

SAWBRIDGEWORTH TOWN COUNCIL

AMENITIES COMMITTEE

Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 19.30 hrs on **Monday 15 June 2020**.

This was a Zoom Meeting.

Those present

Cllr John Burmicz
Cllr Angela Alder

Cllr Annelise Furnace
Cllr David Royle

In attendance:

R Bowran - Town Clerk

Joanne Sargant – Town Projects Manager

A20/01 ELECTION OF COMMITTEE CHAIRMAN

Resolved: That Cllr Burmicz be Chairman of the committee for the civic year 2020/21 [*prop Cllr Alder; secd Cllr Furnace*]

A20/02 ELECTION OF COMMITTEE VICE CHAIRMAN

Resolved: To elect Cllr Alder as Vice Chairman of the committee for the civic year 2020/21 [*prop Cllr Burmicz; secd Cllr Royle*]

A20/03 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Coysten – unwell.
Cllr Gray was absent'

A20/04 PUBLIC FORUM

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

A20/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

A20/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 10 February 2020 (A03) [*prop Cllr Furnace; secd Cllr Burmicz*]

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

A20/07 ALLOTMENTS

To note and discuss matters relating to Allotments

- Admin Officer now returned to work to catch up on backlog of allotment requests.
- Complaint by an allotment holder of breach of conduct by the mayor dismissed "as no case to answer" by EHDC Monitoring Officer.
- It was agreed that there would be no increase in allotment charges that would need to be notified for 2021-22, There having been an increase of 20% to £60 per 10 rod allotment already agreed for 2020-21.

A20/08 CEMETERY

To note and discuss matters relating to the Town Cemetery

- Cemetery partial closure maintained to ensure safe working for grounds staff. Noted that cemetery now remains open as directed by ICCM guidelines.
- Water supply extended in K Section as a facility to visitors and to enable grounds maintenance.
- Cemetery manager has purchased a number of new memorial trees to extend that area of the cemetery.
- No increase in volume of business but funeral directors are busy.

A20/09 FOOTPATHS & OPEN SPACES

To note and discuss matters relating to Footpaths & Open Spaces

- DMMO submitted to Herts CC in respect of asking for the Elmwood footpath to be designated a Right of Way. 52 evidence statements submitted.
- Champion's report
 - Footpath 21 (Brook Road to) partially and well completed in May. I have asked that the part from Vantorts Play area to Fair Green is also done (as in original request).
 - Footpath 32 from Fair Green to London Road remains partially completed. I also reported the Fair Green footpath (degraded surface/trip hazard) at residents' request: no action so far taken. Japanese knotweed on Footpath/Right of Way 27: still to be removed, pending contractor quotation.
 - I've been in contact with residents about a Modification Order for Public Bridleway 11 from Tharbies Lodge on West Road and tree preservation orders for the lime trees on the continuation as Footpath 26. HCC are taking action on removing vegetation round the signage at the start of the bridleway and on making the continuation of Footpath 26 across a field clear.
 - Another resident has made the interesting suggestion of a cycle way using this route and continuing straight ahead to Tharbies Farm and beyond. Currently it is not a formal path and there is a padlocked gate at the end. It's possible the landowner might agree to it being a permissive path. I note that the current (November 2019) Herts Cycling Map excludes Sawbridgeworth entirely and has scant coverage of Bishop's Stortford.
 - I now have several regular walkers who are happy to give feedback on footpath issues.
 - My colleagues on the Bishop's Stortford Climate Group have been asked to make cycling and walking suggestions. Cllr Eric Buckmaster assures me that we are not forgotten
 - Open Spaces. No update on reported issues in the river. The Environmental Agency is allegedly investigating and will take the lead.
 - Dog fouling. No update to hand.

A20/10 OPERATIONS

To receive, note and discuss matters relating to Operations

- Sawbobus remains suspended. Plan to reintroduce on a “Dial-a-Ride” basis from July. Plans in hand to provide for social distancing and protective PPE.

