



Sawbridgeworth Town Council



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MAYOR
Cllr Dr John Stefan Burnicz
TOWN CLERK
Richard Bowran BSc.(Hons) PSLCC

MEETING OF THE TOWN COUNCIL

You are summoned to attend a Meeting of the Town Council which will take place on **Monday 28 October 2019** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
22 October 2019

AGENDA

Welcome by the Town Mayor followed by Prayers

18/80 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

18/81 CO-OPTION OF COUNCILLOR

[C]

To consider the co-option of a suitably qualified person to fill the vacancy on the council.

[C]

To require the new Member, if one is appointed, to sign the Declaration of Acceptance of Office.

[C]

To appoint Members to sit on following committees to fill the vacancies now created:

[C]

- Planning Committee
- Economic Development and Sawbridgeworth Town Action Plan committee.

18/82 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members.

18/83 PUBLIC FORUM

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

18/84 MINUTES

[C] [C]

To approve as a correct record the minutes of the Meeting of the Town Council held on 30 September 2019 (M04) [Appendix A]

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

18/85 PLANNING COMMITTEE

To receive and note the minutes of the Planning Committee Meeting held on:

- [e] • 30 September 2019 (P07) [Appendix B]

To receive and note the draft minutes of the Planning Committee Meeting held on:

- [e] • 14 October 2018 (P08) [Appendix C]

18/86 AMENITIES COMMITTEE

To receive and note the draft minutes of the Amenities Committee Meeting held on:

- [e] • 14 October 2019 (A02) [Appendix D]

18/87 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive and note Mayor's appointments and communications.

18/88 REPRESENTATIVES REPORTS

To receive representatives reports from:

- [e] • County Councillor E Buckmaster [Appendix F]
- [e] • District Councillor Alder
- [e] • District Councillor R Buckmaster [Appendix G]
- District Councillor Burmicz
- Hertfordshire Police
- [e] • Other Representatives & Champions
 - Cllr Royle – Dep Mayor, Schools and Footpaths [Appendix H]
 - Cllr R Buckmaster – SYPRC [Appendix I]
 - Cllr R Buckmaster – RHSO [Appendix J]

18/89 DISTRICT PLAN

To report on latest information relating to the following proposed developments:

- Gilston Villages [Ref: 3/19/1045/OUT]
- Land north of Sawbridgeworth (SAWB4) [Ref: 3/18/2735/FUL]

18/90 OFFICERS REPORTS

To receive and note officers' reports:

- [e] • Town Clerk [Appendix K]
- [e] • Town Projects Manager [Appendix L]

18/91 FACILITIES CHARGES

To consider prior to the preparation of the Budget for 2020-21 the charges for the use of town council facilities including:

- [e] [v] • Cemetery Charges
- Allotment Rents
- Sawbobus
- Community buses
- Public Conveniences use
- Hire charges for council assets
- Sub-contract labour [Appendix M]

- 18/92 V.E. Day 75th ANNIVERSARY**
To note that plans for the celebration of V.E. Day will be discussed at a meeting led by the Local History Group on 20 November 2019 at the Memorial Hall.
- 18/93 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation.
- 18/94 FINANCIAL REPORT**
To note the current Financial Report.
- 18/95 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 18/96 ITEMS FOR FUTURE AGENDAS**
To consider any items for inclusion on future agendas.

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

SAWBRIDGECWORTH 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 7.30 pm on **Monday 30 September 2019.**

Those present

Cllr Angela Alder	Cllr Peter Gray
Cllr Annelise Berendt Furnace	Cllr Steve Jones
Cllr Eric Buckmaster	Cllr Spencer Richards
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	

In attendance:

8 members of the public	Reporter from – BS Independent
PCSO Amanda Higham	
R Bowran - Town Clerk	Joanne Sargant – Town Projects Manager

Welcome by the Town Mayor who also said Prayers

18/60 APOLOGIES FOR ABSENCE

Received from Cllr Coysten – unwell and Cllr Patel.

18/61 RESIGNATION OF COUNCILLOR

Noted the resignation of Cllr Donald Hall. Clerk advised on the legal process to deal with the vacancy thus created. If an election has not been called for by 17:00 on 08 October the council will be free to co-opt to fill the vacancy.

Resolved: To defer appointing Members to sit on the committee now created until a new Member is in place.

[prop Cllr Alder; secd Cllr Gray]

18/62 DECLARATIONS OF PECUNIARY INTEREST

There were no declarations of interest by Members.

18/63 PUBLIC FORUM

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

Mr Bobby Rooney addressed the meeting with a criticism of remarks made by the mayor, on social media in July, in response to water bombs being thrown at vehicles at Sheering Mill Lock.

The mayor responded, however Mr Rooney persisted in his address with intemperate language and was asked to leave the meeting. He did so.

Mrs Angie Rooney spoke in support of her husband but became increasingly distressed at the address and was consoled by another member of the public.

Mrs Hazel Mead asked about FP27 and what would be the extent of the re-work.

Cllr E Buckmaster said he would address the issue in his county councillor's report.

Mrs Hazel Mead asked about V.E. Day celebrations and said the Local History Society were keen to be involved and that the Memorial Hall was available.

Points were noted and would be discussed at the agenda item on the subject.

18/64 MINUTES

To approve as a correct record the minutes of the Meeting of the Town Council held on 29 July 2019 (M03)
[prop Cllr Alder; secd Cllr R Buckmaster]

18/65 PLANNING COMMITTEE

Received and noted: The minutes of the Planning Committee Meeting held on:

- 29 July 2019 (P05)

Received and noted: The draft minutes, including the comments made under delegated authority in August 2018, of the Planning Committee Meeting held on:

- 09 September 2018 (P06)

18/66 ECONOMIC DEVELOPMENT & STAP COMMITTEE

Received and noted: The draft minutes of the Economic Development and Sawbridgeworth Town Action Plan Committee Meeting held on:

- 09 September 2019 (E02)

18/67 FINANCE & POLICY COMMITTEE

Received and noted: The draft minutes of the Finance & Policy Committee Meeting held on:

- 09 September 2019 (F02)

18/68 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive and note Mayor's appointments and communications.

Clerk reported a letter sent to the mayor by an allotment tenant threatening a County Court Claim and a complaint to the Local Government Ombudsman.

Clerk advised actions and resolution that had been proposed since June which left no cause for action to be taken.

