

# Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth  
Hertfordshire CM21 9AN  
Tel: 01279 724537



MAYOR  
Cllr Ruth Buckmaster  
TOWN CLERK  
Christopher Hunt

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
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To: Cllr's Furnace, Newell, Pagdades, Rider, A Parsad-Wyatt  
[Cllr R Buckmaster, Cllr R Smith]

## TOWN ACTION PLAN AND AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 16th October 2023** at the **conclusion of the 7:30pm Planning meeting** in the **Council Chamber of Sayesbury Manor** for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Christopher Hunt'.

Christopher Hunt  
Town Clerk  
6<sup>th</sup> October 2023

## AGENDA

- |                         |   |
|-------------------------|---|
| <b>T23/16</b><br>[👏]    | <b>APOLOGIES FOR ABSENCE</b><br>To receive and approve any apologies for absence.   |
| <b>T23/17</b>           | <b>PUBLIC FORUM</b><br>To receive representations from members of the public on matters within the remit of the Amenities Committee.  |
| <b>T23/18</b>           | <b>DECLARATIONS OF INTEREST</b><br>To receive any Declarations of Pecuniary Interest by Members   |
| <b>T23/19</b><br>[📄][👏] | <b>MINUTES</b><br>To approve as a correct record the draft minutes of the Town Action Plan and Amenities Committee Meeting held on 12th June 2023 (T04) [Attached appendix A]<br><br>To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. |

Owner	Action	Completed
Clerk	Circulate waiting list for allotments.	Attached allotment officer report refers.
J Sargant	To find out the price to extend cemetery to future proof.	
Clerk	To assess insurance public liability cover and that required by allotment association	Insurance does not extend to cover allotment association activity. This matches the actions for other similar groups i.e. Rivers Orchard
Clerk / L Carter	To task rangers to assess trees on the footpath from Southbrook allotments to the river which may need pruning/cutting back.	Routine checks and maintenance are in place, last completed 5 <sup>th</sup> October 2023
Clerk	To allocate a consideration to resolve on the Full Town Council meeting regarding this agenda item T23/13, action plan consultation.	Completed, added to 25 <sup>th</sup> September Full TC meeting and
J Sargant	To obtain prices for Cllr t-shirts and circulate for a decision on purchasing.	Completed, t-shirts purchased
Clerk	To place 'Station Adoption Scheme' on the next TAPAC agenda	Completed, added to agenda.

**T23/20**



### **ALLOTMENTS**

To receive Allotment Officers Report and discuss matters relating to Allotments.

*[Attached appendix B]*

**T23/21**



### **CEMETERY**

To note and discuss matters relating to the Town Cemetery.

*[Attached appendix C]*

**T23/22**



### **FOOTPATHS & OPEN SPACES**

To note and discuss matters relating to Footpaths & Open Spaces.

- Paper added re footpaths 9 and 10 due to recent email exchange relating to poor condition to Cllr Furnace
- Street Cleansing and weeds email report sent to Cllr E Buckmaster from East Herts Officer

*[Attached appendix D]*

**T23/23**



## **OPERATIONS**

To receive, note and discuss matters relating to Operations.

- Sawbobus.
- Hailey Centre
- Reception
- CCTV

*Town Clerk*

*[Attached appendix E]*

**T23/24**

## **ECO-AUDIT WORKING PARTY**

- To receive an update on matters relating to the Eco-Audit Working Party and feedback the Travel Challenge and Town Walk.

*Cllr Furnace*

**T23/25**

## **TOWN ACTION PLAN**

To review status of the Town Action Plan

*Cllr A Parsad-Wyatt*

**T23/26**

## **COUNCILLOR ENGAGEMENT**

- Community Connections
- Forthcoming police events

*Cllr Furnace, Cllr Pagdades*

**T23/27**

## **STATION ADOPTION SCHEME**

To receive an update on the activities by the working party at the Sawbridgeworth Train Station.

*Cllr A Parsad-Wyatt*

**T23/28**

## **ITEMS FOR FUTURE AGENDAS**

To note items for future agendas.

