

Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth
Hertfordshire CM21 9AN
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MAYOR
Cllr Salvatore Pagdades
TOWN CLERK
Christopher Hunt

e-mail: info@sawbridgeworth-tc.gov.uk
web: www.sawbridgeworth-tc.gov.uk

To: Cllr's Furnace, Newell, Pagdades, Rider, A Parsad-Wyatt, Penney

TOWN ACTION PLAN AND AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 9th February 2026** at the **conclusion of the 7:00pm Planning meeting in the Council Chamber of Sayesbury Manor** for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Christopher Hunt'.

Christopher Hunt
Town Clerk
3rd February 2026

AGENDA

- T25/29** **APOLOGIES FOR ABSENCE**
[👏] To receive and approve any apologies for absence.
- T25/30** **DECLARATIONS OF INTEREST**
To receive any Declarations of Pecuniary Interest by Members
- T25/31** **PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Action Plan and Amenities Committee.
- T25/32** **MINUTES**
[📄] [👏] To approve as a correct record the draft minutes of the Town Action Plan and Amenities Committee Meeting held on 13th October 2025 (T02) [Attached appendix A]

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

Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
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Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	
Clerk	To request risk assessment from East Herts DC for Bell Street carpark in freezing weather conditions.	Email sent to EHDC Parking Manager, Cllr Pagdades copied in. Policy received 27 th October 2025 from Dominic Kingsbury, parking services manager
Clerk	To investigate if the town centre funding was still available and to send Cllr Salvatore Pagdades emails sent regarding Hostile Vehicle Mitigation to all Clerks.	Emails sent 21/10/25 to EHDC and Clerks in East Herts seeking clarity on the position of this project and Cllr Salvatore Pagdades copied in.

T25/33

ALLOTMENTS



To receive Allotment Officers Report and discuss matters relating to Allotments.

[Attached appendix B]

T25/34

CEMETERY



To receive Cemetery report to discuss matters relating to the Town Cemetery.

[Verbal update from the Clerk]

T25/35

FOOTPATHS & OPEN SPACES

To note and discuss matters relating to Footpaths & Open Spaces.
Cllr Rider

T25/36

CAR PARKING CHARGES



To discuss the council's response to the recent car parking charging changes

[Attached appendix C]

Cllr Rider

T25/37

EMERGENCY PLAN



To discuss the development of an emergency plan to create a network of contacts within the local area to work with the emergency services.

Attached draft plan appendix D]

T25/38

OPERATIONS



To receive, note and discuss matters relating to Operations.

- Staffing Update
- SawboBus
- Jubilee Gardens

- Cemetery (Staff)
- West Road Allotments

Town Clerk

[Attached appendix E]

T25/39 ECO-AUDIT WORKING PARTY

[📎]

- To receive an update from Cllr Furnace on matters relating to the Eco-Audit Working Party

[📎]

- Eco Reps Report

[Attached appendix F]

T25/40 REDUCING THE COUNCIL'S CARBON FOOTPRINT

[📎]

Update on progress;

Clerks Report

[Attached appendix G]

T

25/41 TOWN ACTION PLAN

Update on the 2023-27 Town Action Plan,

Cllr A Parsad-Wyatt

T25/42 COUNCILLOR ENGAGEMENT

Future engagement opportunities

- Energy Hub February 2026

T25/43 ITEMS FOR FUTURE AGENDAS

To note items for future agendas

Appendix A

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 13th October 2025**.

Those present

Cllr Annelise Furnace

Cllr Dawn Newell

Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt

Cllr Simon Penney

Cllr John Rider

In attendance:

Christopher Hunt

0 x Members of the Public

1 x Councillors

T25/16 APOLOGIES FOR ABSENCE

There were none

T25/17 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T25/18 PUBLIC FORUM

No public present

T25/19 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 14th July 2025 (T01)
[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	Update
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.	

T25/20 ALLOTMENTS

Received and noted – Allotments Officer Report

Noted - The allotment officer's report for July 2025.

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

T25/21 CEMETERY

Received and noted – Cemetery update from the Cemetery officer

T25/22 FOOTPATHS & OPEN SPACES

Footpath at Southbrook discussed as it remains on the allocation list for approval as a footpath and the Clerk will be appealing this to the Secretary of State as it has been on the list for several years and a recent enquiry indicated it could be several more years before the path is registered.

A post to restrict access along the path has been assessed but due to maintenance by the town council and access to the river needed by EHDC, Canals and Rivers Trust and emergency services this was felt it would not be appropriate.

