

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 19:30 on **Monday 25 July 2016**.

### Those present

Cllr Angela Alder	Cllr Don Hall
Cllr Eric Buckmaster	Cllr Will Mortimer
Cllr Ruth Buckmaster	Cllr Heather Riches
Cllr John Burmicz	Cllr David Royle
Cllr Pat Coysten	Cllr Mike Shaw ( <i>from 19:40</i> )

### In attendance:

Cty Cllr Roger Beeching	3 members of the public
Joanne Sargant – Projects Manager	R Bowran - Town Clerk

Welcome by the Mayor, prayers were read by Cllr Heather Riches

### 16/41 APOLOGIES FOR ABSENCE

Apologies were received from:  
Cllr Tom Reeks – family matter  
Cllr Adamopoulos was absent

### 16/42 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members.  
There were none

### 16/43 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Council

**Mrs Hazel Mead** asked if it would be possible for the town council to erect a bench to commemorate HM The Queen's 90<sup>th</sup> Birthday. Possible location could be near Sheering Mill Lock.

*Members discussed and the Clerk was asked to investigate possibilities.*

**Mrs Hazel Mead** asked when the review meetings of the Town Action Plan would take place.

*Clerk advised that they were scheduled for 05 Dec 2016 and 08 Jun 2017 with a full report to the Annual Town Meeting in April 2017.*

**Mr Norman Manion** commented that he had recently received an incorrectly applied parking penalty notice when visiting Bournemouth and that the response from the Borough Council had been immediate and apologetic. He then queried why he had received no satisfactory response to his outstanding issues from march 2014 relating in in/out restrictions at Saffron Gardens, placing bollards to stop vehicles parking near his kitchen window, and placing of yellow lines which had caused vehicles to park in Millfields.

*Cllr Beeching responded that Herts Highways has advised that bollards would not be installed, the yellow lines in Saffron*

*Gardens were not the responsibility of Herts Highways, he acknowledged that an in/out scheme had appeared on the original planning application, but could not be implemented because it related to private land. He said he would review the situation and obtain a collective response.*

#### **16/44 MINUTES**

**Resolved:** To approve, noting the point made relating to Minute 16/34, as a correct record the minutes of the Meeting of the Council held on 27 June 2016 (M02) [*prop Cllr Alder; secd Cllr Shaw*]

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

**Minute 16/34.** Cllr Shaw commented that he had put five questions relating to EHDC taking in refugees, but that only three had been recorded, wished the minutes to record all five questions, and said he had not received an answer to Question 5. Cllr E Buckmaster stated that he had given a written response to Cllr Shaw and that he would further respond to Question 5.

The questions were:

- 1. Is there an upper limit on the number of refugees that EHDC have agreed to take?*
- 2. What is the cost to EHDC of each refugee over the next five years?*
- 3. Who is paying for this and for how long?*
- 4. Who is that you have agreed to take? What are their ages, sex and where do they originate?*
- 5. What checks have you done to ensure that any of the people that you have volunteered to take are not wanted for, or have been convicted of serious offences in their own county?*

#### **16/45 PLANNING COMMITTEE**

**Received and noted:** The minutes of the Planning Committee Meeting held on: 27 June 2016 (P02)

**Noted:** The minutes of the Planning Committee Meeting scheduled to have been held on: 11 July 2016 (P03)

#### **16/46 AMENITIES COMMITTEE**

**Noted:** The minutes of the Amenities Committee Meeting scheduled to have been held on: 11 July 2016 (A01)

#### **16/47 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications

- The mayor reported visits to:
  - Local schools
  - WW1 Somme commemoration
  - ECO toilet opening
  - Sawbridgeworth Rotary Club
  - Bishops Stortford Civic Reception
  - Sawbridgeworth Civic Service
  - Bishops Stortford mayor's party
  - Guide camp

**REPRESENTATIVES REPORTS**

To receive representatives reports from:

