

Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth
Hertfordshire CM21 9AN
Tel: 01279 724537



MAYOR
Cllr Eric Buckmaster
TOWN CLERK

e-mail: info@sawbridgeworth-tc.gov.uk
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Richard Bowran BSc.(Hons) MILCM

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will take place on **Monday 23 May 2016** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk
17 May 2016

AGENDA

Welcome by the Town Mayor followed by Prayers

- 16/01** **ELECTION OF TOWN MAYOR**
[👏] To elect the Town Mayor for the year 2016/17
- 16/02** **DECLARATION OF ACCEPTANCE OF OFFICE**
The Town Mayor to sign the Declaration of Acceptance of Office
Town Mayor's Address
- 16/03** **APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- 16/04** **THE RETIRING MAYOR**
To receive an address from the retiring Mayor, Cllr Eric Buckmaster.
- 16/05** **DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members
- 16/06** **ELECTION OF DEPUTY TOWN MAYOR**
[👏] To elect the Deputy Town Mayor for the year 2016/17
- 16/07** **PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Council
- 16/08** **MINUTES**
[📄] [👏] To approve as a correct record the minutes of the Council Meeting held on 25 April 2016 (M12) [Appendix A]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

- 16/09 PLANNING COMMITTEE**
To receive and note the minutes of the Planning Committee Meetings held on:
[📄] 25 April 2016 (P18) *[Appendix B]*
[📄] 09 May 2016 (P19) *[Appendix C]*
- 16/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive Mayor's appointments and communications
- 16/11 REPRESENTATIVES REPORTS**
To receive representatives reports from:
• County Councillor
• District Councillors
• Hertfordshire Police
• Other Representatives
- 16/12 TOWN CLERK'S REPORT**
[📄] • *[Attached as Appendix D]*
- 16/13 TOWN PROJECT MANAGER'S REPORT**
[📄] • *[Attached as Appendix E]*
- 16/14 THE HAILEY CENTRE REPORT**
[📄] To receive the Hailey Centre Executive Committee Chairman's Report for 2015
[attached as Appendix F]
- 16/15 YOUNG PEOPLE'S RECREATION CENTRE REPORT**
[📄] [👤] To receive the Hailey Centre Executive Committee Chairman's Report for 2015
[attached as Appendix G]
- 16/16 COMMITTEE STRUCTURE**
[📄] [👤] To agree a Committee structure for the year 2016/17
[📄] *[proposed structure attached as Appendix H]*
[last year's structure attached at Appendix I]
- 16/17 COMMITTEES**
To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2016/17
[👤]
a. Planning committee
i. Town Action Plan Working party
ii. Neighbourhood Plan Working Party
b. Amenities committee
i. War Memorial Task & Finish Group
ii. Town Green Task & Finish Group
c. Finance & Policy committee
i. Appraisals & Appointments sub-committee
ii. Communications working party
- 16/18 DELEGATION OF AUTHORITY**
[👤] To agree the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee for the months of August and December.

16/19

CHAMPIONS

To appoint members as Champions for areas of Council responsibility

1. Allotments
2. Cemetery
3. Footpaths & Open Spaces
4. Recreation Areas
5. Floral Displays and Planters
6. Young People
7. Emergency Plan
8. Transport and Community Buses
9. Economic Development
10. Memorial Hall
11. Rivers' Heritage Site and Orchard Group
12. Crime & Disorder
13. Remembrance Day



[last year's appointments attached at Appendix J]

16/20

REPRESENTATIVES

To appoint/nominate representatives to serve on other organisations.