Appointments - attached

18/69 REPRESENTATIVES REPORTS

To receive representatives reports from:

- o County Councillor E Buckmaster – attached noted in addition:
 - o Affinity Water will be closing Bell Street including the car park on Sunday 27 October
 - o Burnside double yellow lines, funded from s106 money has now gone to consultation for a T R Order
 - o FP27 near the churchyard will be commenced this year at a cost of £20,000 followed by a further £15,000 next year
 - o New town signs incorporating twinning with Moosburg are under way, final locations to be confirmed
 - o Three Mile Pond double yellow lines will be installed this year
 - o Vantorts Road, bollards are not feasible because the road

is too narrow, however road markings will be refreshed. There will be public engagement to consider a 20mph zone in the town.

- o A consultation before Christmas on a one way system for Sheering Mill Lane
- o Waiting restrictions in Bullfields will be considered in the new year
- o High Wych Road speed and volume test made to consider 20mpg zone outside the school
- o Warning sign will be installed at the turn left exit from Knight Street into Station Road
- o The Leventhorpe school extension will commence in September 2022 and phased according to local demand
- o A presentation by Herts Highways on ideas for the West Road junction and for other pedestrian ideas in the town.
- o District Councillor Alder - attached
- o District Councillor R Buckmaster - attached
- o District Councillor Burmicz
- o Hertfordshire Police – PCSO Amanda Higham reported:
 - o Priority setting for the next three months will focus on thefts of and thefts from motor vehicles
 - o St Marys Churchyard will not be ignored after the success of the last three months.
 - o Mini police will have baseball caps and a digital camera thanks to the grant from the town council.
- o Other Representatives & Champions
 - o Cllr Royle – Dep Mayor, Schools and Footpaths - attached
 - o Cllr R Buckmaster – SYPRC - attached
 - o Cllr Alder - HAPTC - attached

18/70 DISTRICT PLAN

To report on latest information relating to the following proposed developments:

- Gilston Villages [Ref: 3/19/1045/OUT]. A Neighbourhood Plan is now being prepared.
- Land north of Sawbridgeworth (SAWB4) [Ref: 3/18/2735/FUL]. No local progress is reported.

18/71 CLIMATE CHANGE

A motion was proposed by a Member who said there was a clear appetite from the public:

Resolved: That this Council fully supports the Climate Emergency motion approved by Hertfordshire County Council on 16 July and the Climate Change motion approved by East Herts Council on 24 July 2019 and commits itself to:

- Ensuring that its own carbon footprint is minimised as much as possible
- Working with County and District councils to clarify, maximise and publicise recycling opportunities for residents, schools, community groups and businesses
- Supporting local action groups and businesses which support recycling
- Including recycling in its Town Action Plan, following discussion with residents
- Receiving updates on County and District action plans through its County and District Council members' reports at

each full Council meeting.'
[prop Cllr Royle; secd Cllr Furnace]

- 18/72 SAWBRIDGEWORTH STATION**
To consider the council's response to the statement by Greater Anglia that the opening hours of the booking hall at Sawbridgeworth station are to be reduced from the current 6am - 8pm to 6am - 2pm from mid-November, Saturday and Sunday to remain the same.
- Clerk was asked to write to Greater Anglia expressing the council's concern and to copy in Mark Prisk MP.
- 18/73 V.E. DAY CELEBRATIONS 2020**
Discussion on arranging a town event on 08 May 2020 to celebrate the 75th anniversary of V.E. Day. Agreed to support any initiative taken by the Local History Society and to hear their proposals at a future council meeting...
- 18/74 RIVERS ORCHARD SITE**
Resolved: To authorise the Clerk to sign the renewal of the Licence Agreement with Deville Estates, under the same terms as the current Licence, from 13 October 2019 for a further three years until 13 October 2022.
[prop Cllr E Buckmaster; secd Cllr R Buckmaster]
- 18/75 OFFICERS REPORTS**
Received and noted: Officers' reports:
- Town Clerk - attached
 - Town Projects Manager – attached
- 18/76 DEPOSIT & CONSULTATION DOCUMENTS**
There were no Documents for Noting and Consultation.
- 18/77 FINANCIAL REPORT**
Noted: The current Financial Report.
- 18/78 ACCOUNTS FOR PAYMENT**
Noted and Approved: Accounts for payment.
- 18/79 ITEMS FOR FUTURE AGENDAS**
To consider any items for inclusion on future agendas.
- Presentation on the development of Pishiobury Park by Bob Reid
 - Plans for celebrating the 75th anniversary of V.E.Day

Meeting closed at 21:14

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 21:25 on Monday 30 September 2019.

Those present

- | | |
|---------------------------------------|--------------------------------------|
| Cllr Angela Alder | Cllr Gray |
| Cllr Spencer Richards | |
| <i>Cllr John Burmicz (Ex-officio)</i> | <i>Cllr David Royle (Ex-officio)</i> |
| In attendance: | |
| R Bowran – Town Clerk | L Dale – Planning Officer |
| 2 Members of public | |

- P 19/53 APOLOGIES FOR ABSENCE**
Apologies for absence received from Cllr Coysten (unwell) and Cllr Patel.
- P 19/54 PUBLIC FORUM**
Mr Roger Beeching addressed the committee with concerns regarding application 3/19/1314/FUL.
- P 19/55 DECLARATIONS OF PECUNIARY INTEREST**
There were no Declarations of Interest by Members
- P 19/56 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting on:
• 9 September 2019 (P06) [*prop Cllr Burmicz ; secd Cllr Richards*]
- P 19/57 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee

3/19/1314/FUL Primrose Cottage, High Wych
Change of use from class C1 (Bed & Breakfast) to class C2 (Children's Home)
Applicant: Ms Lina Chirandura
STC Comment: Objection. Not considered an appropriate site. Neighbours objections noted [*prop Cllr Burmicz, secd Cllr Alder*]

3/19/1525/FUL Parsonage Farm Boarding Kennels, Parsonage Lane
Demolition of kennels and cattery and the erection of 1 no. 3 bedroomed dwelling (Amended scheme to planning approval 3/18/1223/FUL)
Applicant: Mrs Paula Harding
STC Comment: Application received twice from EHDC, already considered.

3/19/1859/HH 40 Bullfields, CM21 9DF

Two storey side extension. Erection of single storey orangery with roof lantern. A relocation of entrance door incorporating front porch

Applicant: Mr Steve Andrews

STC Comment: Objection. Overdevelopment of site [*prop Cllr Gray, secd Cllr Burnicz*]

P 19/58 LATE PLANNING APPLICATIONS

Planning Applications received from EHDC following the Publication of this Agenda and received before 27 September 2019 – There were none.

