

Sawbridgeworth Town Council

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MAYOR
Cllr Greg Rattey
INTERIM TOWN CLERK
Joanne Sargant - CilCA

To: Cllrs Alder, Burmicz, Chester, Coysten, Furnace, Parsad [Cllr Rattey]

AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 28 June 2021 at 6.45pm** in the Council Chamber of Sayesbury Manor for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Joanne Sargant'.

Joanne Sargant
Interim Town Clerk
22 June 2021

AGENDA

- A21/01 ELECTION OF COMMITTEE CHAIRMAN**
[👏] To elect a Chairman of the committee for the civic year 2021/22
- A21/02 ELECTION OF COMMITTEE VICE CHAIRMAN**
[👏] To elect a Vice Chairman of the committee for the civic year 2021/22
- A21/03 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- A21/04 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Amenities Committee.
- A21/05 DECLARATIONS OF INTEREST**
To receive any Declarations of Pecuniary Interest by Members
- A21/06 MINUTES**
[📄] [👏] To approve as a correct record the draft minutes of the Committee Meeting held on 15 February 2021 (A03) [Attached]

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

- A21/07 ALLOTMENTS**
[📎] To receive Allotment Officers Report and discuss matters relating to Allotments.
- A21/08 CEMETERY**
[📎] To note and discuss matters relating to the Town Cemetery
- A21/09 FOOTPATHS & OPEN SPACES**
To note and discuss matters relating to Footpaths & Open Spaces.
- A21/10 OPERATIONS**
To receive, note and discuss matters relating to Operations
- Sawbobus running on a three-day week with proper social distancing.
- A21/11 ECO-AUDIT WORKING PARTY**
[📎] To receive the notes from the Eco-Audit Working Party meeting held on the 22 March 2021 and consider recommendations.
- A21/12 WEST ROAD TELEPHONE BOX**
To receive updates on the Telephone Box refurbishment/relocation.
- A21/13 DEFIBRILATOR PROVISION**
[📎] To consider the provision of public defibrillators in the town.
- A21/14 ITEMS FOR FUTURE AGENDAS**
To note items for future agendas

SAWBRIDGEWORTH TOWN COUNCIL

AMENITIES COMMITTEE

Minutes

of the Meeting of the Amenities Committee held by Zoom conference at 19:30 on Monday 15 February 2021.

Those present: Cllrs A Alder, J Burmicz, A Furnace, G Rattey, D Royle,

In Attendance: S Crocker – Town Clerk and two members of the public.

Press: None

A 20/25 APOLOGIES FOR ABSENCE

Received and accepted from Cllr Coysten and Cllr Gray both unwell.

A 20/26 PUBLIC FORUM

There were no representations from members of the public on matters within the remit of the Amenities Committee at this time, but one member of public will speak at agenda item A 20/33 by invitation from the chair.

A 20/27 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

A 20/28 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 12 October 2020 (A02)

[prop Cllr Alder; secd Cllr Furnace] - All in favour

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

A 20/29 ALLOTMENTS

Noted: Allotment Officers Report

Cllr Alder would like minuted the committee's thanks for the officer's reports that were included in the agenda pack. Useful to have comprehensive reports in advance of the meetings. Requested that it would be preferable to have officers in attendance at meetings when they have submitted reports.

Cllr Burmicz asked if the clerk could ensure that officers were present at meetings in the future.

Cllr Furnace commented that the allotment report was very encouraging with regards to the potential release of 9 new Bullfields allotment plots in 2021.

A 20/30 CEMETERY

Noted: Cemetery Managers Report

Clarification of burial statistic – was from February 2020 to February 2021.

Cllr Burmicz had received communication from a cemetery client with regards to a container on site that was near to a family grave. Discussion on relocation of the container or screening off the area.

Cllr Alder noted that the Cemetery Report detailed that screening off / fencing and planting around the new toilet had been detailed and that

it would be an opportunity to get the container work completed at the same time to reduce costs.

A 20/31 FOOTPATHS AND OPEN SPACES

Noted: Matters relating to Footpaths & Open Spaces. There were no additional comments to add to the Champion's report.

A 20/32 ECO-AUDIT WORKING PARTY

Noted: Meeting notes from Monday 8th February 2021

Cllr Furnace advised that Bob Reed was to start work on an Environmental Audit of the town to look at what the town has to offer in terms of bio-diversity and natural land. This was an excellent initiative and she hoped that this committee would follow and support the work carried out.