A TPO application will be revisited for the boundary trees at Southbrook allotments to prevent substantial trees being removed by developers in the future. A site visit has been arranged for the Clerk and Allotments Manager to meet with allotment holders to progress.

Cllr John Rider highlighted the Fair Green Road markings had not been upgraded and were nearly all worn away. Parkway gullies were overgrown, and the lamp post in Linwood had not been removed and was dangerous.

It was agreed further questions were needed to ensure contractors were not placing food waste in the wrong bins.

T25/23 OPERATIONS

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

- A new driver has been employed for the SawboBus
- The Hailey Centre has started the refurbishment works
- Jubilee Gardens a further survey required has been completed and submitted.

Cllr John Rider raised the fact of lack of gritting in the Bell Street Car Park and East Herts have completed gritting in other towns car parks but not in Bell Street.

It was agreed that the rangers were not to treat the car park with grit in frozen weather but will treat footpaths to the doctors surgery and through the Jubilee Gardens.

ACTION – Clerk to request risk assessment from East Herts DC for Bell Street carpark in freezing weather conditions.

T25/24 ECO WORKING PARTY

Received and noted – Eco Group working party report

Cllr Furnace advised that:

- Bob Reed will be completing some work on the Sawbridgeworth brook.
- A regular article has been agreed for the group to publish regularly in the Flyer.

Cllr Simon Penney asked regarding the cows being removed from Pishiobury Park if this is due to an issue or if this is a natural annual event. The group were to make local park users to call the police if they witness dogs dangerously out of control or drones scaring cattle.

T25/25 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 referred to the report presented at the finance committee and that the old boiler will be replaced with an electric alternative when it comes to its end of life. The electricity supply will be explored to change to greener energy when the contract expires in the spring of 2026.

Further work is being completed to track the usage of energy as currently estimated bills are being received which are not conducive to measurement.

Greener banking is to be explored by Lisa to assess if the post office is an option.

T25/26 TOWN ACTION PLAN

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

- West Road and A1184 road junction is to be explored by Herts Highways.
- Cambridge Road has had a speed indicator device fitted.
- LCWIP consultation is live
- Car Park Charges are being reviewed and awareness to be raised locally on the consultation. Cllrs were encouraged to email Cllr Ben Crystal to make him aware of local feeling towards the parking tariff changes.
- EV chargers were to be fitted prior to Christmas and more than the planned three were to be encouraged.
- Warding was discussed and it was agreed the petition was to ask for the community to be consulted regarding warding not the fact that the town is to be warded. The headline of the petition was discussed as appropriate and it was felt that the warding had been debated three separate times and it was a headline to grab people's attention.
- Communication has improved from the council from the Flyer reports now taking place.

T25/27 COUNCILLOR ENGAGEMENT

- The Clerk raised Remembrance Sunday and the Christmas lights were two opportunities.
The Clerk raised the matter of the new legislation, Martyn's Law would have an impact on finances due to the increased security measures needed to falls in line with the regulations coming in 18months time.

Hostile Vehicle Mitigation that had been discussed with the five towns to support safety at events had faltered and it

appears the larger towns were to use the funding and Sawbridgeworth and Buntingford were not receiving this support.

ACTION - Clerk to investigate if the town centre funding was still available and to send Cllr Salvatore Pagdades emails sent regarding Hostile Vehicle Mitigation to all Clerks.

T25/28 ITEMS FOR FUTURE AGENDAS

No further suggestions were made.

Meeting ended at 8:09pm

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.	
Clerk	To request risk assessment from East Herts DC for Bell Street carpark in freezing weather conditions.	Email sent to EHDC Parking Manager, Cllr Pagdades copied in. Policy received 27th October 2025 from Dominic Kingsbury, parking services manager  Car Park Winter Maintenance Policy
Clerk	To investigate if the town centre funding was still available and to send Cllr Salvatore Pagdades emails sent regarding Hostile	Emails sent 21/10/25 to EHDC and Clerks in East Herts seeking clarity on the position of this project and Cllr Salvatore Pagdades copied in.

	Vehicle Mitigation to all Clerks.	
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Appendix B

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Laura Carter
Subject: **Allotment Report February 2026**
Date: 30 January 2026

West Road Allotments

The site has now been transferred to Sawbridgeworth Town Council.

We have secured the site with a 6-meter gate to prevent unauthorised vehicle access, as well as locks for all gated areas.

Work has begun laying down paths and dividing the site into plots.

As soon as the work is complete the plots will be allocated to tenants on the waiting list. It is anticipated that this will happen by mid-February, weather permitting.





