

# SAWBRIDGEWORTH TOWN COUNCIL

## AMENITIES COMMITTEE

### Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20.00 hrs on **Monday 15 October 2018**.

#### Those present

Cllr Angela Alder (ex-officio)  
Cllr Roger Beeching  
Cllr John Burmicz

Cllr Heather Riches  
Cllr Annelise Furnace

#### In attendance:

1 member of the public  
R Bowran - Town Clerk

Joanne Sargant – Town Projects Manager

#### A18/11 APOLOGIES FOR ABSENCE

Apologies for absence received from Cllr Coysten  
Cllr Adamopoulos was absent

#### A18/12 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Amenities Committee. There were none.

#### A18/13 DECLARATIONS OF INTEREST

To receive any Declarations of Pecuniary Interest by Members. There were none.

#### A18/14 MINUTES

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on 16 July 2018 (A01)  
*[prop Cllr Alder; secd Cllr Furnace]*

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

#### A18/15 ALLOTMENTS

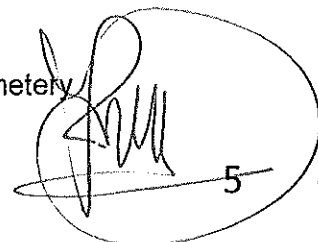
To report on matters relating to Allotments

- Allotment Association – Tenancy renewals sent out and 85% of rents collected, Four tenants have not renewed and two new tenants have been allocated plots.
- Water supplies – some doubt about whether we are recovering all our costs. Suggested that we keep individual site records and bill quarterly accordingly.
- Waiting list – there are currently 9 people on the waiting list, all of whom are waiting for vacancies on specific site to become available.
- Training. Allotments administrator has attended a training course and is reassured that we are working very much in line with other councils on how we manage our allotment gardens.

#### A18/16 CEMETERY

To report on matters relating to the Town Cemetery

- Inspections



- Compliance with Regulations
- Maintenance
  - Equipment
  - Sub-contractors
  - Benches
- Development
  - Roadway Extension – additional quotations still being sought as required by our Financial Regulations.
  - Expansion – F section now full and new K section opened in the cemetery extension.
  - Marketing – new marketing brochure is being prepared.
  - The Spinney – quotes being sought for clearing out and utilising this space.

## A18/17 FOOTPATHS & OPEN SPACES

To report on matters relating to Footpaths and Open Spaces

- Bullfields
  - Play Equipment. Weekly inspections carried out. Statutory inspection once a year. STC are no longer able to carry this task out *pro-bono*.
  - Emphasised that it was the responsibility of the SYPRC management committee to carry out inspections and a member of that committee will need to be trained in inspection.
  - Litter Clearance. Now arranged directly by SYPRC management.
  - Grass Cutting. Carried out under sub-contract as and when requested by SYPRC management.
- West Road
  - Play Equipment. Weekly inspections carried out. RoSPA qualification obtained by Town Projects manager. Statutory inspection once a year.
  - Litter Clearance. Carried out weekly by Ranger.
  - Grass Cutting. Carried out weekly by Ranger
  - Noted that there will have to be significant maintenance on sunken wet-pour areas.
- Other Areas
  - Bell Street and London Road Flower Beds.
  - Need to consider new methods of maintenance as current ones are not satisfactory.
- Town Green
  - Nothing to report but suggestions made for TC to take over asset and create a public space useful for events and a potential market.
- Fair Green
  - Discussion with EHDC regarding the responsibility for the future care and maintenance of the green.
- Footpaths
  - General state is fair.
  - Site visits to be arranged for members of the committee
- Rivers Heritage Orchard
  - Licencing obligations have to be met.
  - Volunteer group is now independent financially of the Town Council and continue with their maintenance days.

- o Significant tree work Beech Hedge maintenance a scrub land clearance is needed. Part funded by the landowner, part funded by Rivers Hospital and part funded by the TC.

#### **A18/18 OPERATIONS**

To report on matters relating to Operations

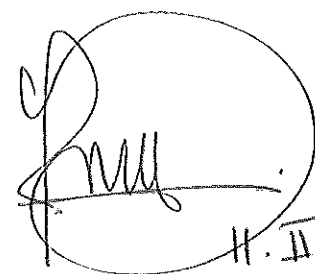
- Community Transport
  - o Sawbobus. Clerk is considering future funding and is applying for an s22 operator's licence.
  - o Fiat vehicle remains off the road for repairs under warranty and service has been maintained by the use of STC's hire vehicles.
  - o Hire minibuses. The Ford vehicle had been extensively damaged in an accident on our land and is subject of an insurance claim. The Mercedes vehicle has been used extensively in support of Sawbobus.
- Events.
  - o Fun on the Field. Highly successful fifth event.
  - o Christmas Lights. The annual major event is now in the planning stage.

#### **A18/19 CIVIC AMENITIES**

To report on matters relating to Civic Amenities

- Ranger Activities.
  - o Now on summer hours and is subcontracted to water plants at Gilston & Eastwick and cut grass at SYPRC.
- Manor Facilities.
  - o Redecoration programme will be started this summer.
  - o Radio Scheme. Not currently a success and needs to be reviewed with the police.
- Floral Displays
  - o Budget consideration to be made in 2018/19 for a complete change to town hanging baskets.
- Public Conveniences.
  - o Meeting with EHDC has rejuvenated project and quotations to be updated. Proposal to be placed before council in September for consideration before the 2019-20 budget process.
- War Memorial Repairs
  - o Clerk confirmed PCC had approved scheme, DAC are being most helpful, submitting detailed work programme.
- Community Champions Awards.
  - o Topic to be included on future agendas.

Meeting ended at 21:25



H. II. 2019.