A 20/33 WEST ROAD TELEPHONE BOX

A member of the public was invited to speak on this topic. They gave thanks to this council and all that they do for the community. The topic of the telephone box was one of concern now that the telephone box had fallen into disrepair. They were happy to be involved in gathering ideas and opinion about what could be done to make better use of the asset.

Cllr Burmicz and Cllr Alder gave some historical background information to the committee and confirmed that the telephone box was owned by the town council and had originally been a tourist information point and clarified that it was still connected to an electricity supply. There had been some investigation work completed by the previous clerk for the potential to relocate the telephone to a more central location in the town and install a defibrillator.

Relocation costs could be high, Cllr Furnace suggested that in the interim it could be tidied up and have the broken windows replaced.

A resolution was formulated but not voted on:

Proposed Resolution: The Clerk investigate the various options for the future use or relocation of the telephone box currently situated at the corner of West Road and London Road. The Clerk and the Mayor to report via press releases the idea in principle and invite parishioners' comments on future use.

A 20/34 OPERATIONS

Noted: Data on revenue sent by Clerk to members of the committee on Public Conveniences.

A 20/35 DEFIBRILATOR PROVISION

Cllr Burmicz and Cllr Furnace both commented that Bell Pharmacy were going to be installing a defibrillator imminently, so this would be in an ideal central location for the town centre.

Clerk commented that there were grants available for the purchase of defibrillators outside licenced premises, the grants were specific with regards to the location, Clerk to further explore this grant opportunity with the view to obtaining funding.

A 20/36 HERTS WASTE LOCAL PLAN – DRAFT CONSULTATION

Cllr Royle reported that he had prepared a draft response for a climate change group, of which he is member in Bishop's Stortford, and he was happy to share the content of his findings.

Cllr Furnace had concerns that the deadline of 19 March 2021 was near and that all councillors should have the opportunity to contribute to the response. Cllr Alder confirmed that if a written response was sent on behalf of the town council then this should be an agenda item at full council so that all had the opportunity to comment. Clerk was requested to add this as an agenda item at the full council meeting of 22 February 2021 for debate and formulate a response.

A resolution was prepared but not voted on as follows:

This committee resolves to respond to the Herts Waste Local Plan which should be presented to full council on 22 February 2021 to obtain the view of all council members.

A 20/37 ITEMS FOR FUTURE AGENDAS

Cllr Burmicz requested that Telephone Box and Defibrillator be standard agenda items.

Cllr Furnace requested that the Herts County Council Anti Engine Idling Campaign be a future agenda item and also the Tiny Forest Initiative that is linked with the local Sustainable Sawbridgeworth Group.

Meeting ended: 20.19

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Laura Carter
Subject: **Allotment Report June 2021**
Date: 21 June 2021

Maintenance Update

The fly tipping and spoil has now been cleared from Bullfields Allotment Gardens and replaced with a car parking area.

The contractor will be returning to site this week to compact the type 1 again before the car park is signed off for use.

The cleared land by the river is scheduled to be power harrowed before being allotted.

Before



After



Sawbridgeworth Town Council

Cemetery Paper by J Sargant

Subject: **Cemetery Report**

Date: 22 June 2021

Statistics – 10 February 2021 – 30 April 2021

Total Burials / Interments = 10

Summary of Burial / Interment type:

New graves sold with ERB = 7

Re-Open Graves = 3 (2 x Full Burial and 1 x Cremated Remains)

Ground Maintenance:

Grass cutting has been challenging in relation to the weather.

Memorials:

'Topple Testing' and inspection of memorials has ceased with the retirement of Cyril Lumley, and therefore the project is not complete. By law, the testing and inspection program must take place, this is currently inactive due to staff shortages.