Appendix C

Agenda Item: Briefing Note – East Herts District Council Parking Consultation & Introduction of Weekend Charges at Bell Street Car Park

1. Purpose of the Briefing Note

To update Members on the outcome of East Herts District Council's (EHDC) parking consultation and to summarise the confirmed changes affecting Bell Street Car Park, Sawbridgeworth, following decisions made by the EHDC Executive on **13 January 2026**.

2. Background

EHDC undertook a district-wide public consultation between **9 October and 6 November 2025** on proposed amendments to car park operational hours, tariffs and maximum stays, including the introduction of weekend charging at Bell Street Car Park. The consultation formed part of EHDC's wider Parking Strategy, aimed at creating consistency across rural car parks and improving turnover of parking spaces. [[democracy....rts.gov.uk](https://democracy.ehdc.gov.uk)]

EHDC received responses, which were considered by the Executive in January 2026.

3. Key Consultation Feedback

The consultation generated strong local feedback, particularly from Sawbridgeworth, Buntingford and Stanstead Abbots. Respondents raised:

- **Concerns about the economic impact** on small businesses, sports clubs and weekend visitors.
 - **Displacement fears**, with local roads likely to be used instead of the car park.
 - **Objections to proposed Blue Badge restrictions**, including a three-hour free parking limit.
-

4. EHDC Executive Decisions (13 January 2026)

Despite objections, the EHDC Executive **approved weekend charging at Bell Street**, with adjustments made in direct response to the consultation results.

Approved Measures Affecting Bell Street Car Park

- **Saturday charging introduced**, aligned with current weekday rates (30 minutes free, then 70p for one hour).

- **Sunday charging introduced** at a **reduced all-day rate of £1.50** (original proposal was £2.10).
- **No inflationary increase** to weekday tariffs at Bell Street, implemented as a concession following concerns raised in consultation feedback.

Blue Badge Holder Adjustments

- A three-hour limit on free parking will be applied across all EHDC car parks.
 - However, following objections, Blue Badge holders may **pay to remain longer** if required.
-

5. Implementation Timeline

The changes, including weekend charging, will come into effect **from April 2026**, as confirmed in EHDC's published notice. [\[eastherts.gov.uk\]](https://www.eastherts.gov.uk)

6. Implications for Sawbridgeworth

- Likely impact on local weekend footfall, particularly for retail, hospitality, sports clubs and community events.
 - Potential displacement of parking onto surrounding streets.
 - Need for STC to consider coordinated messaging to local stakeholders and the Sawbridgeworth Society (SSA).
 - Monitoring required post-implementation to assess real-world impact and to feed back into future EHDC reviews.
-

7. Recommendation for Council

Members are invited to:

1. **Note** the consultation outcomes and confirmed changes.
2. **Agree** whether Sawbridgeworth Town Council should prepare a formal response or follow-up communication to EHDC setting out local concerns.
3. **Consider** whether further engagement is needed with:
 - Sawbridgeworth Society (SSA)
 - Local businesses
 - Sports clubs and community groups
4. **Request** that the Clerk continues monitoring the situation and provides updates as implementation approaches.

Appendix D

Sawbridgeworth Community Emergency Plan (2026)

Version: 1.0 (Draft for Council Approval)

Owner: Sawbridgeworth Town Council (STC)

Prepared by: Town Clerk (Community Emergency Coordinator)

Date: January 2026

1) Purpose, Scope and Principles

Purpose. To enable Sawbridgeworth to prepare for, respond to, and recover from disruptive incidents by coordinating local volunteers, assets and information in a way that **complements**—not replaces—the emergency services and statutory responders. [\[assets.pub...ice.gov.uk\]](#), [\[gov.uk\]](#)

Scope. This plan covers community-led actions **before, during and after** emergencies where residents are affected but not in immediate life-threatening danger, recognising that first responders will prioritise those in greatest need. [\[assets.pub...ice.gov.uk\]](#), [\[prepare.ca...ign.gov.uk\]](#)

Principles.

- **Safety first:** volunteers do not undertake activity that puts life at risk or duplicates the role of emergency services. [\[ddfire.gov.uk\]](#)
 - **Coordination** with Hertfordshire County Council/East Herts DC and the Local Resilience Forum (LRF). [\[prepare.ca...ign.gov.uk\]](#)
 - **Proportionality & inclusion:** tailored to local risks and needs; accessible and regularly reviewed. [\[assets.pub...ice.gov.uk\]](#)
-

2) Governance and Roles

2.1 Community Emergency Group (CEG)

Sponsor: Mayor of Sawbridgeworth (or nominated councillor)

Lead: Community Emergency Coordinator (CEC) – Town Clerk

Deputy CEC: Named deputy (councillor or senior officer)

