

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 25th November 2024**.

Those present

Cllr Annelise Furnace	Cllr Simon Penney
Cllr Dawn Newell	Cllr Greg Rattey
Cllr Salvatore Pagdades	Cllr John Rider
Cllr Angus Parsad-Wyatt	Cllr Reece Smith
Cllr Nathan Parsad-Wyatt	Cllr Steve Smith

In attendance:

Town Clerk	3 x Members of the public
	1 x Member of the press

Welcome by the Town Mayor.

Thought for the day was read by Cllr Angus Parsad-Wyatt.

24/88 APOLOGIES FOR ABSENCE

Cllr Eric Buckmaster, Cllr Ruth Buckmaster
[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Nathan Parsad-Wyatt]

24/89 DECLARATIONS OF PECUNIARY INTEREST

No declarations of pecuniary interest were declared.

24/90 MINUTES

Resolved: To approve as a correct record the minutes of the meeting of the town council held on 28th October 2024 (M05)
[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Annelise Furnace]

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

Action	Owner	Update
To respond to the two questions received prior to the meeting by email.	Cllrs Nathan Parsad-Wyatt and Cllr Ruth Buckmaster	Response by email sent On the 11 th November 2024. Dear David, Thank you for your questions. We have provided some clarification on the topics you raised below. The Development Management Committee (DMC) is a cross-party committee comprising 12 councillors. Any development proposals involving more than 10 houses must go before the DMC, ensuring that all significant projects are carefully considered. Officer reports presented to the DMC are thorough and must adhere to the National Planning Policy Framework (NPPF), which sets out standards to

		<p><i>improve economic, social, and environmental conditions. As DMC members, we review all relevant documents, including all consultations, to ensure we are fully informed before making decisions.</i></p> <p><i>Our role as DMC members is also to scrutinise the officers' recommendations, examining their alignment with the NPPF objectives. Recently, for example, a DMC application was 'called in' by a councillor, demonstrating the Committee's commitment to active oversight.</i></p> <p><i>Regarding your second question, the 'Call for Sites' process is currently underway, but neither councillors nor the public have been informed of the suggested sites at this stage. These sites will undergo a sifting process to assess their suitability, and any updates will be communicated in due course. As part of the District Plan Review, we have so far had two workshops with officers and district councillors, which allow for discussion and input into the evolving plan.</i></p> <p><i>We recognise the importance of transparency in the District Plan Review process. While it is not currently a standing agenda item at full Council or Planning Committee meetings, the process is ongoing, and we are committed to keeping both councillors and the public updated as we move forward. Additionally, both the Sawbridgeworth Town Council Planning Committee and the Full Council will actively scrutinise any sites that come forward in the District Plan and will submit comments as part of the consultation process, ensuring thorough local input.</i></p> <p><i>We hope this addresses your questions, Best regards, Cllr Ruth Buckmaster - District & Town Councillor Cllr Nathan Parsad-Wyatt - Town Councillor</i></p>
<p><i>To write to EHDC planning department to enquire if Sawbridgeworth Town Council members can send in a wish list for investment from</i></p>	<p><i>Clerk</i></p>	<p><i>Email sent 30th October 2024 awaiting a response</i></p> <p><i>Response – Jackie Bruce 106 Manager</i></p> <p><i>Identifying potential Section 106 contributions - I work closely with Planning Officers to ensure the East Herts Section 106 contributions that are identified and included in legal agreements are in accordance with the legislation requirements and local need</i></p>