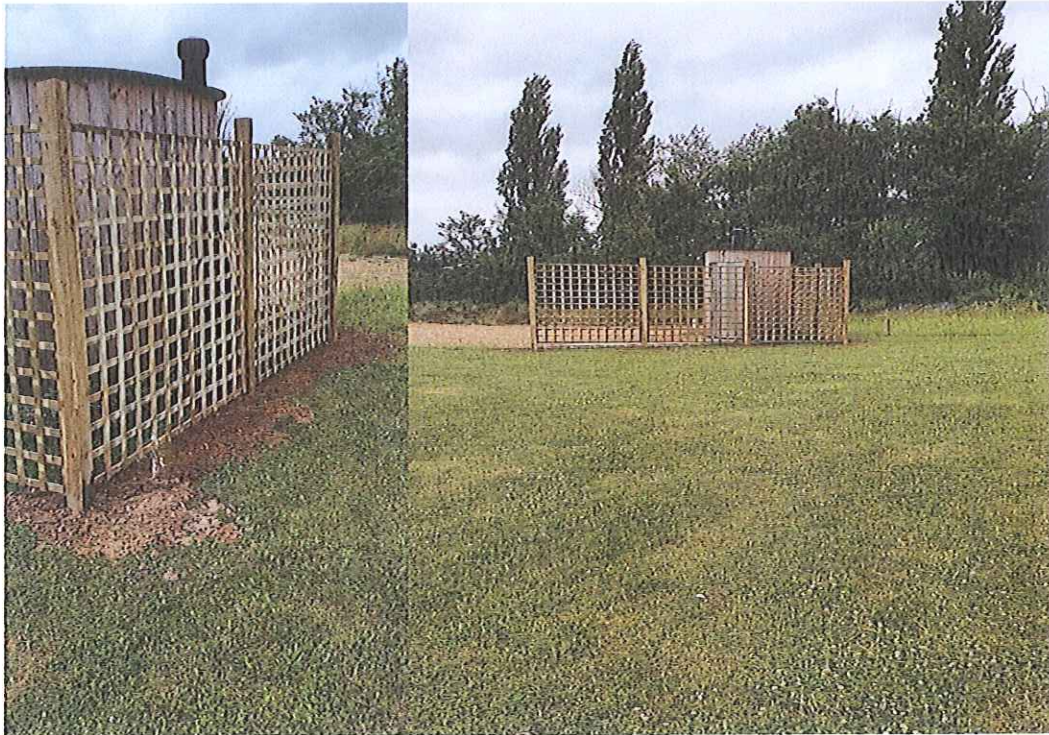
Container Relocation:

The container has now been moved and the family who were affected by its location have now laid their family to rest. They are very grateful for the understanding and help with the matter. The area has now been fenced off and is a great improvement.



Toilet Area:

Trellis screening has now been placed around the toilet in K Section, it has been planted up with Clematis and Honeysuckle that will screen off the area completely and provide colour and scent for insects.



Wildflower Meadow:

Progressing well, but will take at least a couple of years to fully establish.



Eco-Audit Working Group at 12.00 22nd March 2021

Zoom meeting attendees Cllr Annelise Furnace, Cllr David Royle, Cllr Eric Buckmaster, Mrs Hazel Mead, Ms Sarah Brown, Mr Bob Reed, Ms Joanne Sargant; notes taken by Cllr Annelise Furnace

Environmental audit update

- Major strides made by Bob who has visited all locations and listed all notable trees
- Next step is to lists of plants
- Looking at writing the audit up, including maps
- And producing a biodiversity action plan with recommendations for improving different locations in Sawbridgeworth
- Recommends format by Leicester and Rutland Wildlife Trust biodiversity action plan; Borough of Oadby & Wigston plan of action; Parish Wildlife map toolkit
- Eric mentioned getting Scouts involved and the group discussed how other community groups may be able to help make improvements, including residents in terms of their gardens
- Sarah suggested elements and recommendations of the plan could be used in The Flyer

Actions

- Bob to create draft
- Eric/Annelise to look at funding options after May
- Output could include the plan itself and a series of green walks, similar to the series of countryside walks on the STC website
- These could also use Kamoot, similar to the town walks designed for the Sawbo Daily Mile
- Sarah suggested a Sustainability Forum could be a launch event for the plan

STC Eco-Audit next steps

- Town Council has paid for one return visit and update report
- It has achieved quite a lot of the objectives

Action

- Joanne to contact 3 Acorns about return visit

Air quality & anti-engine idling campaigns

- STC received a positive letter back from EHDC regarding air quality
- Meeting to be arranged between STC and EHDC on joint working
- Posters for schools being produced by HCC – Eric explained these look like official DoT signs. By putting them on school property there is no need for permissions required for street furniture
- EHDC plans to put anti-idling posters in their car parks, which would include Bell Street's; we could posters up in shop windows to deter idling; David noted that posters are available from Mums for lungs www.mumsforlungs.org