# **Appendix A**

# SAWBRIDGEWORTH TOWN COUNCIL

## TOWN ACTION PLAN AND AMENITIES COMMITTEE

### Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8pm on **Monday 17th July 2023**.

#### Those present

Cllr Annelise Furnace	Cllr Fred Parr
Cllr Dawn Newell	Cllr Angus Parsad-Wyatt
Cllr Salvatore Pagdades	Cllr John Rider
Cllr R Buckmaster (Ex Officio)	

#### In attendance:

Christopher Hunt - Town Clerk	1 x Member of the Public
Joanne Sargent - Events manager	

#### T23/01 ELECTION OF COMMITTEE CHAIR

**Resolved:** Cllr Annelise Furnace was elected Chair of the Committee for the year 2023/24. There were no other proposals  
*Approved [Prop Cllr Angus Parsad-Wyatt; Secd Cllr Fred Parr]*

#### T23/02 ELECTION OF COMMITTEE VICE CHAIR

**Resolved:** Cllr Angus Parsad-Wyatt was elected Vice Chair of the Committee for the year 2023/24. There were no other proposals  
*Approved [Prop Cllr Salvatore Pagdades; Secd Cllr Ruth Buckmaster]*

#### T23/03 APOLOGIES FOR ABSENCE

None received

#### T23/04 PUBLIC FORUM

There were no questions from members of the public on matters within the remit of the Committee.

#### T23/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Member. Cllr A Parsad-Wyatt stated that the Action plan update did involve his husband, a Sawbridgeworth Town Council Councillor but the interest will be explained in depth during his update.

#### T23/06 MINUTES

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on 17th April 2023 (T04)  
*[prop Cllr Rider; sec'd Cllr Angus Parsad-Wyatt]*

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

#### T23/07 ALLOTMENTS

**Received and noted** – Allotments Officer Report  
The report was talked through by the Clerk.

Cllr A Parsad-Wyatt asked if processes are in place to remove tenants not tending plots and what is the current waiting list for plots. The Clerk did not have the waiting list numbers to hand but will circulate to members this week.

Cllr R Buckmaster asked if the Bellmead allotments were being used, J Sargent stated they were but these did look untidy but any unused plots were being assessed.

Cllr J Rider thanked Laura for her work and the robust action being taken on plots not being worked on. Would like clarity on insurance as he felt the association and town council had an overlap.

It was highlighted by Cllr Furnace about the great relationship between the association and officers.

## **T23/08 CEMETERY**

### ***Received and noted*** – Cemetery Officer Report

Joanne Sargent lead members through her report on the recent Freedom of Information request on the Cemetery on available burial space and as a town council planning for the future will be needed. It was requested by the chair for Joanne to explore pricing to produce a five year plan to extend the cemetery for the future.

Cllr R Buckmaster congratulated Joanne on the report and will be taking a message back to district on future provision for cemeteries as she has not seen this added to planning applications and 106 funding.

## **T23/09 FOOTPATHS & OPEN SPACES**

Cllr Rider is now the new champion for this agenda item and has made contact with the Counties footpaths officer. He has been made aware that repairs are soon to start on footpath 22.

He had been aware of the concerns in relation to paths 9 and 10 had been cleared to encourage use near to Leventhorpe School and footpath use was high in the town.

Two trees on the footpath from Southbrook allotments to the river need to be assessed and may need cutting back. The Clerk will task the rangers with this.

The work by Thames water has been successful and continues to reduce flooding.

Cllr A Parsad-Wyatt raised the use of laughing gas cannisters in and around the car park in the tennis club. The Clerk asked for this to be reported to the local PCSO who may offer a free crime prevention survey for the sports association and also the regularity of dumping of the cannisters so she may adjust her patrol plan to tackle this issue.

Cllr Furnace highlighted that Bob Reed has offered to complete a biodiversity survey of all the open spaces. This can be supported by the eco audit working group and the committee had no objections to this being completed.