<p><i>section 106 contract negotiations.</i></p>		<p><i>to mitigate the proposed development – that is all identified contributions must be necessary, directly related and reasonable in scale to the development.</i></p> <p><i>All East Herts contributions and obligations are sought and calculated in accordance with the current Local Plan and specific Supplementary Planning Documents (SPD's) requirements. These, along with the associated calculation spreadsheets, can be found on the Planning Policy Supplementary Planning Documents webpages. However, there are constraints on what these contributions can be allocated to, for example they are usually for capital projects and we cannot use the East Herts contributions as revenue or to fund educational establishments as these are funded from Hertfordshire County Council contributions.</i></p> <p><i>For more information on East Herts contributions and project funding including how to let me know of any funding requirements, please refer your Members to the Section 106 funding information on the council's website - Section 106 Agreements and Funding for Projects East Herts District Council</i></p> <p><i>Regarding the SAWB4 development - it is my understanding the planning application was granted in 2020 and is awaiting the sign off of the agreed Legal Agreement so it is not possible to include further financial contribution obligations. Should this situation change or further major developments come forward, we would be happy to look again at the financial contributions required as per the requirements of the Local Plan and associated Supplementary Planning Documents (SPDs). But I must emphasise that all contributions are subject to agreement with the developer and must be in accordance with the planning legislation requirements now in place.</i></p> <p><i>Future developments and potential S106 contributions in Sawbridgeworth - you may recall that I have previously requested ideas to add to my list of 'potential S106 projects' to help support this process and I am very happy to work with Sawbridgeworth Town Council and</i></p>
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		<p>local organisations to see if any of their proposed projects can be funded from any future developments in the local area.</p> <p>Please email me directly or ask your Members and local organisations to use the 'Expressions of Interest' form on the website to let me know of any funding requirements locally so I have a formal audit trail for S106 funding proposals.</p>
<p>To write to Waste and Recycling to ask for clearer messaging regarding local projects.</p>	<p>Clerk</p>	<p>Email sent 30th October 2024 awaiting a response.</p> <p>Cllr Eric Buckmaster has advanced this enquiry and is waiting a response on the observations from Cllrs on the planned removal of litter bins.</p>
<p>To explore why the four parking places for the nursery have been given in the Bell St car park and other approaches to rent spaces have been turned down by EHDC.</p>	<p>Cllr Angus Parsad-Wyatt</p>	<p>Response from EHDC officer</p> <p>The Elms Cherish Day Nursery was originally held on a long lease and granted 4 parking bays connected to the business which did not form part of the public car park. The property was sold on 16th June 2008.</p> <p>Under the TP1 it states that Rights granted to the transferor is for access and egress over the car park and to and from the Designated Parking Spaces - which remained at this stage adjacent to the public parking bays.</p> <p>To allow the development of the Central Surgery, circa 2018, the bays were moved into the car park. This was a decision of which the council was duty bound - to provide as an alternative, to make the development possible and fulfil the rights provided under the transfer of sale.</p>

24/91

PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 28th October 2024 (P09)

Received and noted: the draft minutes of the planning committee held on 11th November 2024 (P010)

24/92

LEVENTHORPE SWIMMING POOL

Resolved to write to the Minister for School Standards, the Minister for Early Education, and the Member of Parliament for Hertford & Stortford urging them to reinstate the funding required to keep Leventhorpe Pool open for two years, to allow stakeholders to work collaboratively to explore sustainable funding options and alternative models that could ensure the pool's long-term viability.

This letter was sent on the 18th November due to the impending deadline of the pool closure in December.
[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Greg Rattey]

24/93 PUBLIC FORUM

Q1 Do we know the cost on decommissioning the pool if it has to close?

Cllr Angus Parsad-Wyatt responded to remove the asbestos alone would be in excess of £250,000. There will be a substantial cost to decommission the pool.

Q2 The parking in Bell Street is getting very dangerous, last week a lorry had parked and another lorry passed it by mounting the kerb and was almost touching the buildings as it manoeuvred. Morrisons delivery vehicles sometimes arrived very early in the morning and wake up residents who live nearby, one vehicle last week was sitting with the engine running at 5:45 AM. Could restrictions be placed on the road?

The Clerk responded that he had seen the incident on CCTV and has written an email to councillor Eric Buckmaster including the photographs of the incident. Council Buckmaster will be liaising with his traffic management officer at county level to seek suggestions for a resolution.