P 19/59 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC

3/19/1647/PNHH 11 East Drive, CM21 9EU

Single storey rear extension. Depth 5.35 metres, maximum height 3.0, Eaves height 3.0

Applicant: Mrs Christine Montague

STC Comment: No comment

EHDC Decision: Prior approval is not required

P 19/60 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals.

LPA Appeal Reference: **19/00127/REFUSE**

The Farmhouse, Three Mile Pond Farm, Cambridge Road

Meeting Closed at 21:50

APPENDIX C

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 19:30 on **Monday 14 October 2019**.

Those present

Cllr Angela Alder
Cllr Peter Gray

Cllr Pat Coysten
Cllr Spencer Richards

Cllr David Royle (Ex-officio)

In attendance:

R Bowran – Town Clerk
J Sargant – Town Projects Manager

L Dale – Planning Officer

- P 19/61 APOLOGIES FOR ABSENCE**
To receive any apologies for absence. None received, Cllr Patel was absent.
- P 19/62 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 19/63 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. Cllr Alder declared a pecuniary interest in Planning Application 3/19/1314/FUL and left the Chamber whilst this item was discussed.
- P 19/64 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting on:
• 30 September 2019 (P07) [*prop Cllr Coysten ; secd Cllr Gray*]
- P 19/65 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee

3/19/1555/FUL Land at Orion, London Road, Spellbrook
Erection of 4 bedroom, two storey detached dwelling with access onto London Road
Applicant: Stallan Group Limited
STC Comment: No objection [*prop Cllr Gray; secd Cllr Richards*]

3/19/1812/FUL 9 Riverside Business Park, Harlow Road; CM20 2HE
Change of use of unit from B1 (business), B2 (general industry) and B8 (storage or distribution) to D2 (Assembly and Leisure)
Applicant: Mr V Martino
STC Comment: No objection [*prop Cllr Gray; secd Cllr Richards*]

3/19/1894/ODPN 34A London Road, CM21 9JS
Change of use from Class B1(a) offices to Class C3 residential to create 1 no. dwelling
Applicant: Suzan Mustafa
STC Comment: No objection [*prop Cllr Coysten; secd Cllr Gray*]

3/19/1919/LBC 91 London Road, CM21 9JJ
Replacement of PVC windows to rear and fill of window to ground floor
Applicant: Mr Keith Burnand
STC Comment: No comment

3/19/1952/HH 79 West Road, CM21 0BN
Single storey side and front extension, to create family annexe
Applicant: Mr K Green
STC Comment: No objection [*prop Cllr Gray; secd Cllr Royle*]

3/19/1961/HH 4 Springhall Road, CM21 9ET
Demolition of rear extension and erection of single storey rear extension with additional door opening to side
Applicant: Mr & Mrs Penwill
STC Comment: No objection [*prop Cllr Gray; secd Cllr Coysten*]

3/19/1973/HH 45 Vantorts Road, CM21 9NB
Two storey rear extension with hip to gable alteration's to include 5 dormer windows and skylights to front rear and side elevations. A porch with pitch roof and alterations to widen the drive
Applicant: Mr & Mrs S Nixon
STC Comment: No objection [*prop Cllr Gray; secd Cllr Richards*]

3/19/1999/PNHH 11 Chaseways, CM21
Single storey rear extension, Depth 6.585 metres; maximum height 2.8 metres; height at the eaves 2.8 metres
Applicant: Mr & Mrs Jemmett
STC Comment: No objection [*prop Cllr Royle; secd Cllr Gray*]

P 19/66 LATE PLANNING APPLICATIONS
Planning Applications received from EHDC following the
Publication of this Agenda and received before 11 October 2019

3/19/1314/FUL Primrose Cottage, High Wych Road
Change of use from Class C3 (House of Multiple Occupancy (HMO)) to Class C2 (Children's Home)
Applicant: Ms Lina Chirandura
STC Comment: Objection. Not considered an appropriate site. Neighbours objections noted [*prop Cllr Gray, secd Cllr Coysten*]

P 19/67

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC

3/19/1582/HH **101 High Wych Road, CM21 0HH**

Single storey side extension with changes to fenestration

Applicant: Mr Trevor Kebble

STC Comment: No objection

EHDC Decision: Granted

3/19/1603/HH **2 Northfield Road, CM21 9DR**

Two storey side extension with first floor rear extension. Ground floor rear extension

Applicant: Mr Sonny Lewis

STC Comment: No objection

EHDC Decision: Refused. "The proposal would result in overdevelopment of the site by virtue of its, cramped layout, including its unsatisfactory internal layout and poor design. The height and massing of the proposed development would not relate well to the adjacent dwellings and would be unduly prominent in the street scene. It would therefore be out of keeping with the established pattern, character, density and grain of existing development in the surrounding area and would be harmful to the character and appearance of the dwelling and the street scene and thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018"

P 19/68

PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. There were none.

Meeting Closed at 19:57

SAWBRIDGEWORTH TOWN COUNCIL

AMENITIES COMMITTEE

Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:10 hrs on **Monday 14 October 2019**.

Those present

Cllr Annelise Furnace
Cllr Peter Gray

Cllr David Royle

In attendance:

R Bowran - Town Clerk

Joanne Sargent – Town Projects Manager

A19/13 APOLOGIES FOR ABSENCE

Received from Cllr Burmicz – business commitment; Cllr Coysten – personal commitment and Cllr Jones – unwell.

The chairman and vice-chairman both being absent, committee members agreed that Cllr Furnace would chair the meeting.

A19/14 PUBLIC FORUM

There were no representations from members of the public.

A19/15 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

A19/16 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 17 June 2019 (A01)
[prop Cllr Gray; socrd Cllr Furnace]

Minute A19/04.

Cllr Gray said he had investigated and resolved the issue relating to a damaged bench on the canal footpath.

Cllr Furnace said she had spoken with a neighbouring resident to FP27 and was investigating with Thames water.