- County Councillor Roger Beeching reported:
  - Giving a grant for the Walk to School project
  - Gold Award to Mandeville school
  - HCC we site majoring on child sex exploitation
  - Public Health England moving to former GSK North site in Harlow
- District Councillor Angela Alder reported attending:
  - Seminar on reducing isolation
  - Health and Wellbeing scrutiny at County
  - Sports presentations at Hertford theatre
  - Executive meeting concerning the District Plan
  - District Council Network on role of districts in the Health and Wellbeing agenda
- District Councillor Eric Buckmaster reported:
  - District Plan Panel meetings on 25 August and 08 September, which will report the number of homes on each site, address the Rivers Orchard question and confirm a maximum of 500 homes in Sawbridgeworth by 2033.
  - Leisure strategy agreed by the Task & finish group
  - A rural isolation paper has been prepared
  - EHDC will share waste services with North Herts DC
  - An increase in community grants to £1,000
  - Council meetings are now webcast.
  - Several questions:
    - AA: send comments to CEO and Leader
    - DR: hold an information meeting
    - JB: can we have a weight limit on A1184 and restrict size of vehicles in Bell Street
    - DR: officers should meet Executive team about an Air Quality Plan
    - RN:
  - Suggestion for an extended Planning Committee meeting on 26 September to discuss the District Plan.
- District Councillor Will Mortimer had nothing to report
- Hertfordshire Police not present due to operational priorities.
- Other Representatives
  - Cllr Alder attended the AGM of HAPTC
  - Cllr Alder mentioned summer holiday lunches at the Children's Centre
  - Cllr Royle said that STOP Harlow North was opposed to a garden Town – BREXIT being a factor
  - Cllr Royle had attended a meeting of EHAPTC and been given a timetable with public consultations from November
  - Cllr Royle called for a village policy document to include the Spellbrook area
  - Cllr Shaw asked if STC can give assistance to the STOP Harlow North campaign, maybe an agenda item for the next meeting. *Cllr E Buckmaster said that STC has already given that commitment.*

16/49

## GRANT APPLICATIONS

**Resolved:** To approve a Grant Application from:

- The Multi-School Travel Plan Group £500  
*[prop Cllr Coysten; secd Cllr Alder]*

16/50

## TOWN CLERK'S REPORT

Report for July 2016

### Allotments

- Eco Toilets opened
- Weed killing programme
- Site clearance at Vantorts including skip provision

### Bus Shelters

- Spellbrook shelter repaired from the effects of further vandalism

### Car Park Subsidy

- Wall repair has been completed.

### Cemetery

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

### Chamber Utilisation

- Monthly bookings received from U3A

### Community Transport - Sawbobus and Minibus Hire

- Dial-a-Ride service terminated.
- New vehicle from DfT now delivered and returned to manufacturer for modifications and fault rectification.
- Sawbobuses Yankee and Zulu disposed of.
- Supplementary paper on the use of s106 monies to purchase a used minibus. This was agreed.

### Consultee on all matters relevant to the town

- Consultation on proposed Junction 7a on M11.

### District Plan

- Comments made relating to SLAA and Plan prior to meeting of District Planning Executive Panel on 21 July.

### Financial Accounting

- Annual Return and supporting documentation dispatched on time.

### Fly Posting

- Continued surveillance and unauthorised advertising removed.

### Hertfordshire Highways

- A1184 resurfacing postponed to week commencing 18 July.
- Road closure at Bonks Hill weekend commencing 05 August.
- Sign cleaning, footpaths clearance and garden works carried out.

### Neighbourhood Plan

- No current activity

### Lordship of the Manor

- Further intelligence received.

### Planning Matters (acting as a consultee)

- 12 Applications considered in 2016/17.

### **Plant Watering**

- Commenced throughout the town
- Sub contract watering for Gilston & Eastwick

### **Projects**

- Bell Street Conveniences; Specification received but incomplete. EHDC now request us to provide draft SLA and details of our lease!
- Town Green; no further activity. Task & Finish group proposed.
- Library; No further action at the moment.
- War Memorial Repair. Task & Finish group established. Faculty applied for.

### **Publicity/Information:**

- Contributions being made to Sawbridgeworth Flyer and CM21 magazine

### **Rivers Orchard**

- Draft lease agreement received from Deville Estates Ltd

### **Town Action Plan**

- The F&P committee have directed that on-going scrutiny be addressed by a summary in the Clerk's report.