## **T23/10 OPERATIONS**

To receive, note and discuss matters relating to Operations

- The Sawbobus is running well through the absence of one of the drivers through long term sickness and annual leave thanks to the careful management by Laura.
- The toilets are now cleaned by the town rangers, an improvement from the contractor previously completing who could not get the toilets cleaned regularly due to staffing issues.
- Reception is being improved, the desk is in and shelving will be replaced and the room decorated.
- The new column for the town CCTV has been ordered and will allow for the CCTV to be expanded in the future.

Cllr A Parsad-Wyatt wanted it noted, his thanks to the rangers for their work around the town. Cllr Furnace wanted it noted, the cover the drivers are completing to ensure the bus remains in service throughout the summer.

## **T23/11 ECO-AUDIT WORKING PARTY**

*Received and noted* – Eco Audit Report

Cllr Furnace advised that:

East Herts have started the 'Breathe Clean' campaign and county have started 'Lets Clear the Air' campaign.

We need to engage with these campaigns as there is money set aside for live air quality monitoring to ensure Sawbridgeworth has this completed.

Cllr Rider raised concerns about county officers moving to Stevenage and Sawbridgeworth missing out on support to the larger towns.

Cllr Furnace stated we have direct contact to County and District staff and we should maintain these relationships.

## **T23/12 SAWB2 SAWBRIDGE PARK/BARRATTS TRAVEL PLAN**

The Clerk informed the committee that footpaths 9 and 10 were to encourage people to walk through the new estate and the pathway that runs between Leventhorpe and Mandeville schools North to South was not a recognised path and adoption would need to meet strict criteria. An alternative would be for the farmer to be approached who owns the field to cut a pathway through for use by pedestrians.

Cllr Furnace highlighted the Local Cycling and Walking Infrastructure Plan (LCWIP) meetings had taken place the previous week, she asked the committee if we should link in to this via Sustainable Sawbridgeworth and the work Cllr E Buckmaster had completed in 2018. This could open central government funding pots if Sawbridgeworth have a plan in place.

## **T23/13 TOWN ACTION PLAN**

Cllr A Parsad-Wyatt covered the re alignment of the action plan to the councillor term.

A new plan should be started and consultation process will be needed. He has made a timeline which coincides with two events in

September and October which will reach out to a wide audience. The consultation should be through different methods to ensure it is all inclusive. The points raised should be compiled in to a framework to feed these areas to the correct authority for action to be completed.

Cllr Pagdades asked on the process that will be used in the analysis of the information, Cllr A Parsad-Wyatt stated it will be qualitative and quantitative. The information will be drawn across the town and will include community groups as well as schools.

Cllr A Parsad-Wyatt moved on to the second part of the action plan development being a professional consultation with Cllr Nathan Parsad-Wyatt who has professional experience in this field. He has offered to produce the logos and design material and survey for the action plan free of charge and his company he is employed by are happy for this to be developed without cost to the council.

The Clerk confirmed he had sought advice from HAPTC regarding the free support being offered by Cllr Nathan Parsad-Wyatt and using Cllr skillsets should be encouraged.

Cllr Pagdades also felt free of charge support and using councillor skills was a good idea. He also asked on cost of printing which could be covered by the town council as this will not be too expensive and may be a hundreds rather than thousands of pounds. Joanne Sargent said that the banners could also be re used at different events and would be cost effective throughout the term of the action plan.

Cllr Furnace clarified that there will be no cost and for transparency there was no favour, commitment to take up a contract later and how would data be handled.

Cllr A Parsad-Wyatt stated that if an agency was required for future paid work it would go out to tender, the data would be minimal to the questions being asked. The data can be stored by Sawbridgeworth Town Council and not the private company who are producing branding and the survey and it can be the council that only have access to any data.

Cllr Nathan Parsad-Wyatt also reassured councillors that no company branding will be used and no future case study will be used relating to the work he will be completing.

Cllr R Buckmaster asked the Clerk if he would advise on if the committee resolved to move forwards with the proposed use of Cllr Nathan Parsad-Wyatt skills to complete the survey. The Clerk recommended that this would be recommended so every councillor has an opportunity to have a view on this proposal.