A19/17 ALLOTMENTS

Received noted and discussed: Matters relating to Allotments

- Officer's report attached
- Clerk's report attached

A19/18 CEMETERY

Received noted and discussed: Matters relating to the Town Cemetery

- Officer's report attached

A19/19 FOOTPATHS & OPEN SPACES

Received noted and discussed: Matters relating to Footpaths and Open Spaces

- Champion's report attached
- Clerk's report attached

A19/20 OPERATIONS

Received noted and discussed: Matters relating to Operations

- Clerk's report attached

A19/21 CIVIC AMENITIES

Received noted and discussed. Matters relating to Civic Amenities

- Clerk's report attached

A19/22 ITEMS FOR FUTURE AGENDAS

There were no items for future agendas

Meeting ended at 21:20

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Laura Carter
Subject: **Allotment Report October 2019**
Date: 07 October 2019

Tenancy renewals for 2019-20

Tenancy renewals were sent out at the beginning of September and the majority of rents have now been collected. Outstanding payments will be chased over the next week. The current charge for a full allotment plot (10 rods) is £50 with an additional water charge of £5

Notice of Price Increase for 2020-21

One year's written notice was given that allotment rents will increase to £60 per full plot (10 rods) with the water charge of £5 remaining the same from October 2020.

Waiting List

The waiting list is the lowest it has been in the last 10 years. I am confident that the waiting list will be satisfied in the next month after all the renewals have been received.

Maintenance

Essential tree work completed at Bullfields and scheduled for Bellmead.

A major boundary reclaim was carried out at Bullfields Allotments in September.

Before



After



Sawbridgeworth Town Council

Paper by the Town Clerk

Subject: Allotment Dispute Update

Date: 07 October 2019

Background

The council are in dispute with a tenant in our Vantorts Allotment Garden. As part of our on-going maintenance programme we contracted with Richard Newman to clear out the pathway between allotment plots and the boundary hedge.

Letter of complaint from tenant included an invoice for £150 with a threat to take to small claims court if it was not paid.

Actions Taken

Matter brought to the attention of Amenities Committee in June 2019. Outcome was to offer restitution in the form of paying up to £150 against an invoice for replacement trees from Langthorns Plantery.

Response from complainant alleging obfuscation by council and incompetence of council contractor.

Current Situation

Letter received on 27 September threatening County Court Action and complaint to Local Government Ombudsman.

Response made on 30 September saying matter had been dealt with correctly and offer for restitution had been made twice.

Sawbridgeworth Town Council

Cemetery Paper by J Sargant

Subject: Cemetery Report

Date: 07 October 2019

Statistics - January 2019 – October 2019

Total Burials / Interments = 40

Summary of Burial / Interment type:

New graves sold with ERB = 24 (4 of which were double cremated remains interments)

Re-Open Graves = 12 (6 x Full Burial and 6 x Cremated Remains)

Ground Maintenance:

Grass cutting has almost now ceased, but with autumn on the way the falling leaves will now be the most time consuming activity to keep the cemetery in good order and safe for visitors.

Memorials:

'Topple Testing' of memorial has taken place in the older section of the cemetery. A majority of the ERB holders for these graves are not traceable because the ERB's were not transferred when the owner of the ERB was buried into the grave space. This is a historical problem with our cemetery and one that takes considerable time to resolve when a family approach to re-open the grave. Following training from the ICCM I have ascertained that the next steps are as follows:

If no owner can be found to whom such notice can be given, then at the expiration of three months after advertisement in a local or County newspaper, the right to such gravestone, monument, tomb, tablet, memorial, palisades, or curb shall belong to the Council to be dealt with as they deem fit.'

Boundary Work – Northern Side of Cemetery

Following incidents of falling trees at this location, major groundworks have been carried out in conjunction with the landowner of the adjoining field to remove all dangerous trees and vegetation to avoid further damage to the boundary fence and general disturbance to grave spaces.

1 FOOTPATHS, OPEN SPACES

Footpath 27 (Sheering Mill Lane to the Church) As reported at Council on 30 September is about to be partially resurfaced from Church Crescent to the churchyard, although the historical drainage issue further down has yet to be addressed (next year's budget according to Cllr Eric Buckmaster). Personally, I think this is the wrong order of priority.

I have reported the poor surface of Footpath 32 (Bell Street 'Surgery' Car Park to London Road) to HCC and await a response from Highways via HCC under the Sealed/Unsealed Paths Agreement (if a path has a sealed surface, e.g. tarmac, it will be covered by the agreement with Highways).

The Town Clerk reported on 30 September that there was no update on the Elmwood to the river path Modification Order and that the FandB footpath to the Nursery and Parish Rooms would cost £2500 to put right, money not currently in our budget.

Rowan Perrin has kindly sent me a series of maps to help clarify EC maintenance areas. HCC has published a new rights of way map, available on Google Maps.

I have suggested to the Town Clerk we might do an annual footpath monitoring exercise and RAG our paths. This used to be done by Brian Rochester as part of the Stort Valley Project (last recorded AGM 2005):

<http://www.permanentleisureltd.co.uk/stortvalleyproject/default.htm> What are this committee's views?

Open Spaces

Members may have heard the rumour about the Bishop's Stortford Golf Club building a new course on Pishiobury if and when they (have to) move. This seems largely unfounded but highlights the need to appreciate and preserve this asset we have. Bob Reed has been pursuing the idea of declaring Pishiobury a Local Nature Reserve since about 2013 but progress via EHC has been painfully slow. A letter was sent to Natural England in July. I understand that Cllr. Eric Buckmaster reported on 30 September that the delay is with Natural England and that he has asked EHC to resubmit the documents. Bob will make a short presentation to STC on the value of the Park before the Full Council meeting on 25 November.

I made a report to the Environment Agency about the brook which runs from the river along Springhall Lane, behind Brook Road under London Road to West Road, which has largely run dry and is becoming overgrown. They (the Herts River Stort Catchment Officer) inspected but have no concerns as there's obviously no flood risk...

2 Dog fouling

Claire Sterne and helpers continue to spray away and report fouling incidents to EHC via Fix My Street. Our EHC contact (only one now, down from two) works on live complaints and

acts on them as they arise but hasn't been alerted to any fouling issues in Sawbridgeworth recently (the Facebook page continues to report and photograph issues). EHC can't dual label litter bins for dog waster because of the issue of separating waste after collection, but this is something that may well be considered in the near future once a solution has been found. Plenty of other towns do this and other countries in Europe, as well as providing dog waste bag machines.

We were supposed to get a dog waste bin nearer to the Mandeville school entrance; EHC is following up. More issues may well be reported during Walk to School week.