A20/11 CIVIC AMENITIES

To receive, note and discuss matters relating to Civic Amenities

- Town Green. It was agreed at the meeting of the ED&STAP committee on 26 May that the case for the development of this area would be managed by them and transferred to this committee for operational review when completed.

A20/12 SUSTAINABLE TOWNS

To discuss plans for creating Sawbridgeworth as a Sustainable Town. Such plans to be included in the Town Action Plan.

A20/13 ECO-AUDIT WORKING PARTY

To report on the meeting of the Eco-Audit Working Party held on Wednesday 10 June 2020.

The report from 3Acorns identified the top 10 priorities for 2020, these are the notes from the EcoAudit Working Party Zoom meeting on 10 June 2020, Attendees Cllr Annelise Furnace, Cllr David Royle, Cllr Eric Buckmaster, Mrs Hazel Mead, Richard Bowran Ton Clerk, Joanne Sargant Town Projects Manager:

- **19C/25C heating/cooling settings; 21C in Hailey**
 - AC system not being used especially as it recirculates “bad” air.
 - Heating is by recommended electric panels
 - Cooling is by opening windows.
- **heating/AC off in parts of building less occupied**
 - Heating/AC in chamber turned on and off manually as appropriate.
- **energy saving computer settings; use LED lighting; install light movement sensors**
 - computer energy savings set
 - LED fittings used as replacements when current fittings expire
 - Light movement sensors already fitted in the appropriate places.
- **switch to 100% green energy tariff**
 - Currently in year 2 of a 3 year contract with British gas.
 - Prices and choices are improving, will research with companies such as “Green” before next renewal.
- **updated job specifications/training and 'green' purchasing procedures**

- *All staff aware of the Green agenda.*
- *A rider to their contracts of employment emphasising their responsibilities will be issued.*
- ***biodiversity action plan for cemetery etc. (with Wildlife Trust)***
 - *Cemetery manager in touch with the Wildlife Trust*
 - *Meadow mixture has been purchased and will be sown in the autumn in metre wide bands.*
- ***electric vehicle transition plan (purchase and charging)***
 - *Electric minibuses too expensive, minimum £70,000; grant application on STC's behalf by EHDC was unsuccessful*
 - *Suggestion the more grants will become available, officers to monitor availability.*
 - *EV charging points in the Bell Street car park were promised by EHDC by end of December 2019. Appears to be a delay in way-leaves organised by the property Services department.*
 - *Request by EDSC for other recommended locations. Town Station, Shell Garage site, school car parks, public houses and the library/Memorial Hall were suggested*
- ***town zero carbon plan (part of Town Action Plan)***
 - *Phase Two of the EcoAudit.*
 - *School Streets initiative to be pursued.*
- ***explore solar panel options***
 - *Not practical on STC building as shielded by trees.*
 - *Suggestion of installation on Hailey Centre roof.*
 - *Investigate with recommended Solarbarn company of Saffron Walden*
 - *Question of financial payback to be considered.*
- ***office waste/recycling system (lobby EHDC)***
 - *Office waste collections have been suspended during the current coronavirus pandemic.*
 - *Opportunity to apply from recycling waste bin when collections are resumed.*
- ***appoint Green Champion (as well as working group?) to support Town Clerk in audit implementation; Green Champion for events?***
 - *Not thought appropriate*
 - *Audit to be maintained collectively by this working party*
 - *Information and activities to be publicised on the STC web-site*

- ***include eco audit as standing agenda item at staff, full council meetings and via Annual reports (town/council)***
 - *Standing item on Amenities committee agendas.*

- ***Other matter discussed***
 - *Safety of opening up Bell Street without support for traffic management from Herts CC.*
 - *Suggestion the Town Council should now approach HCC directly to point out the economic solutions propose for bell Street in the 2019 ARUP report. Action Town Clerk.*

A20/14 ITEMS FOR FUTURE AGENDAS

To note items for future agendas

Meeting ended at 19:35