Core functions: Coordination, communications, volunteer management, logistics, welfare/safeguarding, and liaison with responders—roles widely recommended in national volunteer handbooks and local planning guidance. [\[ddfire.gov.uk\]](#), [\[assets.pub...ice.gov.uk\]](#)

2.2 Role Descriptions (summary)

- **CEC:** Activates plan; liaises with emergency services/councils; chairs meetings; approves public messaging. [\[assets.pub...ice.gov.uk\]](#)
- **Deputy CEC:** Supports/acts in absence of CEC; manages shift rota. [\[ddfire.gov.uk\]](#)
- **Communications Lead:** Operates comms cascade; manages website/social media and incident updates; maintains contact with EHDC/HCC channels per toolkit emphasis on communications. [\[assets.pub...ice.gov.uk\]](#)
- **Logistics Lead:** Manages equipment, safe locations/hubs, transport, supplies. [\[assets.pub...ice.gov.uk\]](#)
- **Volunteer Leads (by zone or function):** Briefing, tasking, H&S checks, pairs/buddy system. [\[ddfire.gov.uk\]](#)
- **Welfare & Safeguarding Lead:** Checks on vulnerable residents; coordinates with support agencies; ensures safeguarding and confidentiality per volunteer guidance. [\[ddfire.gov.uk\]](#)

Volunteer expectations (work in pairs, safety equipment, what3words, safeguarding, data protection, inclusion) are drawn from the Volunteer Handbook model and should be incorporated in induction materials. [\[ddfire.gov.uk\]](#)

3) Risk Profile (Sawbridgeworth)

Method. Use local knowledge and LRF/council inputs to identify likely hazards and vulnerabilities; this is an early step in the GOV.UK toolkit. [\[assets.pub...ice.gov.uk\]](#)

Headline community risks (illustrative):

- **Flooding/Surface Water** (River Stort and tributaries; drainage surges). [\[assets.pub...ice.gov.uk\]](#)
- **Severe Weather** (snow/ice, storms, extreme heat/cold). [\[assets.pub...ice.gov.uk\]](#)
- **Major Transport Disruption** (A1184 blockage; rail line disruption). [\[assets.pub...ice.gov.uk\]](#)
- **Loss of Utilities/Comms** (power, water, telecoms). [\[prepare.ca...ign.gov.uk\]](#)
- **Public Health/Environmental Incidents** (smoke, pollution, contamination). [\[assets.pub...ice.gov.uk\]](#)

The plan will be refined with Hertfordshire/East Herts officers and LRF partners as advised by GOV.UK "prepare" guidance to ensure local specificity. [\[prepare.ca...ign.gov.uk\]](#)

4) Community Assets, Capabilities and Vulnerabilities

4.1 Community Hubs / Safe Locations

Identify buildings with power, kitchens, toilets, accessibility, and parking, as recommended in community emergency planning guidance. [\[cumbriaaction.org.uk\]](https://cumbriaaction.org.uk)

- **Primary:** Town Council Offices; Hailey Centre
- **Secondary:** Bullfields Centre; churches and faith halls; Air Cadets Hall
- **Tertiary:** Schools or sports pavilions (subject to agreement)

4.2 Skills & Resources Register

Per toolkit guidance, map local skills and equipment: first aiders, MHFA, 4×4 owners, generators, catering, interpreters, amateur radio, chainsaw operators, builders, pharmacists, etc.

[\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

4.3 Vulnerable People & Groups

Record *categories* (not open lists of names) and the **process** for identifying and supporting people during incidents in line with data protection and safeguarding points in volunteer guidance. [\[ddfire.gov.uk\]](https://ddfire.gov.uk)

5) Activation & Initial Actions

5.1 Triggers for Activation

As set out in the GOV.UK template/toolkit, define “activation triggers” such as: official warnings (Met Office/EA), significant local damage/disruption, request from emergency responders or council, or urgent community welfare needs. [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk), [\[gov.uk\]](https://gov.uk)

5.2 Who Can Activate

CEC, Deputy CEC, or Mayor (if delegated) can activate the plan and alert the CEG.