1. East Herts Citizens Advice Service
2. C.P.R.E.
3. Fawbert and Barnard Educ. Foundation (Sawbo & Harlow)
4. The Hailey Centre
5. Isabel Hospice
6. Mann Memorial Cottages
7. Friends of Pishiobury Park
8. Sawbridgeworth Orphanage in Sri Lanka
9. Sawbridgeworth Memorial Hall Trust
10. Sawbridgeworth Sports Association
11. Sawbridgeworth Town Centre Initiatives
12. Sawbridgeworth Town Twinning Association
13. Sawbridgeworth Trust
14. Sawbridgeworth & District Council for Voluntary Service
15. Sawbridgeworth Young People's Recreation Centre
16. Stop Harlow North Campaign



[last year's appointments attached at Appendix K]

16/21

SUBSCRIPTIONS

To consider the payment of the Subscriptions for the year 2016/17



[schedule of subscriptions attached as Appendix L]

16/22

CALENDAR OF MEETINGS

To consider and approve the Calendar of Council and Committee meetings for the year to June 2017



[proposed schedule attached as Appendix M]

- 16/23 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 16/24 FINANCIAL REPORT**
To note the current Financial Report
- 16/25 ACCOUNTS FOR PAYMENT**
To note accounts for payment

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

Members and their partners are invited to take wine with the new Mayor at the conclusion of the evening's proceedings.

Town Clerk's Report : May 2016**Allotments**

- Eco Toilets ordered for Southbrook and Bullfields.

Bus Shelters

- Spellbrook shelter repaired from the effects of further vandalism

Car Park Subsidy

- Car Park signs repainted – not entirely correctly!
- Latest date for wall repair is in week commencing 09 May.

Cemetery

- 0 Interments managed in 2016/17 to date
- Application for an exhumation to be made to MoJ

Chamber Utilisation

- Used for several community meetings and Police drop-in
- Monthly bookings received from U3A

Community Transport - Sawbobus and Minibus Hire

- Dial-a-Ride service provided; 3 so far in 2016/17.
- Promised vehicle from DfT now specified, delivery promised for early July.

Consultee on all matters relevant to the town

- Consultation on proposed Junction 7a on M11.

Financial Accounting System

- Additional training scheduled for 01 & 02 June

Fly Posting

- Continued surveillance and unauthorised advertising removed.

Hertfordshire Highways

- A1184 resurfacing postponed to week commencing 01 June.
- Parsonage Lane drainage attended to. Ditch clearance works to be carried out.
- Sign cleaning, footpaths clearance and gardening works carried out.

Neighbourhood Plan

- No current activity

Planning Matters (acting as a consultee)

- 0 Applications considered in 2016/17.

Projects

- Bell Street Conveniences; dialogue with EHDC 19 April; draft SLA received; met with EHDC consultant engineer 04 May to clarify specification. Due for scrutiny by 13 May (sic).

- Town Green; no further activity. Outline objective discussed with EHDC by the mayor. Task & Finish group proposed.
- Library; advice received from HCC on the relocation of the library to co-exist with the fire service. No further action at the moment.
- War Memorial Repair. Task & Finish group established to progress the repair and enhancement of the Memorial.

Publicity/Information:

- Newsletter consideration of a revised format to be discussed.
- Contributions being made to Sawbridgeworth Flyer and CM21 magazine
- Communications working party 29 April

Rivers Orchard

- Draft lease agreement received from Deville Estates Ltd

Town Action Plan

- Now subject to on-going scrutiny.

Town Project Manager's Report : May 2016

Civic Events (promoted by the Mayor)

- Annual Civic Awards and Presentation of Mayor's Charity cheque to Sawbridgeworth & High Wych Girl Guiding. **Friday 20th May 2016** (7pm). Please make sure that this date is in your diary, it is an important event where also the Citizen and Young Citizen of the year have their presentations made.

Future Dates for the diary

- **Sunday 12th June 2016** - Fun on the Field. This event will follow the same format as the last 2 years with community stalls, beer tent and dog show. Additionally this year we are encouraging people to bring gazebos and tables to make a giant 'street party' picnic.
- **Saturday 26th November 2016** – Christmas Lights Festival. So far the change from the traditional Friday evening to a Saturday event has been well received. I have already had notification from the PTA Chair at F&B that they will continue with their Friday night Christmas Fayre, and I have heard that the Memorial Hall will not be putting on a Food Festival at all this year, of course these notifications are subject to change.