## **Sawbridgeworth Town Action Plan 2006-2020**

### **The Five Key Issues**

#### **Traffic Management (including Parking)**

##### **How do we solve the problems of increasing traffic and the lack of parking?**

- Future dialogue with EHDC over future parking policy.
- Develop "Shared Spaces" philosophy
- Dialogue with schools on "Walk to School" initiative
- Development/Expansion of Sawbobus service

#### **Amenities & Facilities**

##### **How do we ensure these are best provided for the community?**

- Continued maintenance and care for existing facilities
- Negotiations with EHDC on refurbishment of Bell Street conveniences

#### **Housing & Planning**

##### **How do we make sure housing is best suited and the infrastructure is catered for?**

- Dialogue with potential developers
- Dialogue with EHDC and District Planners
- Consider producing a Neighbourhood Plan

#### **Economic Vibrancy**

##### **How do we re-invigorate the town centre and bring people to the town?**

- Set up dialogue with retailers and businesses
- Re-examine retailers opposition to farmers markets

## Open Spaces

### How do we best plan and care for our open spaces?

- Develop ideas for Town Green
- Develop ways and means to use Fair Green

## 16/51 TOWN PROJECT MANAGER'S REPORT Report for July 2016

**Friday 1st July 2016** – 7.20am – Whistle for the Somme. Thank you to all for supporting this event at such an early hour! Good coverage of this event in the Herts & Essex Observer and their online edition. Special thanks to Rev. Frances Arnold for preparing the church service, Mr Gary Hanson and Rev Anthony Giles, also John Rider and Theo Van deBilt for their input after the service at the town council offices.



**Sunday 17<sup>th</sup> July 2016** – Civic Service at 3pm Great St Mary's Church. Thank you to all those that attended



## NEW PROJECTS

### Walk to School Week – Monday 26<sup>th</sup> September – Saturday 1<sup>st</sup> October

This is town led project and we have been asked by the primary and Junior PTA's to participate. Cllr Royle, Cllr Buckmaster, Richard Bowran and Town Projects Manager have attended the meetings. The schools are coordinating the Monday to Friday activities to encourage children to travel to school in a 'different' way, i.e. on a scooter, car share, bicycle etc. STC have offered a bus transport for High Wych and Spellbrook School for the week to promote 'shared journeys' to school. On Saturday 1<sup>st</sup> October from 12-3pm there will

be a 'Town Twitchell Walk' (STC led).

**MOVE Week** – The date is to be confirmed in May 2017. More information about how Sawbridgeworth will be involved will be available after my next meeting with Michal Siewniak in September. This is a summary of the nature of the event:-

**MOVE Week** is an annual Europe-wide campaign promoting sport, physical activity and the positive impact on society they bring. In 2012, the first ever MOVE WEEK brought together individuals, organisations and cities from across Europe in a large-scale celebration of sport and physical activity. **MOVE Week** is part of NOW WE MOVE, a broad platform of initiatives from ISCA (International Sport and Culture Association) and its partners with the aim of getting 100 million more Europeans physically active by 2020. The campaign promotes a myriad of existing events across the continent as well as fostering and nurturing new initiatives. In East Herts, the MOVE Week is driven by Active East Herts (community sports network in East Herts) and supported by other organisation (CVS Broxbourne and East Herts, East Herts District Council and Herts Sports Partnership).

**Somme Memorial Visits** – Dates in August & October (TBC) the WW1 commemoration group will be working with Dan Hill as part of the Living Memories Project that is currently running with the Commonwealth War Graves Commission – we will be visiting Edmonton and Tottenham Cemeteries as a mark of respect and laying wreaths at graves of soldiers that fought during the Somme, returned home injured and died as a result of those injuries.

#### **Future Dates for the diary**

**Saturday 19<sup>th</sup> November** – Lights of Love, Isabel Hospice Service in Bakers Walk at 4pm **Saturday 26<sup>th</sup> 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.

**Friday 19<sup>th</sup> May 2017** - Annual Civic Awards

#### **Mayors Events 2016-2017 – Charity of the Year St Elizabeth's, Much Hadham**

Saturday 1<sup>st</sup> October – Quiz Night at Bullfields

Thursday 2<sup>nd</sup> February – Round the World Progressive Dinner

Saturday 4<sup>th</sup> March – Variety & Tribute Show at the Memorial Hall

Saturday 29<sup>th</sup> April – Civic Dinner at the Memorial Hall

**16/52 DEPOSIT & CONSULTATION DOCUMENTS**

To note receipt of any Documents for Noting and Consultation

Response to consultation on revised East Herts District Council's Strategic Land Availability Assessment.

**16/53 FINANCIAL REPORT**

**Noted:** The current Financial Report

**16/54 ACCOUNTS FOR PAYMENT**

**Noted and Approved:** Accounts for payment

Meeting closed at 20:57

The next meeting of the Town Council will be held at 7.30 pm on Monday 05 September 2016 in the Council Chamber at Sayesbury Manor, Bell Street Sawbridgeworth