[\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

5.3 First Hour Actions (Checklist)

1. **Life safety first** – call 999 where appropriate; avoid hazardous tasks. [\[ddfire.gov.uk\]](https://ddfire.gov.uk)
2. **Activate comms cascade**; convene CEG (virtual or at primary hub). [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)
3. **Establish situational picture** (what/where/who affected); log all info. [\[gov.uk\]](https://gov.uk)
4. **Liaise** with EHDC/HCC Resilience, Police, Fire. [\[prepare.ca...ign.gov.uk\]](https://prepare.ca...ign.gov.uk)
5. **Prioritise welfare checks** for vulnerable residents; deploy buddy teams. [\[ddfire.gov.uk\]](https://ddfire.gov.uk)
6. **Public information**: issue clear, verified updates and signpost to official advice channels. [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

6) Communications Plan

Objectives. Fast, consistent, accurate communications across volunteers, partners and the public, as the toolkit emphasises. [\[assets.pub...ice.gov.uk\]](#)

Internal:

- Primary alert: WhatsApp/Signal list; backup: SMS tree; fallback: phone round. [\[assets.pub...ice.gov.uk\]](#)
- Incident log: shared form/spreadsheet; radio if available (RAYNET/PMR). [\[gov.uk\]](#)

External/Public:

- STC website and social media; noticeboards; local radio/community groups—per GOV.UK “Prepare” advice to use local, trusted channels. [\[prepare.ca...ign.gov.uk\]](#)
- Media handling via Communications Lead (pre-cleared messages, safety/welfare guidance). [\[assets.pub...ice.gov.uk\]](#)

Liaison:

- Single point of contact to EHDC/HCC and emergency services to reduce duplication and ensure complementarity with responders. [\[prepare.ca...ign.gov.uk\]](#)

7) Health, Safety, Insurance and Legal

- **H&S controls:** dynamic risk assessments; buddy system; safety kit; stop work authority—good practice set out in volunteer handbooks. [\[ddfire.gov.uk\]](#)
- **Insurance:** confirm Public Liability/volunteer cover via STC (or an umbrella policy); Volunteer Handbook points to Neighbourhood Watch PLI as an example model where applicable. [\[ddfire.gov.uk\]](#)
- **Safeguarding & DBS:** proportionate checks for roles engaging with children/vulnerable adults; safeguarding brief in every induction (as per volunteer guidance). [\[ddfire.gov.uk\]](#)
- **Data Protection:** collect only necessary data; store securely; share on a “need-to-know” basis; avoid publishing lists of vulnerable residents—emphasised in volunteer guidance. [\[ddfire.gov.uk\]](#)

8) Training, Exercising and Review

- **Induction** for all volunteers (roles, boundaries, safety, safeguarding, comms). [\[ddfire.gov.uk\]](https://ddfire.gov.uk)
 - **Exercises:**
 - Annual **table-top** exercise using local scenarios (e.g., River Stort flood).
 - Communications cascade test (quarterly).
 - Hub setup drill (annual).The national toolkit recommends practising and reviewing the plan regularly. [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)
 - **Debriefs & updates:** after incidents/exercises; log lessons learned; plan versioning. [\[gov.uk\]](https://gov.uk)
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9) Resource Annexes (Working Documents)

Use the GOV.UK **Community Emergency Plan Template** headings to structure annexes and make them easy to maintain. [\[gov.uk\]](https://gov.uk)

Annex A – Contact Directory

- **Emergency Services & Councils:** key control rooms, EHDC Emergency Planning, HCC Resilience, LRF contact. [\[prepare.ca...ign.gov.uk\]](https://prepare.cumbria.gov.uk)
- **Utilities:** electricity, gas, water, telecoms faults lines.
- **Local partners:** schools, surgeries, pharmacies, faith groups, community groups, businesses.

Annex B – Volunteer Register & Call-Out Cascade

- Role, mobile, email, skills, shift availability; include consent statement for data use. [\[ddfire.gov.uk\]](https://ddfire.gov.uk)

Annex C – Assets & Equipment

- Hubs' capacities, accessibility, heating/catering; equipment (radios, torches, hi-viz, first aid kits); transport (4x4, minibuses). [\[cumbriaaction.org.uk\]](https://cumbriaaction.org.uk)

Annex D – Local Risk & Trigger Cards

- Flood trigger (EA/Met Office alerts), severe weather (yellow/amber/red), major road closure, power outage—include immediate actions & key numbers, consistent with toolkit activation guidance. [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

Annex E – Message Templates

- **Public update** (verified info, safety advice, where to get help). [\[assets.pub...ice.gov.uk\]](https://assets.publishing.service.gov.uk)

- **Volunteer call-out** (location, task, safety notes, check-in). ddfire.gov.uk
- **Mutual aid request** to neighbouring parishes/EHDC.