**Resolved:** to use the free offer of support to promote and engage with a survey for the new Town Action Plan 2023-27. For this resolution to be raised to the full town council meeting on the 31<sup>st</sup> July 2023.

*[prop Cllr Rider; sec'd Cllr R Buckmaster]*

## **T23/14 COUNCILLOR ENGAGEMENT**

- The Clerk stated that he will be compiling a report on police and councillor engagement for the Mayor to deliver at the full town council meeting.
- Joanne Sargent stated that Lower Sheering PC has been liaised with and they are keen to attend Sawbridgeworth Town Council events as many of their constituents live in their district but under the address of Sawbridgeworth. This would support their residents and offer some engagement for them. The events are a perfect opportunity for councillor engagement, it was discussed that t-shirts should be priced so it can be decided if these should be purchased for councillors to wear at events.

## **T23/15 ITEMS FOR FUTURE AGENDAS**

Cllr Wyatt – Station Adoption Scheme

Meeting ended at 21:22

## **ACTIONS**

**JS** = Joanne Sargent

**LC** = Laura Carter

- **Clerk** – circulate waiting list for allotments.
- **JS** – to find out price to extend cemetery to future proof.
- **Clerk, LC** – to assess insurance public liability cover and that required by allotment association.
- **Clerk, LC** – to task rangers to assess trees on the footpath from Southbrook allotments to the river which may need pruning/cutting back.
- **Clerk** – to allocate a consideration to resolve on the Full Town Council meeting regarding this agenda item T23/13, action plan consultation.
- **JS** – to obtain prices for Cllr t-shirts and circulate for a decision on purchasing.
- **Clerk** – to place 'Station Adoption Scheme' on the next TAPAC agenda

# **Appendix B**

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# Sawbridgeworth Town Council

## Paper from the Allotments Officer

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To: Amenities Committee  
From: Laura Carter  
Subject: **Allotment Report October 2023**  
Date: 09 October 2023

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### **General**

Renewals have gone out on all sites and one year's notice has been given that rental prices will remain the same for 2024-2025, keeping our charges in line with other East Herts Councils. Notice was given that water charges may increase in line with usage.

### **Current Waiting List**

7 people waiting for a plot on Bullfields. It is anticipated that this will be satisfied by the usual yearly turnover during renewals.

9 people waiting for the new site on West Road.

### **Water Leak**

There was a recent spike in water usage at Southbrook in comparison to the other sites. After investigation the Rangers managed to locate and repair the leak.

### **Southbrook Allotment Association**

Following on from July's report, the Clerk engaged in further talks with our insurers and they have confirmed that they are unable to insure equipment that we do not own. The Clerk and I understand that this is problematic for the Allotment Association, but we commend them on the sensible approach that they have taken to maintenance and training, demonstrating sensible risk management.

### **Thames Water**

Thames Water, the Town Clerk, County Councillor and Allotment Association are continuing an open dialogue regarding flooding in Sawbridgeworth, in particular allotment land.

# **Appendix C**

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# Sawbridgeworth Town Council

## Cemetery Paper by J Sargent

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**Subject: Cemetery Report**

**Date:** 09 October 2023

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### **Burial Data: Jan 2023 – to date**

Full Burials = 17

Created Remains = 17

Scattering = 3

17 graves were new graves sold, 14 were pre-purchased grave spaces or re-opening and three was a scattering in the memorial garden area.

### **Probation Service:**

We continue to work with the probation service who visit a couple of times a month. They value and enjoy the time working at the cemetery. We let them the week before which area in the cemetery we would like them to work, however this is subject to change in accordance with who is available to them on the day.

### **Ground Maintenance:**

With the extended summer still continuing we are still grass cutting regularly, with the very wet July and then a prolonged spell of warm weather the cemetery is flourishing.

### **Memorials:**

'Topple Testing' and inspection of memorials will now be continued by J Sargent and ranger(s). By law, the testing and inspection program must take place on a continual inspection program. We have purchased a bolt on addition to our Edge Epitaph system called Inspect Edge (cost £40 per year) which includes a Samsung tablet. A fantastic product that will enable the user to quickly and far more effectively inspect memorials on a regular basis.