3 REPORTING

- <https://www.eastherts.gov.uk/report> East Herts has online reporting forms for a range of 'nuisances. <https://www.eastherts.gov.uk/article/35176/Dog-Fouling--Dog-Control> for some reason dog fouling is not listed but elsewhere.
- <https://www.hertfordshire.gov.uk/services/Highways-roads-and-pavements/Report-a-problem/Report-a-highway-fault/What-type-of-fault-are-you-reporting.aspx> HCC has an online map and form for reporting a whole range of highway faults and issues (lights, pavements, trees, verges, drainage, floods, potholes, road blockages etc.)
- The Environment Agency has a hotline especially for flood risk issues (blocked streams etc.); there is a River Stort catchment officer called Jasper; the Incident Hotline is 0800 807060; you will need to provide a postcode or grid reference for the location; they will allocate an officer within 30 minutes who will investigate the matter and provide an incident reference number that you will be able to use to follow up on the report.
- I also use Fix My Street charity app for litter, highways, fly tipping etc. Issues but this doesn't distinguish between HCC and EHC; they follow-up filed reports. It offers a statistics dashboard and a Pro version for councils https://www.fixmystreet.com/?gclid=Cj0KCCQjw85vsBRDqARIsAHKVYqELWO398LHcgMu4U5f2Taxkpu9jIle9A00b8_zLCCO11WjFHT9UTS4aAsbvEALw_wcB It also offers 'goodies' activity packs for schools and community groups plus posters and adverts: <https://www.fixmystreet.com/about/posters> . I've let schools and guides and scouts know about these.
- I use Operations.Admin@eastherts.gov.uk to report, for example, overflowing litter bins in Pishiobury.
- I use Nicholas Maddex at HCC for footpath resurfacing issues and blocked twitchells (e.g. fallen branches, though he says this is strictly the householder's responsibility...), in conjunction with Cllr. Eric Buckmaster.
- I hopefully remember to copy in STC officers when I make reports myself or on behalf of residents.

4 CLIMATE CHANGE/PLASTIC FREE SAWBRIDGEWORTH

Given this committee's terms of reference and commitment to 'environmental maintenance', two recent developments are relevant: the climate change motion passed at Council on 30 September and the formation of the Plastic Free Sawbridgeworth Group on Facebook. The page has 186 members and has developed an action plan to support (greater awareness of)

recycling opportunities within the town. STC also has a role to play here, both in minimising its own environmental impact and in supporting/facilitating community efforts to maximise recycling opportunities. Could it be a recycling point (see HCC's recent initiative to collect and recycle crisp etc. packets)?

5 TIDY UP SAWBRIDGEWORTH

Community litter picks organised by Corinne Lewis are planned for 2 November and a joint one with TUBS on Saturday 9 May 2020 (VE Day theme??); Corinne is hoping to get funding for a 'Wombling' sessions with local schools.

David Royle 011019

Sawbridgeworth Town Council

Paper by the Town Clerk

Subject: Open Spaces

Date: 07 October 2019

West Road Playground

- Child's swing reported as damaged by a member of the public, removed and quote being sought for replacement.
- Litter bin vandalised and pulled out of ground, made good and alternative anchor solutions being sought
- Call by a member of the public to fence off play equipment to avoid dogs from fouling the area.

Bell Street Flower Beds

- Being maintained by us

London Road Flower Bed

- Replanted and surviving - just
- Rat infestation problem – this will continue until the underlying sewer problem is resolved

Town Green

- No further progress until EHDC agree to re-engage with us

Fair Green

- Now maintained by STC
- Trees by Vantorts Road are accepted as a Highways responsibility

Rivers Site

- Grass cut in the Orchard area at a cost of £1,020
- Grass will be cut in Meadow Area in the next few weeks
- Fence damaged by Crest boundary and will need replacing
- Beech hedge scheduled for final cut in December / January

Sawbridgeworth Town Council

Paper by the Town Clerk

Subject: Operations

Date: 07 October 2019

Community Transport

- Sawbobus operational with some continuing minor problems.
- Celebrations for 10 years of operation 29 October
- Future funding from EHDC in some doubt
- Funding from Essex CC for expanding into Sheering has been refused
- Both self-drive minibuses operational

Events

- Fun-on-the-Field very successful
- Town Selfie Walk also very successful
- Airfield Memorial Day coming up 09 November
- Remembrance Day coming up 10 November
- Christmas Lights coming up 30 November

Ranger Activities

- Steve Parrish due to return to work at end of October – return to work programme being established
- Gordon Howell still on one year contract until end of May 2020 – possibly return to limited hours contract thereafter

Sawbridgeworth Town Council

Paper by the Town Clerk

Subject: Civic Amenities

Date: 07 October 2019

Floral Displays

- At town approach signs have fared well this year and will be taken down in the next few weeks.
- Displays will be replaced by Poppy Wreaths by the end of October.

Public Conveniences

- Refurbishment in Bell Street scheduled to commence on 17 October
- EHDC reversed decision to cease maintenance on 01 October
- Arrangements in place to provide temporary facilities
- New installation of dry facility in cemetery scheduled for November

Electric Vehicle Power Points

- EHDC have now committed to providing 3 EV charging points in the Bell Street car park by the end of the year.
- EHDC are considering installing an addition high-power charging point for use by a prospective electric community mini-bus
- Local taxi firms to be encouraged to embrace this initiative.

War Memorial

- Discussions on the next phase of panel refurbishment are taking place

County councillor report October 2019

The Hertfordshire Family Centre Service has been awarded full UNICEF Baby Friendly Initiative accreditation as a result of their re-assessment in July 2019. The Baby Friendly Initiative (BFI) enables services to better support families with feeding and developing close, loving relationships to ensure all babies get the best possible start in life. It was clear to the assessment team, that pregnant women, new mothers and families received a high standard of care and the staff at Hertfordshire Community NHS Trust and Hertfordshire's Family Support Service were commended for their hard work over the last two years in continuing to support families. As part of the BFI review, mothers were interviewed about the services they receive. One mother said 'I cannot fault my health visitor as she gets back to me every time I contact her'. Another stated 'I cannot tell you how much the support means to me. I recently moved to the area and would be really lost without it'.

Trading Standards

A number of doorstep crime incidents occurred in September two of which resulted in the team carrying out a rapid response to the consumer's homes whilst the traders were present. In one of these a trader was trying to charge a vulnerable consumer for work that hadn't been done and had made threats of violence. The team intervened and prevented the extra payment.

