Increased Awareness of Site Maintenance Plan Lobbying Community Usage Community / Cultural / Education Harvesting & Local Produce Historical Archive development	RNSOG	EHC, National Fruit Collection Advisers	H	Y	2009 - 2010	?
<b>2. Future Statutory Protection</b>	Fruit varieties & site mapping Renewal of heritage varieties Identification of unique elements Biodiversity Surveys Planning Application scrutiny	RNSOG	Specialist Stakeholder	H	Y	2009 -2010	

s							
3. Communication Plan	Communication about the orchard site will be reliable, consistent, timely, open, straightforward, jargon-free and customized wherever possible to the specific needs of target audiences.	RNSOG	EHDC Officers, The Executive. Organizations – National, Regional and Local. Key Advisers. Public. Other Parties.	H	Y	2009 -2010	
GILSTON GREAT PARK	Awareness and support for proposal to preserve the area	SHN	STC	H	Y	2010	Contributed to consultation
GREEN SPACES	Create Green Spaces in conjunction with any new housing development	EHC	STC	H	Y	Ongoing	

### SPELLBROOK ACTION PLAN

Issue	Proposed Action	Lead Group	Support	Priority	Feasible	Timescale	Resource Implications
Pedestrian Crossing	Petition Herts Highways and pursue this as a project	Spellbrook School	STC	H	?	2 years	Report due by H Highways to JMP April 2010 Proposal rejected as not economically justified
Develop Pedestrian Routes	Discuss programme with Herts Highways	STC	HH	M	Y	1 year	East/West pedestrian route developed in conjunction with Herts Highways and 12 new route signs installed

WORKSHOP WISH LIST – Items for future inclusion in the Action Plan

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ECONOMIC DEVELOPMENT ACTION PLAN - NB- STP no longer exists and some actions need to be redefined.

Issue	Proposed Action	Lead Group	Partners	Priority	Feasible	Timescale	Resource Implications
SUPPORT FOR LOCAL BUSINESSES	Encourage local businesses to work for benefit of Town as a whole.	STP	STC	H	Y	Ongoing	??
	Revive Traders Assoc	SBA	STP	M	Y	Ongoing	Sawbridgeworth Business Association re created in January 2011
SELF EMPLOYMENT WORKING FROM HOME	Business signposting on website	STP	?	H	Y	Apr 09	Funds needed for website development.& Admin time
PROFESSIONAL SERVICES	Business Signposting	STP	SBA/EHC	M	Y	Sept 09	Funds needed for website development.& Admin time
DIRECTORY OF SERVICES IN THE TOWN	Online directory	STP	SBA/EHC	H	Y	Ongoing	
THE MALTINGS	Encourage better general direction signage	Traders	Essex CC	H	Y	Ongoing	££££ & who will action it
	Put in town specific signposts to and from Maltings.	STC	HCC	H	Y	01/10	Done by STC and Herts Highways
	Encourage more usage by Town & Community via website	STP	Traders	M	Y	Ongoing	Web admin
FARMERS MARKET	FARMA Certification	STP	EHC	M	Y	2010	
	Continue with innovations	STP	?	M	Y	Ongoing	Responsibility passed to STC in April 2010 on demise of the Town Partnership
	Healthy Food Agenda	STP	PCT	M	Y	End 2009	
RESTAURANTS ,PUBLIC HOUSES AND CAFES	Encourage responsible management of late night events	Traders	Police/ EHC	H	Y	Ongoing	??
	Ensure surrounding areas are cleaned up after closing time	Licensee?	STP /STC	H	Y	Ongoing	EHDC Street Cleaner



	Encourage premises to get accommodation certified	?	STP /STC	M	Y	Before 2012	
	Get this sector to launch more promotions on the website	STP	Traders	H	Y	Ongoing	Web admin time and assoc costs
PROMOTION OF THE TOWN	Publicise all events in a regular format and encourage town groups to become more customer orientated	STP	STC	H	Y	Ongoing	Town Marketing Budget???
	Promote our Parks, Walks and open spaces	STP/STC	HCC/EHC	M	Y	Ongoing	
TOURISM	Publicity Support for town Walks	STP	STC	M	Y	Ongoing	DONE
	SBW Info leaflet to download from website	STP	-	M	Y	End 2009	DONE in conjunction with Esat Herts initiative. Hard copies available
	Work with water and Rail Companies to arrange special promotions	???	HCC/EHC	L	Y		
TOURIST INFORMATION	Establish info Kiosk in new civic buildings	STC	-	H	Y	11/09	In new civic centre
	Signposting to town centre from station						Done
COMMUNICATIONS	Continue to develop sbwonline website to ensure all that contributes to the vitality of the town is promoted constantly	STP	EHC	H	Y	Ongoing	Funds needed for website development.& Admin time
	Work with regional organisations to ensure SBW is a 'Destination' town. Destination not yet defined	?	Tourism bodes	H	Y	ongoing	£££