### **Wildflower Meadow:**

Some additional seeds will be placed shortly to provide a further and more diverse display for 2024.

### **Herts County Council Environmental Improvement Grant Scheme**

I met with Katherine O'Brien who is an HCC Land Management Project Officer to assess both the Cemetery and West Road Play Area. To our credit she was really complementary about both sites and was a little perplexed to suggest any additional enhancements to either sites, she will be preparing a report and potentially there may be some grant money available to us for some additions to these sites, however she did say that she would be hard pushed to think of something that we are not already doing. So very encouraging indeed.

# **Appendix D**

The map shows the town of Sawbridgeworth, Hertfordshire, and its surrounding areas. Key features include:

- River Stort:** Flows through the town, with a red arrow pointing to a location near the town center.
- Town Center:** Labeled "Sawbridgeworth" in the center.
- Leventhorpe Academy:** Located in the north-western part of the town.
- Reedings Junior School:** Located in the north-eastern part of the town.
- Roads:** Major roads include West Road, Cambridge Road, and the A1184. Other roads shown are Gifford Way, Conygree, Crofters, Bullfields, Lawrence Avenue, Crofters, Gilders, The Crest, Brook Road, Vantorts Road, Fairway, Shearns, Elmwood, Brook Road, and Hand Lane.
- Other Locations:** Keckys Farm, Hyde Hall Lodge, Lower Sheering, Now House Farm, Nursery Wood, The Osier Bed, and Rivers Hospital are also labeled.
- Map Style:** The map uses a color-coded system with purple lines for major roads, yellow lines for minor roads, and green areas for parks and woodlands. A red arrow points to a specific location on the River Stort.

## Chris Hunt

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**From:** Cllr John Rider  
**Sent:** 29 August 2023 18:18  
**To:** Chris Hunt  
**Cc:** Nicholas Maddex  
**Subject:** Footpaths report for next Amenities Committee

Footpath 22. Several issues are delaying repairs. The need to preserve footpath width; getting Env Agency permits; advice from consultants to provide a long term solution for all footpaths adjacent to the brook. I have been promised updates as and when.

Footpath 23 west end. Small infestation of Japanese Knotwood. Qualified contractors will treat in the Autumn.

Footpath 23 east end and 24. Fallen trees to be cleared. 23 boardwalk tilting due to tree roots and rot. Works being considered.

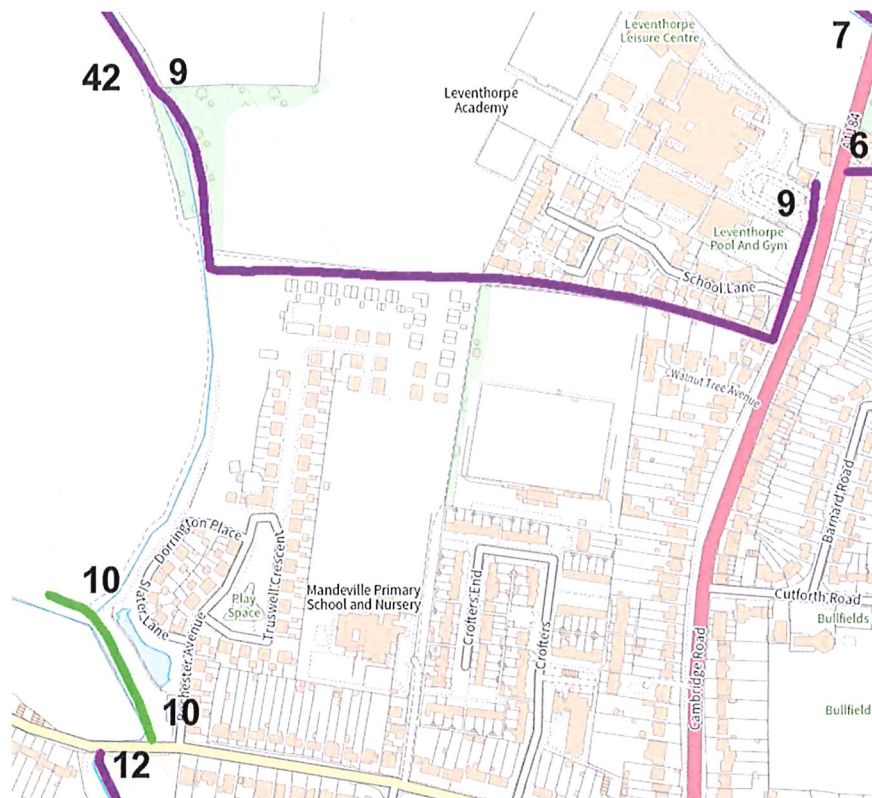
Footpath from entrance to Southbrook allotment entrance down to River Stort. Gulley on EHDC land has tree branches left by contractor that are covering gulley to Stort. This gulley/drain if cleared to depth would greatly improve works carried out by the Town Council and Thames Water. If this ditch was dug out it would greatly improve flooding. Work by EHDC has been promised.