Hailey Centre Report

Objects and Powers

The Trust is established for the benefit of older people in the Parish of Sawbridgeworth with the object of improving their quality of life.

The Board met on four occasions during the period covered by this report and has dealt with matters relating to the efficient running of the Centre including reviewing the health and safety policy, financial management arrangements, staffing and safeguarding issues and rates of pay. The Management Committee has also met four times and has made various recommendations to the Board to enhance the smooth running of Centre activities.

The serving Trustees are:

Councillors – Mrs. Angela Alder - Chairman)
 Mr. John Burmicz) four year terms until May 2019
 Mrs. Pat Coysten)

Community – Mr. Eric Buckmaster)
 Mr. Colin Gill – Honorary Treasurer)
 Mr. Tony Fitch) three year terms until
 Mr. Ralph Reed – Deputy Chairman) May 2017
 Mr. Steve Robertson)

The Trustees are grateful to the Town Council for the grant towards the cost of utilities and to Hertfordshire County Council and Community Services for its grant towards staffing costs. During this year the Board was grateful for a grant from East Herts District Council towards the cost of the Silver Sunday Lunch celebration. The Trustees are responsible for internal decoration and maintenance. The main hall and entrance were last decorated five years ago. The Board made a decision to redecorate and to renew the carpet which was laid over twenty years ago. The Board wishes to record our grateful thanks to Hertfordshire Community Foundation for its generous grant towards the cost of the new carpet and redecoration of the Centre.

The Board gratefully acknowledges the very generous donation from the family of a regular visitor who expressly remembered the Centre in her Will. Contributions from all sources of financial support is much appreciated which helps to keep the Centre a welcoming, attractive and vibrant place to visit for the older people of Sawbridgeworth. The Board is very aware of the pressure on local authorities and makes every effort to control expenses as well as fund raising for the benefit of the users of the Centre. The Board is fortunate in having an excellent Honorary Treasurer who keeps a tight hold on expenditure.

I am pleased to report our continued good relationship with Sawbridgeworth Town Council officers which has enabled the Centre to utilise the Council Chamber for some fund raising events. The WW1 Exhibition in the Council Chamber attracted many visitors and on the Saturdays the connecting door was opened to enable the Exhibition visitors to partake of refreshments in the Centre main hall.

As last year I am able to report continuing success with the catering at the Centre which is very much due to Mrs. Gill's catering expertise. However, sadly, Mrs. Gill has decided that she wants to move on and give time to her own business so the Board has agreed to give a three month trial to one of the volunteers who regularly cooked at the Centre when Mrs. Gill was not working. The volunteers continue to provide a cheerful waitress service week in and week out and without whom the Centre would be hard pressed to provide the level of service currently provided. I am delighted to report that at our most recent inspection by the Environmental Health Officer we retained our five star rating for our catering service.

The Management Committee has met regularly throughout the year and offered sound and practical advice to the Board which has been warmly received and acted upon.

In April the Board organised the annual "Thank you" lunch for our wonderful volunteers plus their partners or friends which was once again well attended.

Centre activities throughout the year have been well supported and the outings and events enjoyed to the full by Centre users and their friends. The Centre provided 5,000 lunches this year and 98 seats on food shopping trips. The Centre users had 10 days out and 2 holidays. The use of the community bus this year has declined also due to lack of volunteer drivers and people are now making their own way to the Centre independently or by using Sawbobus managed and staffed by Sawbridgeworth Town Council. We still cater for those with specific transport needs either by volunteers picking them up or by use of taxis.