Annex F – Induction & Safety Brief

- Role boundaries; safeguarding; dynamic risk assessment; buddy system; PPE; lone-working prohibition; welfare and breaks—drawn from volunteer safety guidance. ddfire.gov.uk

Annex G – Exercise & Review Log

- Annual schedule; lessons learned; version control consistent with GOV.UK review advice. [assets.pub...ice.gov.uk](https://assets.publishing.service.gov.uk)

10) Plan Administration

- **Version control:** v1.0 (January 2026); review annually each **January** or after any activation. [assets.pub...ice.gov.uk](https://assets.publishing.service.gov.uk)
 - **Accessibility:** publish summary online; full plan to partners on request (with data-redacted annexes as required). gov.uk
 - **Distribution:** CEG, STC members, EHDC/HCC Resilience, LRF partners. prepare.ca...ign.gov.uk
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Ready-to-Use Templates (paste into Annexes)

A) Initial Activation Log (extract)

Date/Time:

Activator (name/role):

Trigger (what happened / source):

Immediate risks identified:

Emergency services notified? (Y/N, details)

CEG alert sent at:

First hub/location:

Top 3 priorities (first hour):

Notes/decisions:

Next review time:

(Logging is a core element in the GOV.UK template approach and supports later debriefs.) [\[gov.uk\]](#)

B) Volunteer Call-Out Message

Subject: SCEG Activation – [Incident Type] – [Time]

Please proceed to: [Location/Hub]

Role/Team: [e.g., Welfare Checks – Zone North]

Safety: Work in pairs; hi-viz & ID; no wading/driving through floodwater.
Check-in on arrival with [Name/Number]. Do not undertake hazardous tasks.

(Mirrors volunteer safety expectations and paired working.) [\[ddfire.gov.uk\]](#)

C) Public Update Template (Website/Social)

UPDATE – [Time, Date]

There is [brief description]. Emergency services are responding.
If life is at risk call 999.

Local advice:

- Avoid [hazard/area]
- If you need welfare support: [hub address/hours]
- Travel and service updates: [links]

We will issue the next update at [time]. Follow official channels listed here.

(Toolkit highlights the importance of clear public comms and signposting.) [\[assets.pub...ice.gov.uk\]](#)

Implementation Next Steps (for Council Paper)

1. **Approve** this plan framework and appoint the named **CEC/Deputy**.
[\[assets.pub...ice.gov.uk\]](#)
 2. **Populate annexes** (contacts, hubs, volunteers, assets) with EHDC/HCC and LRF input.
[\[prepare.ca...ign.gov.uk\]](#)
 3. **Launch recruitment** and run induction using the volunteer handbook principles.
[\[ddfire.gov.uk\]](#)
 4. **Schedule first table-top exercise** (within 8–12 weeks) and publish a public summary.
[\[assets.pub...ice.gov.uk\]](#)
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Sources (core guidance you can append to the report)

- **GOV.UK – Community Emergency Plan Toolkit & Template** (Cabinet Office) – step-by-step planning, activation, comms, and review. [\[assets.pub...ice.gov.uk\]](#), [\[gov.uk\]](#)
 - **GOV.UK – “Prepare” campaign: Information for communities and community groups** – partnership working, local networks, responder complementarity. [\[prepare.ca...ign.gov.uk\]](#)
 - **Volunteer Handbook for Community Emergency Groups** – roles, H&S, safeguarding, data protection, expectations. [\[ddfire.gov.uk\]](#)
 - **Community Emergency Planning Guidance (example practice)** – identifying hubs and keeping plans short, simple, and maintainable. [\[cumbriaaction.org.uk\]](#), [\[westberks.gov.uk\]](#)
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DRAFT

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Town Action Plan and Amenities Committee
From: Christopher Hunt
Subject: Clerks Report February 2026
Date: 9th February 2026

Town Clerk's Report – Full Council Meeting

1. Staffing Update

We currently have three members of staff on long-term sick leave. One member of staff has come back on a phased return following a short period of sickness.

2. Sawbobus Community Transport

The leased Sawbobus vehicle continues to perform well, and feedback from both passengers and drivers has been very positive.

The old Sawbobus has now been sold, in line with the previously agreed decision to dispose of the asset.

The Council retains the older Transit vehicle, which remains in use as a backup bus and as a vehicle available for hire by local community groups. It is currently used regularly by the church.

3. Jubilee Gardens Project

The planning application for Jubilee Gardens has now been accepted by East Herts Council. The Biodiversity Net Gain (BNG) offset location for our development at the Cemetery is being considered.

4. West Road Allotments

The new entrance gate has been installed to secure the site from unauthorised vehicle access.

Ground preparation will take place this month so that new tenants can take over their plots as scheduled.

