

SAWBRIDGECORTH 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 7:10pm on **Monday 14th July 2025**.

Those present

Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt
Cllr John Rider

In attendance:

Christopher Hunt - Town Clerk attended 0 x Members of the Public
following A&A Committee at 8pm 1 x Councillors
Joanne Sargent – Town events
manager

T25/01 ELECTION OF COMMITTEE CHAIR

Resolved: Cllr Annelise Furnace was elected Chair of the Committee for the year 2025/26. There were no other proposals
Approved [Prop Cllr Angus Parsad-Wyatt; Secd Cllr John Rider]

T25/02 ELECTION OF COMMITTEE VICE CHAIR

Resolved: Cllr Angus Parsad-Wyatt was elected Vice Chair of the Committee for the year 2025/26. There were no other proposals
Approved [Prop Cllr Annelise Furnace; Secd Cllr Salvatore Pagdades]

T25/03 APOLOGIES FOR ABSENCE

Cllr Simon Penney

T25/04 PUBLIC FORUM

No public present

T25/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T25/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 12th May 2025 (T04)
[prop Cllr Angus Parsad-Wyatt sec'd Cllr Dawn Newell]

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

Owner	Action	Completed
Clerk	To raise breaches of the no entry sign	Email sent 13/5/25

	at Sheering Mill Lane to the police	
Clerk	To request an update of the parking restrictions consultation in Bell Street from Cllr Eric Buckmaster.	Email Sent 13/5/25. 13.5.25 Reply, the alteration of parking restrictions will go to statutory consultation and double yellow lines opposite the car park exit has been proposed.
Clerk	To write a page for the Flyer Magazine introducing Councillors and their contact details.	Completed, full page in the flyer and meet the councillor section now in place.
Clerk	To present analytical research into the interactions with the council's website and social media accounts.	Data being collated.
Clerk	To arrange a date with the police to run a joint council/police engagement event.	Email Sent 13/5/25. Current dates are set with the police surgeries but officers will be happy for councillors to join them.
Clerk	To find a contact for St Georges Day event and to place this on the events calendar for councillors.	Eifion Harries and Maureen Bray. Calendar on website to be updated. Next event pencilled in 26 th April 2026.

T25/07 ALLOTMENTS

Received and noted – Allotments Officer Report

The report was on the large screen in the chamber and a video was played regarding the Southbrook allotment project with affinity water and the planting of an orchard.

ACTION – Joanne Sargent to push the video out of the Southbrook allotment through social media.

T25/08 CEMETERY

Received and noted – Cemetery update from the Cemetery officer

T25/09 FOOTPATHS & OPEN SPACES

Cllr Rider highlighted the upgrades of footpaths 9 and 23 have been completed and thanked Nicholas Maddox and Keith Mattacks. Cllr Annelise Furnace also thanked a resident for her persistence in raising the importance of surfacing footpath 9 Claire Ginders.

Cllr Rider raised a dangerous tree along the river embankment near to the Southbrook allotments, an old lamppost that will need removing which he has emailed the Clerk and he wanted to highlight the great work of open reach in supplying broad band to the town and the team working on clearing gullies and drains for their excellent work.

Cllr Dawn Newell raised a dangerous footpath obstruction in Bell Street. Joanne Sargent made her aware the Clerk was already dealing with this and the Nursery are getting the bin removed causing the issue later this month.

Cllr Salvatore Pagdades raised some overgrowth encroaching onto the footpath that had been mentioned on Facebook and Joanne Sargent encouraged councillors to report these matters as well as members of the public.

Cllr John Rider raised the telephone box in the Forebury and Joanne Sargent stated this will be discussed at full town Council to assess if all members want to buy the asset and then come up with ideas for its use if it is purchased.

Cllr Annelise Furnace noted Bob Reed had raised the cutting back of vegetation along the Sawbridgeworth Brook at South brook being too severe, and that the brook needs clearing. The Clerk is looking into this once there is ranger capacity.

T25/10 OPERATIONS

To receive, note and discuss matters relating to Operations.
The Clerks report was noted.

Cllr John Rider raised the fact of recent damage to the Cricket Club and he has asked the chairman to contact the Clerk.

T25/11 ECO WORKING PARTY

Received and noted – Eco Group working party report

Cllr Furnace advised that:

- The group will drop the audit part of the name
- They have welcomed a new member, James Parker.

T25/12 REDUCING THE COUNCILS CARBON FOOTPRINT

Update on progress in relation to the following two items;

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

Cllr Annelise Furnace updated the meeting with the following:

- James Parker will be looking at how the metrics are recorded for the report each year rather than pay for an external audit moving forwards.
- Bob Reed will be completing bio diversity reports for 10 sites. These are the local sites included in Hertfordshire county council's bio diversity inventory.
- EV Charging points are still being in the procurement stage at EHDC following a resident's enquiry. Cllr Angus Parsad-Wyatt stated this appears to be going around in circles and not progressing. He had tried numerous locations and companies with a negative response.

T25/13 TOWN ACTION PLAN

Cllr A Parsad-Wyatt updated the meeting with current progression on the action plan.

- Stated flooding mitigation has been put in place and working.
- Roads and pavements raised as a concern have been resurfaced and others planned for works this year.
- The commuter bus service has been assessed and will need to be fully reviewed as it may require separate funding to run for several months to build a customer base. As such it will need to be presented at finance and full council if it is agreed to progress.
- Parking has been addressed with the removal and placing of yellow lines to mitigate issues.
- Bell Street parking charges were changed but the first half an hour free remains, which is unusual for the size of the town.
- Overgrown footpaths on Station Road. Residents encouraged to report these matters and the rangers have been helping out where they can.
- Crime and ASB is being addressed through the successful CCTV system and good relationship with the police.

Ongoing matters are as follows,

- The market
- Encourage reporting and civic pride
- Promotion of meetings and councillor activity. Cllr Annelise Furnace raised that the Flyer reports and page did assist in covering this point.

Cllr Dawn Newell raised the safety matter of children swimming in the river. The Clerk made members aware of the police visiting Leventhorpe and this was part of the summer holiday safety messages.

T25/14 COUNCILLOR ENGAGEMENT

- The Clerk has circulated the bike marking event to members and offered a good engagement opportunity 7pm – 8pm 15th August
- A discussion was had to the social media and website engagement where reports were added to the agenda. Cllr Angus Parsad-Wyatt asked if a report over a year could be generated to allow a full assessment to be made.

ACTION - Joanne Sargent to produce a report for website and Facebook engagement for 12 months period.

T25/15 ITEMS FOR FUTURE AGENDAS

Cemetery items on a future agenda.

No further suggestions were made.

Meeting ended at 8:14pm

ACTIONS

Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	

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13/10/25
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