Boardwalks serving Pishiobury Park. Thanks to tree teams who recently have cleared dangerous trees from walkways in very quick timeframe.

Thanks to EHDC Officers for updates.

Footpaths 9 and 10 concerns

Email copied in to Councillor Furnace regarding footpaths 9 and 10



Sent: Friday, 29 September 2023 at 10:50:42 BST

Subject: Re: Footpath from A1184 to back of Mandeville School and side of Leventhorpe School

Good morning Nick

I hope you are well.

Following our email exchange in July regarding footpath 9 (and 10) that allow students to walk from West Road/Cambridge Road to/from Mandeville and Leventhorpe School, to avoid the peak traffic pollution on the main road, I wanted to let you know that footpath 9 is now becoming unusable, due to rain and mud.

On the plus side the Housing Developers have taken down their temporary fencing, so rather than having to take a wider and longer walk to school via footpath 9, into and along the field, to footpath 10 onto West Road, pedestrians can now walk along footpath 9, then about halfway along opposite Leventhorpe School field on the right, we can take a left turn into the Housing Development and walk through the development, along pavements and again away from the heavy polluted main road.

However footpath 9 is now becoming less useable due to the wet weather, and in order for young people to have access to a walk to school that allows them to reduce their exposure to pollution, local residents need footpath 9 to have some sort of all weather matting or cover on it.

As we know and have clear data proving, London Road and Cambridge Road have high and dangerous levels of pollution particularly during peak times when young people are walking to and

## Footpaths 9 and 10 concerns

from school. At the beginning of every term my youngest gets a prolonged cough, which she has had to have chest x-rays for in the past, we are starting to see a clear pattern and can attribute it to the timing of school term when she has to walk in peak traffic.

Please can you let me know if this is something you can help with? From what I understand Sustainable Sawbridgeworth are hoping Eric Buckmaster will pick this issue up with the Housing Developers, as their plans suggested that pedestrian access would be made available. Maybe it is something the Council and Wimpey could jointly fund?

We are in an emergency situation in relation to pollution levels in and around our village, so your urgent help would be hugely appreciated.

Also for those that use path 10, for walks to and around the village to get much needed fresh air and walks away from heavy traffic, this is also starting to become unusable and over grown again, so your help getting this cut back regularly would be much appreciated.

Many thanks and kind regards

## Chris Hunt

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**From:** Cllr John Rider  
**Sent:** 03 October 2023 15:29  
**To:** Eric Buckmaster; All Staff; All Cllrs  
**Subject:** Re: Street cleansing and weeds

Needs discussion at Amenities. Pleased we have an explanation which is comprehensive. We should discuss the contract and inspection of this work. Areas are being missed.

