

Sawbridgeworth Town Council

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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK

Richard Bowran BSc.(Hons) MILCM

To: Cllrs Adamopoulos, Alder, Beeching, Burmicz, Coysten and Riches

AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 12 February 2018** at about 8.00pm following the meeting of the Planning Committee at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Joanne Sargant
on behalf of the Town Clerk
06 February 2018

AGENDA

- A17/20 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- A17/21 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Amenities Committee.
- A17/22 DECLARATIONS OF INTEREST**
To receive any Declarations of Pecuniary Interest by Members
- A17/23 MINUTES**
To approve as a correct record the minutes of the Committee Meeting held on 16 October 2017 (A02)
[Appendix A]
- [📄] [👉]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- A17/24 REPORTS**
To accept and deal with matters arising on written and oral reports:
- Allotments [Appendix B]
 - Cemetery [Appendix C]
 - Civic Amenities
 - Footpaths and Open Spaces

- Operations

A17/25 ITEMS FOR DISCUSSION AND DECISION

To discuss any further matters relating to current projects

- Citizens Awards
- Floral Displays
- Future Markets
- Christmas Lights

A17/26 NEXT MEETING

To note that the date for the next meeting of the Committee has been scheduled for Monday 14 May 2018.

Members of the Public and the Press are cordially invited to attend all meetings of the Council and its Committees.

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 16 October 2017**.

Those present

Cllr Angela Alder
Cllr Roger Beeching
Cllr Ruth Buckmaster

Cllr John Burmicz
Cllr Heather Riches

In attendance:

R Bowran - Town Clerk

1 member of the public
Joanne Sargant – Town Projects Manager

A17/12 APOLOGIES FOR ABSENCE

Received from Cllr Coysten – unwell
Cllr Adamopoulos was absent

A17/13 PUBLIC FORUM

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

A17/14 DECLARATIONS OF INTEREST

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

A17/15 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 17 July 2017 (A01)
[prop Cllr Alder; secd Cllr Burmicz]
There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

A17/16 REPORTS

Received and Noted: Written reports:

- Allotments – No comments
- Cemetery – No comments
- Civic Amenities – Comments were made about blocked gulleys causing flooding especially in Station Road, at Trojan Cottages and at the Knight Street corner, Cllr Beeching said that gully clearance by HCC was on an 18 month cycle but that he had already flagged these areas up.
- Footpaths and Open Spaces – Comment that Clerk should pursue the proposed revision of the HCC contract for the maintenance of Rights of Way.
- Operations – Comments on funding gap for the continued operation of Sawbobus. Agreed that at an initial action the Clerk should follow a s22 strategy.

A17/17 ITEMS FOR DISCUSSION AND DECISION

To discuss and decide on current projects

- Citizens Awards – Comment received that the word “Citizen” is off-putting and misleading. Suggestions summarised as:
 - Rename the award as “Community Champion Award”
 - Create three categories; Adult, Young Person and Group.
 - Ask for nominations by present method, nomination should be by people and not organisations.
 - No main trophy to be created, just personal trophies for the three winners.
 - Cost including £100 award cheques estimated at £500 per annum.
 - Clerk to approach current sponsors with revised ideas.
- Floral Displays - Comment that existing arrangements be continued for 2018/19 and that investigation should be made and proposals put forward for future displays.
- Future Markets – Comment that Cllr R Buckmaster and the Town projects manager should conduct a survey into public needs and wishes.
- Christmas Lights – No comments

A17/18 BUDGET 2018/19

It was recognised that the items in Written paper Reference L comprised a combination of on-going revenue expenditure and new capital; and revenue expenditure. Recommendations are restricted to “new” expenditure phased over the next three financial years.

Recommended: Items for inclusion in the Budget for 2018/19

	£'s		
	2018/19	2019/20	2020/21
Allotments			
• Bullfields - site clearance	1,000	1,000	1,000
• Southbrook - water pipe extension	1,000		
• Vantorts – border clearance	1,480		
• Bellmead – border clearance		1,000	
Cemetery			
• Fence extension		1,000	
• Roadway extension	10,000		
Civic Amenities			
• War Memorial	5,000		
Footpaths and Open Spaces			
• Elmwood Permissive Path	2,000	10,000	
• Footpaths as a contractor		10,000	10,000
Operations			
• Community Transport, Rural Extn.		5,000	
Floral Displays			
• Replace infrastructure		5,000	
Market			
• Future Development	500		
Totals:	20,980	33,000	11,000

A17/19 NEXT MEETING

To note that the date for the next meeting of the Committee has been scheduled for Monday 12 February 2018.

Meeting ended at 22.05

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Laura Carter
Subject: **Allotment Report February 2018**
Date: 05 February 2018

Introduction

Allotment plots per section are as follows:

Bellmead – 10
Bullfields – 48
Southbrook – 45
Vantorts – 10

	Budgeted Income	Budgeted Expenditure
Bellmead	180	340
Bullfields	1,000	600 (includes annual skip)
Southbrook	2,000	600 (includes annual skip)
Vantorts	150	400

Present Situation - No update from October 2017

In summary there are 113 allotment plots across the four sites. These plots vary in size from 3.5 rods to 10 rods (approx.).

