

Sawbridgeworth Town Council

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



MAYOR
Cllr Salvatore Pagdades

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

TOWN CLERK
Christopher Hunt

Cllrs E Buckmaster; R Buckmaster;
Furnace; Newell; Pagdades; A Parsad-Wyatt; N Parsad-Wyatt; Penney; Rattey;
Rider; R Smith; S Smith

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 30th June 2025** commencing at **7:00pm** to transact the business as set out in the agenda below.

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

Town Clerk
14th June 2025

AGENDA

Welcome by the Town Mayor followed by 'Thought for the Day'.

25/25 APOLOGIES FOR ABSENCE

[👏]

To receive any apologies for absence

25/26 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

25/27 PUBLIC FORUM

To receive and respond to questions from members of the public, on matters within the remit of the Town Council.

Question regarding sports association signage attached.

[Appendix A]

25/28 MINUTES

[📄] [👏]

To approve as a correct record the minutes of the Annual Meeting of the town council held on 19th May 2025 (M01)

[Appendix B]

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

Action	Owner	Update
To write to Section 106 officer to explore if funding can be reviewed due to the delay in the development.	Clerk	Email sent 21 st May 2025 to Jacquie Bruce 106 officer who responded, <i>"The Section 106 contribution amounts and designated uses were agreed back in 2020 when the planning application was approved at the Planning Committee on 09/09/2020 (subject to the S106 Agreement being signed), and the</i>

		<p><i>unfortunately due to probate issues the planning app and S106 were not officially granted until 16/05/2025</i></p> <p><i>Therefore, the total S106 contribution amounts and uses are as listed below as they were agreed back in 2020 and I cannot change them:</i></p> <ul style="list-style-type: none"> <i>• Recycling and refuse Container Provision for new residents £10,174</i> <i>• Sports hall Contribution to Leventhorpe Leisure Centre and/or Grange Paddocks Leisure Centre £79,823</i> <i>• Swimming pool contribution £85,183 to Leventhorpe Leisure Centre and/or Grange Paddocks Leisure Centre.</i> <i>• Health and Fitness Contribution £32,667 to Leventhorpe Leisure Centre and or Grange Paddocks Leisure Centre.</i> <i>• Community Buildings Contribution £69,243 to the Bullfields Centre.</i> <i>• Playing Pitches contribution £17,421 to Sawbridgeworth Town FC</i> <p><i>However, the S106 Agreement has the additional wording “and/or alternative provision serving the development as agreed between the Owners and the Council in writing” so we do have some flexibility going forward.</i></p>
To write to HCC regarding if a suitable gritting vehicle had been purchased for Sawbridgeworth roads as the current vehicles are too big	Clerk	Email sent 22 nd May to Ross Bevan who responded “ <i>Bell Street and a handful of other similar locations remain on the agenda for us to try and solve.</i> ”

25/29



PLANNING COMMITTEE

To receive and note the minutes of the Planning Committee held on 19th May 2025 (P01)
[Appendix C]



To receive and note the draft minutes of the Planning Committee held on 9th June 2025 (P02)
[Appendix C]

25/30



FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

To receive and note the draft minutes of the Finance, Policy and Economic Development Committee held on 9th June 2025 (F01)
[Appendix D]

25/31



TOWN CLERK REPORT

To receive and note clerk’s report for the month of June 2025.
[Appendix E]

- 25/32** **ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2024-25**
[📄]
1. To note the report of the Internal Auditor
- [📄] [👤]
2. To approve and sign the Annual Governance Statement,
- [📄] [👤]
3. To approve and sign the Annual Return for 2024/25
[Appendix F]
- 25/33** **MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive mayor's appointments and communications
- 25/34** **REPRESENTATIVES REPORTS**
To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr Pagdades
 - Cllr R Buckmaster
 - Cllr Furnace
- [Appendix G]*
- 25/35** **TOWN PROJECTS MANAGER REPORT**
[📄]
To receive and note the Town Project Managers report for June 2025
[Appendix H]
- 25/36** **ANNUAL TOWN MEETING DATE**
[👤]
To resolve the date for the 2025 Annual Town Meeting.
The suggested date is 23rd March 2024. The 20th April 2026 could be an alternative date as May Bank Holidays fall on the 4th and 25th May 2026, the two remaining Mondays have meetings already booked in.
Under the Local Government Act 1972 S9 all parishes/towns in England must hold an Annual Parish/Town Meeting between 1st March and 1st June every year. This is not a Council meeting but a meeting of registered local government electors in the parish.
- 25/37** **REDUCING THE COUNCILS CARBON FOOTPRINT**
[📄]
 - 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 A Furnace
- 25/38** **FINANCIAL REPORT**
[📄]
To note the current Financial Report
[Appendix H]
- 25/39** **ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 25/40** **ITEMS FOR FUTURE AGENDAS**
To note any items for future agendas.

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