In the other incident a trader was charging a vulnerable resident £5,000 for washing a driveway following a cold call. The vulnerable consumer had gone to their bank to get the money, and the bank notified the police who then called us. We attended with the police, payment was prevented and the trader was arrested. An investigation is ongoing. We prevented a victim of an investment scam losing a further £32,000 to a recovery scam – the victim was phoned by someone falsely claiming to be from Hertfordshire Trading Standards, asking for the money to help recover their "investment". We have written to all the "investment" victims to make them aware of this scam. Investigation ongoing.

In September the team gave 9 scams awareness talks to various groups of residents and carers; gave 3 training sessions on doorstep crime to the police; and took part in a multi-agency operation, in which vehicles were stopped and inspected by the various agencies involved.

New campaign launched to recruit more foster carers

The fostering and adoption recruitment team is working with organisations across the county to launch the #ChanceToThrive campaign, in a bid to find people who can foster children who have a variety of different needs. Approximately 70% of looked-after children have some form of additional need, compared to almost 20% of all other children.

That's why we're looking for people with the skills and experience of working with children and young people with additional needs to consider becoming a foster carer. It is hoped such people will have more realistic expectations of the level of care and attention a foster child may need. This also increases the likelihood of placement stability, giving the child the best possibility to thrive.

Professionals working in nursing, midwifery, health, social care, police and probation roles are being specifically targeted for this campaign as they are more likely to have these additional skills, built up through their experience in work.

Ware Waste and Recycling supersite starts to take shape

Two months into the project, things are beginning to take shape at Hertfordshire County Council's new recycling 'supersite' which is being constructed at the location of the old Ware Household Waste Recycling centre on Westmill Road.

Piling work is now underway to create the split-level design for the new facility. The works remain on schedule with the new site due to open in the summer of 2020.

The new Ware site, which will be four times the size of the original recycling centre, has been designed to handle up to 300,000 visits a year and up to 10,000 tonnes of waste a year and will feature a purpose built rouse centre.

Keep up to date on the progress at the Ware supersite on the WasteAware website

1,000th Herts biker completes free Fire & Rescue course

A free course known as Biker Down, aimed at Hertfordshire's motorcyclists, has now been completed by 1,000 candidates from across the county. Biker Down was launched to provide motorcyclists with information that may help them deal with road traffic collisions involving a fellow biker. The care of a rider who has been involved in a collision is very important to members of the biker community. Many bikers ride in groups or pairs, and it is often the case that when one is involved in an accident the first person in attendance will be a fellow biker. Based around the First Aid requirements of an injured motorcyclist, the course is divided into three modules and lasts approximately three hours. Hertfordshire Fire & Rescue Service has been delivering the Biker Down course since April 2014 having followed in the footsteps of Kent Fire & Rescue where the course was conceived, designed and first run. Since then, fire services across the UK have been delivering Biker Down with 40 counties currently involved in the scheme.

The free, three-hour courses are run throughout the year and further information can be found on Facebook: search '**Biker Down Herts**', or riders can book a space by e-mailing: bikerdown@hertfordshire.gov.uk

YC Hertfordshire has developed a survey for young people aged 11-17 and up to 25 for those with special educational needs. The aim of the survey is to hear and capture the voices of young people, to help us understand what they would like from out-of-school provision, the issues of greatest concern to them, and how we can make services and activities better.

The survey results will help to inform a Youth Strategy Statement, setting out our commitment to working in partnership in the identification of need, development of provision and coproduction of services. This statement will act to encourage local organisations to review their existing youth strategies and action plans. It will help YC Hertfordshire and our partner organisations to ensure that as a county, we are delivering inclusive, relevant and valuable services for young people.

The survey opens on Friday 1st of November for four weeks and will be circulated to middle and secondary schools, special educational needs schools, independent schools, education support centres and colleges. It will be accessible digitally through a QR code and / or a web link or a printable PDF.

To ensure inclusivity and that it's accessible to a wide range of needs, YC Hertfordshire has developed a version for young people with special educational needs. This can be completed through an interactive PDF on a digital device or printable PDF to be completed on paper.

Promotional material is being circulated to schools, colleges, libraries, young people's centres, and our partner organisations.

From the 1st November you can view the survey on line at <https://surveys.hertfordshire.gov.uk/s/YoungPeopleSurvey2019/>

Hertfordshire's highways team win award for use of technology

Our highways team has won Best Use of New Technology in the Highways Industry at the prestigious Highways Awards. The award was presented jointly to Hertfordshire County Council, our highways contractors Ringway, Essex County Council and their contractors Ringway Jacobs. Together we've been working with Elgin, the company behind the national roadworks database one.network (formerly roadworks.org), to develop and implement a software application which allows real-time road closure information from across the two counties to be sent directly from works on the ground to drivers' sat nav devices. Live information about road closures on the Hertfordshire and Essex road networks is now sent directly to sat nav systems, and applications such as Google Maps, meaning that drivers have access to live information about which roads are open or closed. As a result, drivers can avoid lengthy delays and unnecessary diversions, helping to improve traffic flow and journey times.

Hertfordshire County Council prepare for Brexit

Hertfordshire County Council has today published its Brexit Risk Register in relation to how they are preparing for the UK's withdrawal from the European Union (EU) on 31 October. Although the UK's departure and its future relationship with the European Union remains unclear, the County Council has fast-tracked its progress on ensuring contingency plans are in place in the event of the UK leaving the EU without a withdrawal agreement and framework for a future relationship.

Hertfordshire County Council has developed a co-ordinated and thorough response to ensure its daily business can continue as usual, where possible. They have put in place their Incident Management Team (IMT), comprised of senior representatives from service departments and key corporate teams, to plan options and routes the County Council can take, no matter the outcome of the discussions taking place between the UK and the EU.

Hertfordshire drug and alcohol services announce partnership to help people at all stages of addiction

Spectrum Drug and Alcohol Recovery Service (part of national health and social care charity Change, Grow, Live), Emerging Futures and The Living Room have partnered to deliver support for people with drug and alcohol issues across Hertfordshire including treatment, housing and aftercare.

All three services are committed to a whole-person approach, where people with drug and alcohol issues will go through a recovery journey starting with harm reduction measures that keep them safe and have access to transitional housing while they are still using drugs or alcohol.