In addition the two larger sites have an on-site toilet and a chicken house, which are maintained by the Allotment Association. Southbrook also has a beehive.

The current charge for an allotment is £4 per rod, plus £5 water charge for a full plot (8 rods and over) with a concessionary discount of £1 per rod. Allotment holders have been notified in their 2017/18 renewal of a rent increase of £1 per rod for 2018/19. There is no planned increase for water.

The waiting list is currently at 11, with some wanting to go on specific plots if/when they become available.

All sites are fully utilised, with the exception of Bullfields, due to outstanding work required before plots can be re-let to new tenants. There are currently 11 plots which need various levels of attention. The Town Ranger has only had the capacity to carry out essential repairs at the allotments during the Spring/Summer months. It is anticipated that during the Autumn/Winter months the Ranger can begin to devote some time to allotment maintenance, after which these plots can be re-let to new tenants.

Future work

The boundaries at Bellmead and Southbrook are currently maintainable by the Town Ranger and this will be scheduled for early 2018. **No update from October 2017**

There is significant boundary work required at both Vantorts and Bullfields sites. It is estimated that it has been in excess of 15 years since any such work has taken place. A tree surgeon has already visited the site of Vantorts and a quote is pending, but it is estimated that the work will cost approximately £2,000. This work will need to be completed early 2018. **Update - Richard Newman to complete the work February/March 2018.**

The amount of work required along the boundary of the Bullfields site is much more significant and will likely require ground clearance on a couple of plots, as well as tree/hedge work. Due to the amount of work required and the cost being in excess of £3,000, it is expected that this will need to be planned and completed over the next few years. **No update from October 2017**

An extension to the water line at Southbrook allotments will cost approximately £1,000 and will be schedule for Winter 2017/18. **Update - to be completed by the end of spring 2018.**

Priorities

1. Vantorts boundary clearance
2. Southbrook Water extension
3. Bullfields boundary & ground clearance (suggested 3yr plan)
4. Southbrook & Bellmead boundary clearance

Introduction of an Allotment Site Inspection Form

From January 2018 the Town Ranger will complete and document monthly inspections of all allotment sites. The completed inspection form will be submitted to the Allotment Officer for action. Sample form attached.

Sawbridgeworth Town Council

Allotment Site Inspection Form

Inspection completed by:	
Date of inspection:	
Allotment Site:	

Please complete the following checks and tick the relevant box:

	Pass	Fault
Gate:		
Lock:		
Entrance - is it clear of obstruction/vegetation?		
Main pathway is it clear of obstruction/vegetation?		
Boundary – is the site secure?		
Boundary – does it require maintenance?		
Trees – visual inspection of trees.		
Structures – visual inspection of all structures		
Is the site clear of vermin?		

Action required or comments:

Signature of person completing the inspection:	
Signature of Allotment Officer:	
Signature of Town Clerk:	

Sawbridgeworth Town Council

Paper from the Town Project Manager

To: Amenities Committee
From: Joanne Sargant
Subject: **Cemetery Report February 2018**
Date: 05 February 2018

Introduction

10 Burials / interments to date since October 2017.

Background Information

Grave Spaces per section are as follows:

A section – 123

B section – 144

C section – 285

D section – 105

E section – 156

F section – 176 (note this section is open and there are 7 further available before full)

G section – 119 (note this section is open and there are a further 20 spaces available)

J section – 27 (note this section is open for full Kerb Set burials)

In summary the 10 funerals that have taken place since October 2017 are:

D section – re-open for full burial (2nd Interment)

E section – re-open for full burial (2nd Interment)

F section – 3 new graves, 2 x full burials (1st interment) and 1 x ashes (1st interment) and 3 x re-open (2nd interments)

G section – re-open ashes (2nd Interment)

Tree – 1 x ashes (1st interment)

Present Situation

Storm Fiona brought down a tree in E section late in the afternoon of Wednesday 24th January. JLS investigated on site and telephoned tree specialist to remove the next day. Emergency tree work carried out during the morning of Thursday 25th January at a cost of £200. Fortunately no damage was made to any of the eight graves that the large tree fell across. The ash tree was found to be rotten and this was a contributory factor with the extreme weather conditions. Had damage been evident to any of the graves this would have been covered by the town council insurance policy.

Exclusive Right of Burials (ERB's)

Members need to be advised that according to records, ERB's were sold at Sawbridgeworth Cemetery in perpetuity. This was against the law from the beginning of the cemetery being created in 1952. In 1908 a law was passed that graves could not be sold in perpetuity. The maximum amount of years that a grave could be sold for was 99 years, therefore the oldest grave in the cemetery will expire in the year 2051. Although this is not something that we need to consider at the present time it should be noted that the Epitaph system will be update accordingly. Past poor clerical management and lack of understanding with cemetery management over a number of years has meant that a considerable amount of retrospective clerical work is ongoing.

Future Projects

Tender document for roadway extension currently on hold whilst the Town Clerk is absent from work. This 2018/19 budget allocation.