The Centre has continued to run two keep-fit sessions, on Mondays and Tuesdays each week with a full complement of participants. Due to the popularity of the Pilates class and thanks to the generosity of County Councillor Roger Beeching we are starting a second class from March 2016. The Photography sessions on a Wednesday morning and the Silver Surfers on Thursday mornings are both "manned" by volunteer instructors and all slots filled. The Whist, Bingo and Art sessions along with craft and decoupage are also fully supported.

The Quiz, Film show and Musical afternoons continue to prove highly popular and profitable events. The new Camera Club has just celebrated its fourth birthday and has continued to go from strength to strength. Apart from the fun and pleasure the members derive from the Club itself, where they have been out and about taking photographs, some of which have been used as front covers for our monthly Newsletter, they have assisted with the fund raising activities at the Centre. Many of the Centre users have taken advantage of the Camera club to have their pictures taken for bus passes or passport renewals.

The usual fund raising events such as the May Fayre, Summer Fete and Christmas Fayre together with the various raffles have all contributed to the vitality of life at the Centre. On the first Saturday each month following the closure of the Saturday market we have bacon butties on sale and these are doing a roaring trade and helping to boost our fund raising efforts. All these activities have increased not only the income but raised the profile of the Centre and what it can offer to older people in Sawbridgeworth.

The visiting Chiropodist delivered 468 treatments this year and during the year we have recruited a second chiropodist for an extra session each month to attempt to meet demand. Well cared for feet very much assists in keeping people mobile and self-reliant. The Hearing Aid Specialist had 150 consultations and is also helping to meet the growing

demand. The attendance at the Centre on a regular basis and their professional expertise is very much appreciated by the people they serve.

In January the Centre held its annual New Year celebration lunch at the Hunters' Meet at Hatfield Heath which was delicious and we were pleased to have the Lady Mayoress of Sawbridgeworth as our special guest enjoying the occasion with us. The function was a huge success and attended by a hundred regular users of the Centre. As well as our now annual New Year lunch the Centre has special lunch events to celebrate occasions such as Mothering Sunday, Valentine's day, Easter, Father's Day, Halloween and our own Christmas lunch in the Centre. This year we had two extra lunches one to celebrate VE Day and the other Silver Sunday lunch both with full attendance plus a waiting list! Mrs. Gill pulled out all the stops to produce an excellent Christmas meal and even recruits her family members to do the waitressing!

The Centre has received regular press coverage over the twelve months giving a positive picture of a Centre for older people being active, leading fulfilled lives and enjoying themselves with much of this attributable to our present and former Managers with their vision for engaging older people in a proactive role.

On the staffing side there have been a number of changes; the Board confirmed Mrs. Sue Fitzwilliams in the post of Centre Manager in June 2015; we received the resignation of Mrs. Ginny Dewson in the autumn. Ginny had been employed at the Centre for seventeen years and her departure was certainly tinged with sadness but with her growing number of grandchildren she wished to spend more time with them and helping her own family.

With Ginny's departure the Board decided to recruit a part-time Assistant to the Centre Manager, Julie Bradley, to enable Sue to have a break mid-day and generally to assist in the running of the Centre which is growing increasingly busy. As previously mentioned in this report Mrs. Gill left us at the end of March 2016 after many years of service. She was instrumental in transforming our catering service to its current high standard. She will be very much missed. Also during this year we employed an Apprentice, Jack Kelly, through Hertford Regional College. Jack was with us until Christmas when he moved on to broaden his business experience. Jack was popular with our visitors and was very innovative in designing wall charts and posters for our events.

Another important issue for the Board will be the setting up of Pension arrangements for our staff. The Board is grateful for the expertise of the Honorary Treasurer, Mr. Colin Gill, (no relation to Mrs. Gill) who is ensuring that we are legally compliant.