As they move through their recovery journey, they will have access to abstinence-based housing and community rehabilitation to help them achieve long-term recovery. Expanded support for young people and families will be included, with outreach workers from Spectrum CGL visiting young people in their homes, schools or other community settings to help prevent drug and alcohol issues from escalating. Family and hidden harm practitioners will work with parents and young children to make households emotionally and physically safer.

Ehdc report for TC 28.10.19

This month the meetings I have been to are,

1.10.19 Herts Waste Disposal.

This meeting was held by HCC it was the last of all our training and meetings on waste management. HCC covers 11 authorities and spends £83.46 million on waste. At the moment 51% is recycled but want that to increase to 55% by 2035. The RWS (resource and waste sector) 2018 brought in big changes, this includes DRS (deposit return scheme) by 2023. This will have an impact on EH as loss of revenue and HCC through decreased costs. Also EPR (extended producer responsibility) what the producer pays for packaging will increase.

HCC is looking for consistency across all the local authorities. They collect 6 core materials. By 2023 we should go to weekly food waste collection and possibly recycled materials, garden and residual waste collection will be fortnightly. Hertfordshire has no landfill so all waste is transported to other areas. Their landfill target is 10% for 17/18 it was 15%.

2.10.19

Harlow and Gilston Quality Review Panel.

This is an external consultant appointed by the 5 councils involved in HGGT.

The NPPF section 12 on good design, states it should be inherent not add on, it should be 'building for life'.

The QRP has 18 members they are looking at

Urban design/ town planning

Architecture

Landscape

Sustainability

Transport

Social infrastructure

Development delivery

Heritage

The Healthy Garden Town Framework covers how all will work together for existing and future communities.

9.10.19 DMC

Training on Landscape, Conservation and Heritage and Urban Design.

Landscape

Outline planning permission covers layout and scale. Full planning permission covers landscape and appearance.

They look at sensitivity and capacity on new developments. The LVIA (landscape and visual impact assessment) can be key to planning it identifies effects of new developments on views and landscapes. Long term gain over short term loss. SUDS are important they should be multifunctional green infrastructure. The character and composition of built environments include the green spaces and buildings.

Heritage

4000 listed buildings

42 grade 1

199 grade 2*

2,780 grade 2

46 ancient monuments

16 historic parks

58 local parks

42 conservation areas of unknown archeology

550 areas of archeological significance

Conservation areas preserve or enhance areas. NPPF ch.16 states you can't harm conservation areas but they can be developed if mitigated by public benefit. They deal with 700-800 cases per year from planning applications.

Urban design

This works for well designed places. Badly designed houses can be rebuilt but streets and layout can't. They follow the National Design Guide 2019 which includes

Context, identity, built form, movement, nature, public spaces, uses, resources, lifespan.

22.10.19 I will be meeting CEO Richard Cassidy to discuss Sawbridgeworth.

23.10.19 Full EHDC meeting.

I am happy to take questions

Cllr Ruth Buckmaster

1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS

I have sent out a list to schools to choose a briefing date for the 2019/20 school year and to confirm town school council meetings.

High Wych, Mandeville and Reedings have taken advantage of the recycling offer from the North Herts/East Herts Shared Waste Service.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

I have no updates on Footpath 27 (Sheering Mill Lane to the Church), Footpath 32 (Bell Street 'Surgery' Car Park to London Road).

The Town Clerk has confirmed that the Modification Order on the Elmwood to the river path is still pending and that the FandB footpath to the Nursery and Parish Rooms would cost some £2,000 plus to resurface, currently unbudgeted. I hope that we will give some serious consideration to funding this.

I did a lengthy report for the Amenities Committee based on the issues I am involved with or which are reported to me or by me, including a summary of the various reporting routes. I suggested we might do an annual footpath monitoring exercise and RAG our paths. This used to be done by Brian Rochester as part of the Stort Valley Project (last recorded AGM 2005): <http://www.permanentleisureltd.co.uk/stortvalleyproject/default.htm>. No conclusion was reached on this, I would be interested to know if Members think this is a good idea.

Open Spaces Pishiobury is undergoing routine maintenance, including reseating some benches and clearing undergrowth to ensure nothing is hidden which could harm dogs; finding the source of illnesses and deaths in dogs using the Park continues, with the Environment Agency carrying out tests on the backwater etc.

Dog fouling Our EHC contact has reported that his Waste Services colleagues acted on 44 reported dog fouling incidents between 16 January and 24 September this year. He regards this as an improvement.

3 CLIMATE CHANGE MOTION/PLASTIC FREE SAWBRIDGEWORTH

Cllr. Furnace and myself have had a meeting with the Town Clerk and Town Projects Manager to discuss the follow-up action to the Climate Change motion agreed at the last full Council meeting and aspects specifically related to recycling. The Town Clerk is following up the possibility of an audit to assist us with an achievable action plan, subject always to cost of course. We will discuss further within our own group meeting on 16 November. The Facebook page has 202 members.

4 TOWN TWINNING

A group of 14 has just visited Moosburg over the weekend of 25-27 October. A Beethoven memorial concert by musicians from Moosburg is planned in Great St Mary's, probably next October to coincide with their next visit.

5 VE DAY 8 MAY 2020

At the last full Council meeting I 'volunteered', together with Hazel Mead, partly on behalf of the History Society, to think about organising a community event. Hazel has written to community groups and Councillors and I have written to schools promoting the event and asking for representatives to attend a planning meeting on 20 November. We have in mind a street-party themed event during the day and a 1940s musical evening (I have booked a vintage-themed band of singers and musicians). The aim would be to raise some money for the Forces charity SSAFA, as well as involving community groups and schools through displays/performances. I hope that we will also get support from local businesses, who might do their own displays.

David Royle 1810919

APPENDIX I

SYPRC report to TC for 28.10.19

As we reported last month we were hoping to get a grant to start our film club, unfortunately we were not successful this time but we are still applying for other grants.

Our first music night is being planned, we have two bands booked and are hoping to hold it on 7th December.

The maintenance of the equipment is ongoing but we are trying to get the field back into playing condition as STFC hope to start 9 a side teams next season.

Cll Ruth Buckmaster Chair

APPENDIX J

RHSO report to TC for 28.10.19

We held a very successful Apple Day on the 5th October. The weather was good and we had lots of families and volunteers coming to pick the fruit. From this harvest we have 920 bottles of juice consisting of Laxton Superb, Cox Bramley and Mixed.