Appendix F

Eco Working Group Meeting via Teams, 27 January 2026 at 12.00

Attendees: Cllr Annelise Furnace (AF) Chair; Bob Reed (BR); Hazel Mead (HM); Chris Hunt (CH), James Parker (JP); notes taken by AF.

Apologies: Cllr Ruth Buckmaster, Cllr Eric Buckmaster, David Royle

Minutes of last meeting; approved.

Actions:

Owner	Action	Completed
JP	Continue to liaise with LN on meter readings	After this meeting, CH confirmed gas meter located and readings being taken
AF/JP	Provide Bell Street Energy Hub date to CH	Held in Bell Street on 25/10/25 and at Christmas Lights on 29/11/25
BR	Work on Sawbridgeworth Brook project	First field meeting completed and second scheduled. Webinar will be part of end deliverables
BR/AF	Work on an article to promote Citizen Science group – AF to send STC email	Two articles published (on Citizen Science Group and Eco WG remit)

1. STC Eco Audit actions update (including Energy Hub)

- Changed to renewable energy supplier (Smartest Energy) this January
- Can report on electricity consumption but cannot find gas meter [since meeting, confirmation that this has been located and readings are being taken]
- Energy Hubs (October and November) went well with October's getting good in-depth engagement while November's provided publicity for the thermal imaging camera loan scheme – combined with The Flyer article this resulted in full bookings for January. Next Energy Hub pencilled in for 28 February, 9.30 to 12.00 (set up at 9.00)
- West Road allotments have water storage and tap flow reduction devices to be fitted
- Change to lease model for Sawbobus, which is more fuel efficient, and old bus sold
- STC's eco audit to be updated, likely needs re-base – JP, AF and CH to meet on this
- STC agenda pack printing is becoming a cost and environmental issue given the number of packs (7) and pages (700-800 pages of colour printing) – CH to put onto STC agenda

2. Citizen Science Group project on Sawbridgeworth Brook

- First field meeting with 12 people attending – Stort to London Road on 17/01/26. Next will be from London Road to West Road (31/01/26)
- Group to access brook from West Road Sawbridge development – CH to contact developer
- Group will meet once a month from February to do testing, biodiversity and history studies; deliverables to include a webinar plus exhibition at River Day

3. Clean Air updates

- Real-time air quality monitoring on A1184 is not working – EHC and HCC officers working with Wellstat to resolve this
- F&B parent and school head looking at options for a potential School Streets pilot

- Clean Air Night on 22/01/26 promoted by Sustainable Sawbridgeworth through The Flyer, Facebook and group's webpage

4. Local Nature Recovery Strategy (LNRS) and Summit

- EB attending, sent notes to Eco WG and will provide further update at next meeting
- BR notes many of Sawbridgeworth sites are on private land and it may be difficult to get farmers and land owners to take action to encourage biodiversity
- Pishobury Park new lime tree avenue – appears to be based on an old map but may not have been part of original design. Friends not informed, which was disappointing. Note the Friends have relaunched their website

5. Allotments & community gardening

- Southbrook Allotment has a nature group and plan to install bird boxes on sheds
- Memorial Hall has planters containing pompom trees, to which lavender bushes will be added as well as flower seeds, plus clematis will be planted to climb extension wall
- HM hopes to liaise with residents taking the new allotments at West Road
- Allotment Show scheduled for 05/09/26

6. Sustainable Sawbridgeworth activities

- Supporting recent Energy Hubs
- Two thermal imaging cameras available and managed through the library – up to 18 hires so far – JF will be emailing hirers for feedback
- Two members offering advice on sustainability careers at Leventhorpe School careers fair

7. Local cycling & walking infrastructure plan update

- Final consultation taken place. CH to for update on when final plan will be published

8. **AOB** JF is representing Sustainable Sawbridgeworth on Hertfordshire Retrofit Steering Group, an initiative that comes from the Hertfordshire Sustainability Plan to improve and speed up retrofit – this group of interested parties will steer programme which has £0.5m in funding donated by MCS (standards body overseeing solar and heat pump installer accreditation) – other participants include Hertford Regional College and a community group from Letchworth

Actions:

Owner	Action
CH/JP/AF	Energy Hub planned for Saturday 28 February 9.30 to 12.00 (with set up at 9.00) by Bell Street car park exit – CH check ranger availability; AF check EHC for paved area
CH/JP/AF	Set a date to meet on updating STC's eco audit
CH	Agenda pack printing issues onto future STC agenda
CH	Contact Sawbridge developer for to access brook
EB	Update group on Nature Summit
CH/EB	Update on LWCIP final plan publication date

Cllr Annelise Furnace, Eco report 26 January 2026 (at 18/01/26)

STC Energy Hub at Christmas Lights – 29 November

- Supported by volunteers from Sustainable Sawbridgeworth, this hub focused on how to live more sustainably and save money in 2026
- Handed out a festive guide mapping sustainability across four areas: food, energy, transport, and shopping – to encourage small but meaningful shifts, such as eating less meat, insulating your home, choosing public transport, and buying second-hand
- Visitors could try out one of two thermal imaging cameras, available through the free loan scheme at Sawbridgeworth Library.