The Board wishes to acknowledge with grateful thanks the valuable contribution of the volunteers who give over 1,000 volunteer "man" hours per month to the running of the Centre and without whose willing help the Centre would not be the vibrant and happy place it is today. The Board would also wish to place on record its thanks to the staff who provide a friendly and welcoming environment for all visitors and users of the Hailey Centre week by week throughout the year. On a personal note I would like to thank my Deputy Chairman and all the volunteer Trustees for their help and support throughout the year.

Angela Alder
Chairman of the board of Trustees
April 2016

Sawbridgeworth Young Peoples Recreation Centre Report

The purpose of the Centre is to help and educate the children and young people of Sawbridgeworth through their leisure time activities so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and as members of society and that their conditions of life may be improved.

The Management Committee met only once during the period covered by this report and has dealt with matters relating to the efficient running of the Centre as and when they occurred.

The Management Committee consists of the following individuals

Cllr. D. Filler – Chairman	(Appointed May 2012)	
Cllr. Mrs. A. Alder – Hon. Secretary and Vice Chair) Town Council
Cllr. T. Reeks) Appointed May 2014
Cllr. Mrs. R. Buckmaster) Appointed Sept 2013
Cllr. S. Adamopoulos) Appointed May 2015
Ms. J Sargant – Hon. Treasurer		
Mr. R. Alder		
Mrs. G. Hawkins		

Mrs. L. Dale – Centre Manager attends all Management Committee Meetings, manages the hall bookings, deals with all enquiries in relation to the centre and the open space and play area. She is paid a small honorarium.

The Management Committee is pleased to record the high level of hiring of the Centre which enables the Committee to finance additional facilities. Occasional hirers are generally for children's parties up to the age of 21 years. The large floor area and layout is well suited for indoor bouncy castles and sports activities.

The High Wych Pre-school Nursery are the main regular hirer of the Centre from Monday to Friday during school term time. The Centre Manager liaises closely with the leader of the Pre-school to ensure that the centre meets their requirements at all times. The Pre-school is well established at Bullfields and the committee is delighted that the centre is the perfect location for the Pre-school with its large car parking facilities and a safe and well equipped play area that provides their outdoor play requirement to enhance the curriculum activities.

The centre is also hired to 7 other regular users on a weekly basis which includes a Youth Club that is run by County Council Youth Connections, Kung Fu, performing arts groups, dance schools and exercise classes.

The plan to alter the current changing rooms into a large workshop space has made some progress and later in 2016 the committee is aiming to be in a position to start sourcing quotations for the work to be carried out thereby enabling grant applications to be made. A starting point for this project was to secure the rear, side and front of the building to prohibit access directly behind the centre, this work has been carried out with palisade fencing at the rear and chain link barrier with a gate at the front of the building. This work was a very costly project and was funded by grant applications for 50% of the cost by East Herts District Council, £1000 from County Councillor Roger Beeching's Locality Budget, and the remainder paid by the Management Committee funds.

The Committee is pleased to continue to provide parking space for the Town Council's buses. The car park is suitable for use, however a new surface does need to be considered in the near future, this will be part of the project to alter the changing rooms as construction vehicles will require access and undoubtedly cause some further wear and tear, reinstating the car park to a higher specification will be the last stage of the project.

Vandalism – The rear roof has once again suffered from continual vandalism from large rocks being thrown up and onto the fragile roof slates, repairs are made but the perpetual anti-social behaviour is extremely tiresome and frankly quite demoralising for the management committee who volunteer their time to keep this centre running.

Large litter bins were installed in two locations at a cost of around £400 each. They were of plastic construction and worked well for some time as they had a much larger capacity to cope with the amount of waste during the warmer summer months when the open space is well used. However, the bin sited at the Youth Shelter side of the field was set alight last summer and the bin melted entirely, it took several hours to remove the bin and the decision was made to lock the gate at this side of the field and remove the bin completely and not to replace it at the present time. The youth shelter was purchased and sited at this location to allow older youths to have a meeting place, however their sheer lack of respect for this facility left us with no option than to restrict its use.