On the 16 October Hazel and David Mead and I had the honour of attending CPRE awards evening where we were presented with the commendation award for the environment. This is a great thank you for everyone's hard work.

Clfr Ruth Buckmaster chair

Sawbridgeworth Town Council

Subject: Clerk's Report September 2019

Date: 21 October 2019

Bell Street Conveniences.

- Contractors started 17 October.
- Installation to be completed by 30 November.

CCTV in Sawbridgeworth

- Order placed for CCTV upgrade and enhancement.

Cemetery Development

- Installation of KL2 Dry Toilet scheduled for 2nd week of November

Christmas Lights

- Application made to Herts CC for first phase of installation licence
- Road closure applied for.

Community Transport - Sawbobus

- 10th anniversary of start of service on 29 October
- Longer term solution being investigated – possibly electric bus
- Essex CC declined funding for new routes.

Community Transport – Hire buses

- Two mini-buses are now both in active use.

Electric Vehicle Points

- EV points to be installed in Bell Street car park by end December 2019.

Herts Forward Conference

- Emphasis by HCC CEO on social focus for town centres

Oakridge Fire

- Financial implications, Insurance payment received of £40,350 which covers replacement all of our lost equipment.

People

- Appraisals set for 28 & 29 October
- Return to work Town Ranger on 28 October

Projects

- Town Green; no progress with EHDC over options for redevelopment into a town social multi-use hub.

SLGC Conference

- Attended National Forum as Hertfordshire representative.

To: All Members
From: Joanne Sargant
Subject: Town Project Manager Report
Date: 21st October 2019

Town Selfie Walk – Saturday 28th September – Children, family and friends completed the annual town walk. The 4 'stop-off' points were once again a big success. The police cadets were a great bonus this year because they were utilised at crossing points in Station Road and London Road to emphasise the importance of crossing safely at designated lights etc.

Sir Arthur Edwin Cutforth – An evening talk on Thursday 24th October – 7pm. This event is full, a great response from all those invited.

Town Vibrancy – Working with retailers on ideas to promote the town. Judging of photos for submission to the 2020 Sawbridgeworth calendar has taken place and the winners were notified by Chloe Atkinson from the Green Room.

Cemetery – New brochures etc. to promote Three Mile Pond Cemetery and updated information to funeral directors is ongoing project work. Development of the site with planting scheme along bank in new K section has been carried out to allow the plants to settle and establish by spring 2020.

West Road Play Area – Purchase and repair of the cradle swing has taken place. Quotations for new surface under the large cradle swing and a new surface for the mound and slide area is to be sought for submission to the 2020/2021 budget.

Christmas Lights Switch On – Saturday 30th November 2019 – Planning underway. There will be a new layout for the event, with the stage moving into a more central location. Publicity will be printed and distributed around the town detailing how the event will take shape on the night.

Re-cycling opportunities are being explored in conjunction Plastic Free Sawbridgeworth to promote that we are moving towards less waste into landfill in the trade waste bins after an event.

Christmas Competition out to schools – Monday 18th November.

Christmas Competition Closes – Thursday 5th December

Christmas Competition Awards Evening with shops and businesses. Wednesday 18th December 5.30pm

2019 / 2020 Dates for your diary:

Remembrance Day -Sunday 10th November 2019 – 3pm Great St Marys Church

Community Champion Awards & COTY – Friday 1st May 2020
7pm for 7.30pm

Mayors Event – 'Keeping Your Spirits Up' – A night of Polish food and vodka tasting, to be held in the chamber and Hailey Centre – Saturday 25th January 2020

Civic Dinner – Saturday 18th April 2020, please add this date to your diaries.
To take place at the Memorial Hall, The Forebury – 6.45pm for 7pm

Fun on the Field 2020 – Saturday 05 September 12noon to 5pm

Sawbridgeworth Town Council

Subject: Charges for the use of council facilities

Date: 17 October 2019

As preparation for the creation of the budget for 2020-21 this is a review of charges that we make in various areas of the council's remit and which need establishing for the next financial year.

Cemetery

We gauge our cemetery charges on what other town council burial authorities do in East Herts. Overall they are comparable and no major changes are proposed for 2020-21.

However we will be making minor changes to the fees to be charged for re-opening a plot for a second interment.

Allotment Rents

We have to give one year's notice of any change to allotment rents.

Notice has been served that allotment rents will increase to £5.00 per rod from 01 October 2020. Water charges will remain at £5 for a full plot and £2.50 for a half plot.

Sawbobus

Funding options for 2020-21 are evaporating. We need to take action to ensure we can continue to run the service. In order to qualify for possible subsidies from HCC and ECC we have to establish a history of fares charged over a period of time.

Therefore from 01 January 2020 the full fare for any journey on Sawbobus for passengers not having a concessionary pass will be £2.00 or £3.00 day return. Under 16s will be £1.00 and £1.50 respectively.

Community buses

The cost of hiring our two minibuses has remained static for several years and the following changes will be made from 01 January 2020.

Ford Minibus: Daily rate regular users*	£15.00 plus £1.00 mile
Daily rate casual users	£20.00 plus £1.00 mile
Mercedes Minicoach: Daily rate all users	£25.00 plus £1.00 mile

**Regular users are The Hailey Centre and the Congregational church*

Public Conveniences use

The refreshed public conveniences are scheduled to be completed by 30 November. After that the town council will be responsible for maintaining the facility. This will cost just under £10,000 per annum.

To mitigate this, and frankly to discourage casual abusers of the facility, there will be a charge of 20p per visit. Charging for the use of public toilets has become a fairly common practice.

You should note that we have built in the capability of making the facility free of charge when we host public events in the car park area.

Hire charges for council assets

We have suffered a considerable amount of damage to assets hired out to community groups over the years. This is frustrating when not reported and we only find out next time the asset is loaned out and expensive to repair or replace.

We now have to inspect each item as it is returned and arrange for rectification, replacement and even cleaning. We also have to remove cable ties, ribbons, string, adhesive tape etc. from items lent out. There is a cost associated with this.

Consequently we will be revising the conditions of hire and rigorously applying the deposit we will require from each hirer. We will also be refusing to hire vehicles or equipment to hirers who persistently abuse our property.

Sub-contract labour

We occasionally use our grounds staff to do work for other organisations. For example the children's play area at Cutforth Road and watering of planters for Gilston and Eastwick parish council.

The rate for 2020-21 will be £20 per hour (currently £15) this includes the use of town council machinery and travel time when appropriate.