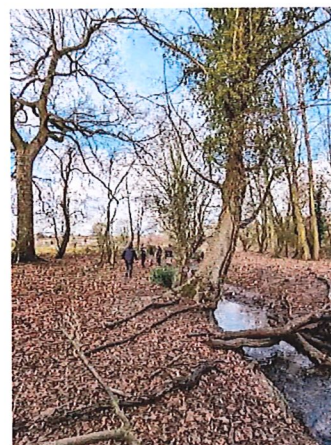
Clean Air update

- Sustainable Sawbridgeworth group regular meeting with HCC and EHC officers included discussion of a potential School Streets initiative
- Clean Air Night on 22 January to raise awareness of the health issues around wood burning stoves in homes
- Real-time air quality monitor on A1184 is not working properly – HCC and EHC officers are working with the supplier, Wellstat, to remedy this.



Citizen Science Group – Sawbridgeworth Brook tour #1 – 17 January

Bob Reed led the group's first outing on its new project to explore and document the Sawbridgeworth Brook's biodiversity and habitats.



East Herts Climate Forum – 3 December

- First half: summary provided on [East Herts Emissions Report 2025](#)
- Second half: highlighted urgent biodiversity loss in Hertfordshire, need for the partnership-driven local nature recovery strategy (LNRS), and lack of central funding. Success will depend on local collaboration, tailored measurement, and community empowerment. EHC will act as a connector, fostering networks and showcasing initiatives.

Hertfordshire Climate Change & Sustainability Partnership (HCCSP) annual event – 13 January

- Most people care about climate and nature but need clearer, local, everyday benefits to stay motivated
- Local government reorganisation creates a major chance to embed sustainability, strengthen partnerships, and plan proactively for heat, flooding, and other real-world climate impacts
- *Note: Ensure STC's emergency response plan for extreme weather events and how we work with other organisations (councils, emergency services, utilities, community groups) is complete and up to date.*

Up and coming (correct at time of writing)

- 24 January – Repair Café at SYPRC in Bullfields
- 27 January – Hertfordshire Nature Summit
- 31 January – Citizen Science Group Sawbridgeworth Brook tour #2

Appendix G

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Town Action Plan and Amenities Committee
From: Christopher Hunt
Subject: Clerks Report REDUCING THE COUNCILS CARBON FOOTPRINT
Date: 9th February 2026

Report: Reducing the Council's Carbon Footprint

1. Purpose of Report

To update Council on actions being taken to reduce Sawbridgeworth Town Council's carbon footprint, including:

- Transitioning to a more fuel-efficient leased community bus
- Switching the Town Council offices to a renewable energy supplier
- Exploring water-harvesting solutions at the new West Road allotment site

These measures support the Council's commitment to environmental sustainability while ensuring operational and financial efficiency.

2. Community Bus – Carbon Reduction Summary

At the previous Council meeting, Members approved the sale of the ageing Sawbobus and the move to a leased vehicle. The decision was based on:

- The new leased vehicle being **significantly more fuel-efficient**, reducing emissions
- Eliminating the high repair and maintenance burden of the old bus
- Ensuring the Council uses a modern vehicle with lower environmental impact

This change directly reduces carbon emissions associated with community transport while also improving the financial position of the service.

3. Renewable Energy – Town Council Offices

In December 2025, the Council switched to a **100% renewable electricity supplier** for the offices. This transition:

- Cuts the Council's operational carbon emissions

- Supports future statutory reporting requirements
- Demonstrates leadership on sustainability to the community

This represents one of the most impactful steps available within existing building infrastructure.

4. Allotments – Water Harvesting

As the new West Road allotment site becomes occupied, officers will explore the installation of water-harvesting systems, including:

- Roof guttering on sheds or structures
- Water butts for plot holders
- Potential community-scale collection points

This will reduce reliance on mains water and lower energy-related emissions associated with water treatment and pumping.

6. Conclusion

The move to a more efficient community bus, adoption of renewable electricity, and planned water-harvesting at the new allotments are practical and measurable steps that reduce the Council's carbon footprint. These actions strengthen environmental responsibility while supporting financial resilience and reliable service delivery.