- Hazel mentioned Full of Beans has had to ask car drivers to turn off their engines while waiting outside CJs
- David reported that Airly offers free monitors for six months and that Mandeville school is interested, suggested STC could facilitate
- Bob suggested getting schools involved in a project similar to Acid Drops run a few years ago by Leventhorpe
- Sarah wondered if a grant might be sought for school library resources to initiate conversations around the topic of air quality, similar to the well-being library already set up in F&B

Actions

- Sarah will mention the HCC posters at F&B's next governing meeting
- Could also use signage at Memorial Hall if agreeable
- David to chase Network Rail about signs and countdown board at the level crossing
- Annelise to ask EHDC if car park posters could be used by shops
- Ask Amenities Committee if STC should sign up/purchase air quality monitors for schools
- Bob to include lichen in environmental audit as a natural indicator of air quality

Tiny Forest & tree planting

- 1,000 hawthorns have been planted in Pishiobury Park
- The Queen's Green Canopy in May for the Queen's Platinum anniversary was mentioned
- Tiny Forest initiative by Sustainable Sawbridgeworth – Bob is working with the group to look at locations and suitability
- Eric mentioned the Barratt development on West Road as a possible location
- Land by the river at the bottom of the Forebury may also be of interest
- An area on the Bell Mead allotment has not been cultivated for several years, and has access to water

Allotments

- Pros and cons of bonfires on allotments were discussed by the group
- STC and EHDC policy is no fires on allotments
- Bob noted composting is now deemed to be the best approach
- The group discussed other wildlife elements that allotments could incorporate including particular plants for blighted areas, and hedgehog tunnels
- Eric noted there will be allotments on the new Barratt site on West Road

Actions

- Hazel will use her next newsletter to ask allotment holders for ideas

Working group members

- The group discussed keeping focused as a bridge between residents and STC, which may not work so well if membership was widened

- Agreed a (?six-monthly) Sustainability Forum (see above) could bring local parties together e.g. businesses, Guides, Scouts, allotments, Memorial Hall, a wider constituency of stakeholders including those interested in enabling cycling

Actions

- STC could arrange a meeting once Covid-19 permits – this would showcase ongoing initiatives and be similar to EHDC's Climate Forum – suggestion to go to Amenities Committee

AOB

- Greening of town events was raised, including reducing single use plastic at the Christmas Lights switch on
- Sarah suggested this could incorporate a lantern festival to tie in with Diwali, involving local schools and community groups
- STC had worked on cup recycling in 2019 but without much success as people did not return them for composting
- STC will continue to encourage stall holders to use less plastic
- Annelise suggested these ideas are picked up later in the year when there is more certainly over large gatherings

Next meeting

TBC

LOCATION OF DEFIBRILLATORS
IN THE
SAWBRIDGEWORTH AREA

Sawbridgeworth Fire Station, Station Road, CM21 9AY

Always Open

The Memorial Hall, The Forebury, CM21 9DB

Tel: 07952 475839

Outside Main Entrance on the wall

Fawbert & Barnard Infants' School, Knight Street, CM21 9AX

Tel: 01279 722357

Located on the inside of the school in the reception area.

Available for use Mon-Fri 9am-3.30pm – term time only

High Wych C of E Primary School, CM21 0JB

Tel: 01279 722109

Located in school hall.

Available to the general public during school opening hours 7.30am-6pm

High Wych Memorial Hall, CM21 0HZ

Tel: 01279 724749

Has one on the wall outside

Central Surgery, Bell Street, CM21 9AQ

Tel: 01279 603180

Has got one located in a downstairs cupboard, but not for public use

Challenge Gym, London Road, Spellbrook, CM23 4AU

Tel: 01279 503503

Has got one. Opening times: Mon/Tue/Wed/Thu 6am-10pm

Fri 6pm-9pm. Sat/Sun 9am-5pm

Sheering Lower Road, CM21 9LF

Defibrillator located in between Sheering Mill Lane and Fouracres
(near a wooden bus shelter)

Bell Pharmacy, 2-3 Forelands Place, CM21 9QD

Defibrillator located by the side of the front entrance

We believe this to be correct at the time of printing.

Dated: 22-06-21