As a Management Committee we need to convey the message to the small minority of youths who continually abuse, disrespect and vandalise elements of this fantastic facility that money spent on vandalism repairs means that other projects will not be fulfilled such as new and enhanced play equipment.

The play equipment has been well maintained throughout the year and regular inspection and litter picks are carried out by the Town Council on a weekly basis. There are no current plans to add any additional facilities in this year.

The Summer Play Scheme is delivered by Pathways-Plus and was a great success in 2015 and is oversubscribed with a waiting list. A grant from the Town Council enables the scheme to be offered at the daily rate of £5 per child per day. We have kept the daily charge at the same rate so that local children can benefit from a safe and secure well run play scheme and parents can have full confidence when sending their children to attend a professionally managed scheme.

The standard of cleaning in the hall, kitchen, toilets and other areas has been excellently maintained thanks to Mrs. Dale the Centre Manager.

In conclusion the Management Committee wishes to record its grateful thanks to the Town Council for the generous grant towards the cost of utilities and especially for the allocation of funding for the Play Scheme. To East Herts District Council and Hertfordshire County Council for other grant awards.

Derek Filler
Chairman
April 2016

Champions 2015/16

- | | |
|---------------------------------------|--|
| 1. Allotments | Cllr E Buckmaster |
| 2. Cemetery | Cllr P Coysten |
| 3. Footpaths & Open Spaces | Cllr D Royle |
| 4. Recreation Areas | Cllr R Buckmaster |
| 5. Floral Displays and Planters | Cllr P Coysten |
| 6. Young People | Cllr T Reeks |
| 7. Town Action Plan | Chair of Working party |
| 8. Emergency Plan | Cllr J Burmicz |
| 9. Transport and Community Buses | Cllr H Riches |
| 10. Economic Development | Cllr A Alder |
| 11. Memorial Hall | Cllr R Buckmaster (Shadow Cllr D Hall) |
| 12. Rivers Heritage Site & Orchard Gp | Cllr E Buckmaster |
| 13. Crime & Disorder | Cllr S Adamopoulos |
| 14. Remembrance Day | Cllr T Reeks (Shadow Cllr D Hall) |

Representatives

- | | |
|--|--------------------------------------|
| 1. C.P.R.E. | Cllr D Royle |
| 2. F & B Educ. Foundation (Sawbo & Harlow) | Cllr S Adamopoulos |
| 3. Hailey Centre | Cllrs A Alder, P Coysten & J Burmicz |
| 4. Mann Memorial Cottages | Cllr Pat Coysten |
| 5. Friends of Pishiobury Park | Cllr M Shaw |
| 6. Sawbo Orphanage in Sri Lanka | Cllr E Buckmaster |
| 7. Sawbo Memorial Hall Trust | Cllr R Buckmaster |
| 8. Sawbo Sports Association | Mr Barry Hodges |
| 9. Sawbo Town Twinning Association | Cllr E Buckmaster |
| 10. Sawbo Trust | Cllrs A Alder & R Buckmaster |
| 11. Sawbo & District CVS | Cllrs E Buckmaster & P Coysten |
| 12. Stop Harlow North Campaign | Cllrs A Alder & D Royle |
| 13. Windhill 21 (formerly Ducking Centre) | Cllr A Alder |

SUBSCRIPTIONS

	Resolved 2015/16	Proposed 2016/17
• Council for the Protection of Rural England (CPRE)	45.00	45.00
• National Association of Local Councils / Hertfordshire Association of Parish and Town Councils (NALC/HAPTC)	1,214.00	1,214.00
• Open Spaces Society (Direct Debit)	45.00	45.00
• Society of Local Council Clerks (SLCC)	330.00	335.00
• Stop Harlow North.	100.00	100.00
• Institute of Local Council Management	60.00	60.00
• CDA for Hertfordshire	30.00	30.00
• Stop Stansted Expansion	50.00	50.00