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**From:** Eric Buckmaster <Eric.Buckmaster@sawbridgeworth-tc.gov.uk>  
**Sent:** 02 October 2023 23:14  
**To:** All Staff <AllStaff@sawbridgeworth-tc.gov.uk>; All Cllrs <AllCllrs@sawbridgeworth-tc.gov.uk>  
**Subject:** Street cleansing and weeds

Dear all

A response from an East Herts officer on street cleansing and weed clearance. I have been lobbying for enhanced cleansing in areas prone to flooding to stop detritus blocking the drains. This is as a preventative measure while permanent flood attenuation options are explored.  
Essentially going round for the second time this year in treating weed growth.

Regards and best wishes

Eric

Councillor Eric Buckmaster  
Tel. 07578 170303

Dear Eric,

Sorry for the slight delay in responding to you on this one.

There seems to be a number of problems being raised around this issue and I will do my best to explain from our view point on what the best course of action will be

Firstly the issue around Gully clearance is one that I cannot expand upon as this does not fall under East Herts remit, but rather Herts Highways, so please take this up with them as a separate matter

I can advise that we do carry out the district wide weed spraying round on behalf of Highways as part of the agency agreement. I can confirm that we are currently half way round our second treatment of herbicide in 2023. This includes all town centres, A roads, (where the speed limit is below 40mph) B and C roads and some footpaths

I will admit that weed growth has been excessive across the district this year given the mild and often wet conditions this summer has presented us with, this has often made it difficult to ensure the herbicide treatment has been 100% effective. I have spoken to highways officers and they have advised that this is not unique to East Herts as other many areas of Hertfordshire are showing the same level of weed growth.

The contractor is working hard to ensure all areas are treated before the end of October and any failures will be treated again following a 14 day period (the time it takes for weeds to start to show signs of receding)

However where there are specific issues of this nature then we are able to target treatments to help combat excessive weed growth. In many cases however this is not nearly enough as a stand alone operation. The issue around a build up of detritus in the channel is where this problem really originates, as this detritus acts as the perfect growing medium for the weeds to thrive in. If detritus was not present then the weeds would be far more sporadic. In many cases where the street cleansing is in specification and there is no detritus then you will find there are no weeds.

As a solution I will need to discuss this issue with our colleagues in Street cleansing and see if we can target this issue and this location together so that the channels and weeds are cleared in one operation. This will probably involve a herbicide treatment now and a mechanical broom operation in 14 days time

As far as a resolution to any flooding is concerned then is there potential for flood attenuation channels anywhere? Any areas where SUDS/swales can be incorporated or to slow down water flow?

I am no expert in this field but it would appear that if the gulley's are doing their job and there is still an issue then simple weed clearance and street cleansing will not alleviate any flooding problems and perhaps a wider project is required here

I am happy to get this work done and will advise our contractor of this issue first thing on Monday morning and would expect them to be present by the middle of the week at the latest.

# **Appendix E**

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: TAPAC  
From: Christopher Hunt  
Subject: Amenities updates  
Date: 6<sup>th</sup> October 2023

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### **Sawbobus**

The Sawbobus is experiencing mechanical issues as the particulate filter is regularly getting blocked causing it to go into limp mode. This must be rectified by a mechanic and new parts are needed now to reduce these breakdowns.

The bus covers approximately 60 miles per day but never travels for long distances to clear the issue.

The bus has a noisy gearbox and as such will need it replaced soon with an estimated bill of £3,000 plus.

The back up bus has suffered the same issues with particulate filter blockage and has been repaired and gone through an MOT costing just under £1000.

Due to the above issues a replacement bus is being explored which has been budgeted for. It appears to reduce cost and carbon footprint an electric option will suite the use for the Sawbobus.

### **Hailey Centre**

Due to the plans to improve the Hailey Centre I have liaised with Tees Law to update the expired lease. This will be drafted soon so not to hold up the plans the trustees have.

### **Reception**

The reception has now been redecorated and sourcing storage continues after a company quoted £5,875. Once this has been completed the shared space will be decorated, tidied up and put to regular use as well as the front room.

### **CCTV**

A recent incident whereby two people were deceived into passing over their bank cards and PIN numbers was captured on the towns system. Great footage of the offender was captured and police now have enquiries in hand to circulate the photo to neighbouring police stations and forces.