

Sawbridgeworth Town Council

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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK
Richard Bowran BSc.(Hons) MILCM

MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 30 October 2017** 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
24 October 2017

AGENDA

Welcome by the Town Mayor followed by Prayers

17/84 APOLOGIES FOR ABSENCE

To receive any apologies for absence

17/85 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members

17/86 PUBLIC FORUM

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

17/87 MINUTES

[📄] [👉]

To approve as a correct record the minutes of the Meeting of the Town Council held on 25 September 2017 (M04) [Appendix A]

[📄] [👉]

To approve as a correct record the minutes of the Meeting of the Town Council held on 06 October 2017 (M04A) [Appendix B]

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

17/88 PLANNING COMMITTEE

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

[📄]

- 25 September 2017 (P06) [Appendix C]

[📄]

- 17 October 2017 (P07) [Appendix D]

17/89 AMENITIES COMMITTEE

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

[📄]

- 17 October (A02) [Appendix E]

- 17/90 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive the Mayor's appointments and communications
- 17/90A APPOINTMENTS TO SYPRC COMMITTEE**
To resolve to approve appointments proposed at the AGM of SYPRC on 24 October 2017. *[Appendix H]*
- 17/91 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
- 17/92 TOWN CLERK'S REPORT**
To receive and note the Town Clerk's report for the month to 24 October 2017 *[Appendix F]*
- 17/93 TOWN PROJECT MANAGER'S REPORT**
To receive and note the Town Project Manager's report for the month to 24 October 2017 *[Appendix G]*
- 17/94 EAST HERTS DISTRICT PLAN**
To report on any information received relating to the public examination of the East Herts District Plan.
- To discuss the town council's response to any current topic open for public examination
- 17/95 SAWBRIDGEWORTH LIBRARY BUILDING**
To resolve whether to apply for Grade 2 listing for the 1930's building, the former Urban District Council Offices (now the Library)
- 17/96 INVITATION TO POLICE AND CRIME COMMISSIONER**
To report on the invitation to David Lloyd, the Police Crime Commissioner to attend a meeting of councillors, especially in view of the fact that he is seeking to amalgamate the administration of the police and fire services
- 17/97 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 17/98 FINANCIAL REPORT**
To note the current Financial Report
- 17/99 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment
- 17/100 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.

Sawbridgeworth Town Council

Subject: Clerk's Report October 2017

Date: 24 October 2017

CCTV

- Review with contractor and quotations received for upgrade to and expansion of existing system.
- Retrieval of still and moving images for police witness statements

Community Transport - Sawbobus and Minibus Hire

- Report in preparation to EHDC to discuss future development and funding
- Disposal of one minibus to Buntingford Community Transport Group.
- Acquisition of replacement minibus for hire fleet and Sawbobus back up

District Plan

- Registration with Inspector to provide written and personal evidence to Part 2 of the Examination in Public.

External Matters

- Attended Society of Local Council Clerks National Clerks Conference
- Meeting with newly appointed external auditors

Footpaths

- Investigation into ownership of path from Elmwood to river on-going
- Registered as a potential contractor for the provision of Rights of Way maintenance services.
- Re: the PPME event, preliminary discussions about co-operation with parishes of Gilston & Eastwick, High Wych and Hunsden.

Projects

- Bell Street Conveniences no further progress, waiting for proposal from EHDC
- Town Green; no further activity.
- Library relocation, HCC response to submissions focusses on mitigation.

Police

- Police and Crime Commissioner invited to attend a future meeting
- Consultation with CI McDonald and Insp Hunt on an initiative in Sawbridgeworth expanding on Operation STOMP.

Staff

- Viv Derrick appointed as part time Receptionist.
- Job Evaluation and new contracts of Employment still on-going. Version 4 of proposals contracts awaiting approval.

War Memorial

- Meeting to be arranged with DAC to clarify requirements.

Appendix G

To: All Members
From: Joanne Sargant
Subject: **Town Project Manager's Report September**
Date: 24th October 2017

Christmas Lights Switch On – This event is now fast approaching, there is little variation from previous years. For information the following is in place in preparation for the event. The event will be staffed, **could all councillors notify us if they will be attending the event as a marshall.**

- ✓ Meeting with Police and Fire Service on Monday 30th October – Logistics planning meeting. JLS & RGB
- ✓ Promotional front and back page 'wrap' on CM21 magazine, November edition to be delivered to households.
- ✓ Banners prepared and ready for display from 1st November.
- ✓ FB & Website updates - ongoing
- ✓ Liaison with other event venues - Memorial Hall and Tudor House.
- ✓ Road Closure notification granted and received, notices displayed around town.
- ✓ First Aid Booked.
- ✓ Stalls Booked – Community (outside) and Craft in Cricket Club.
- ✓ Oakridge Nursery sponsoring Christmas Trees for the event.
- ✓ Retailers & Businesses notified and participation promoted.
- ✓ Sound & Lighting run through on Saturday 28th October 2017.
- ✓ Stage performers booked.
- ✓ MC for stage booked.
- ✓ Risk Assessment – ongoing to event date, in progress.

Bakers Walk School Council Project – Update to the project: Following a meeting with Sarah Hersantwood, Manager of the Dulux Shop in the town she has agreed to sponsor the project by supplying paint, brushes and assorted tools to enable the Tesco Community Group to give the area a facelift in the Spring in advance of the final artwork being placed. A very big thank you for their support.

WW1 Commemoration Group - It has been decided that the showing of the film Testament of Youth and a debate that was scheduled to take place in November will be postponed to 2018 (date yet to be decided). The main activity of the group will be the production of a book commemorating the work of the group over the four year period and town specific information that will provide a lasting legacy for this project. This is a huge undertaking and presently is still at the grant application process with the Heritage Lottery Fund.

Update on Research Projects:

- Markets and Economic Vibrancy of the town – Ongoing – discussed at Amenities Meeting 16-10-17 (please refer to the minutes for action points)
- Walking buses: Re The Travel Challenge ~ Research in progress

Other Current Activities / Projects:

- Remembrance Day arrangements

- Lights of Love
- Christmas Lights Switch On

Future Dates for the diary

Saturday 11th November – Nostlagia Day, Airfield and Memorial Hall

Sunday 12th November – Remembrance Day

Saturday 18th November – Isabel Hospice Lights of Love

Saturday 25th November – Christmas Lights Switch On Event

Saturday 28th April 2018 – Civic Dinner

Sunday 1st July 2018 – Fun on the Field

Supplementary Agenda 17/90A : Appendix H

Sawbridgeworth Town Council

Subject: SYPRC Appointments

Date: 25 October 2017

At the AGM of the SYPRC last evening (24 October 2017) the following proposals were made for membership of the committee for 2017/18.

These proposals are subject to ratification by the Town Council, as managing trustees of the charity.

- Chair Cllr Ruth Buckmaster
[Prop. Cllr Alder; Secd. Cllr Royle]
- Deputy Chair Cllr Angela Alder
[Prop. Cllr R Buckmaster; Secd. J Sargant]
- Hon. Secretary Cllr David Royle
[Prop Cllr Alder; Secd Cllr R Buckmaster]
- Hon. Treasurer Joanne Sargant
[Prop Cllr Alder; Secd Cllr R Buckmaster]
- Town Council appointment to Committee:
Cllr Sotirios Adamopoulos
- Other appointments to Committee:
Ron Alder;
Steve Day;
Gill Hawkins;
Harriet (*surname t.b.a.*);
Cllr Annelise Furnace