Cllr Annelise Furnace highlighted the dangers outside Morrisons, noting that the delivery truck partially obstructs the area and the shop exit door is hidden from the road. She had previously suggested that a pinch point might help remedy the situation and requested that this be explored again.

Cllr Greg Rattey mentioned that the previous owners had agreed to use smaller trucks after he wrote to them

ACTION Clerk to write to Morrisons regarding using smaller delivery vehicles and for them to reassess delivery times.

Q3 Regarding the section 106 money expressions of interests, when the wish list is collated will the council ensure that local community groups are involved in consultations?

Cllr Nathan Parsad-Wyatt stated that he will be keeping a close eye on new developments and will ensure the community is consulted, not just in relation to 106 funding, but also to ensure that any large developments include some infrastructure.

Q4 If we get a market can we make sure we get a fruit and vegetable stall?

Cllr Reece Smith said he would pass this on to Joanne who is managing the project.

24/94 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications
Cllr Reece Smith advised he had been taken unwell whilst on the business trip and had to refrain from attending some of the Civic functions he had been invited to. He wanted to thank councillor Salvatore Pagdades for attending several functions including

Remembrance Sunday in his absence and the Council staff for their support.

He had managed to attend the air cadets flight simulator demonstration, the simulator was funded by the Stanstead community fund. The mayor encouraged to other people to apply for funding as there is money available.

24/95

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor E Buckmaster

Questions

Cllr Annelise Furnace asked how would residents be made aware of a flood resistance scheme which could involve grants, I wasn't sure how people would be consulted?

Cllr Salvatore Pagdades asked if we could be kept up to date with the waste in removal plan.

ACTION The Clerk to email these questions to Cllr Eric Buckmaster.

Cllr Angus Parsad-Wyatt

Explained that he had not attended any District Council meetings since the last full town council meeting. The next meeting is on the 11th of December, his focus this month has been on the closure of Leventhorpe swimming pool and the development in Knight Street.

Cllr Ruth Buckmaster

Circulated her District report via email for this meeting, no further questions what asked.

Cllr Salvatore Pagdades

Read the police report for the month highlighting operation advent which is a proactive police event in December. Also there will be a police drop in surgery at the town council on Thursday the 5th of December from 9:30 until 10:30 a.m.

Cllr John Rider asked if any further protection was going to be put in place to protect the new cash point at the Nationwide bank to stop it being stolen again?

ACTION - Cllr Salvatore Pagdades said he would mention this to the police.

Cllr Annelise Furnace

Real-time air quality data is now available and is recorded minute by minute from a monitor installed at the West Road roundabout. Sustainable Sawbridgeworth and the town council campaigned for this air quality monitor. She hopes the results will encourage residents to participate in healthy and sustainable travel and remind us to turn off engines when stationary.

The monitor can be used to assess projects such as the Sawbridgeworth Travel Challenge week to see if it has had any positive effects. These results can be found on the East Herts Council website by searching for 'air quality East Herts'.

Cllr Annelise Furnace also explained that she had attended the climate change and sustainability partnership meeting in Stevenage, where the

keynote speaker was from a company called Octopus. The company has a great portfolio of activities, and it may be well worth inviting them to speak to this Council.

Sustainable Sawbridgeworth held a repair café on Saturday, the 23rd of November. On the 30th of November, they will be presenting an energy hub stall at the Christmas lights event, councillors are invited to attend and assist if they are free.

ACTION – Cllr Annelise Furnace to circulate the URL for the air quality monitoring results on the East Herts website.

Cllr Simon Penney

Attended the Sawbridgeworth Sports Association meeting on the 11th of November. Key points from the meeting included that the Bowls and Tennis Club had been subject to attempted burglaries and had suffered from anti-social behaviour. This has led to a consultation regarding CCTV with the town clerk and the Town Council's CCTV provider.

Cllr Steve Smith

Reported on the Hailey Centre informing members that it had been running at a loss for a number of years and rely heavily on grants to maintain the running of the centre. The committee are looking to refurbish the building and add a new lunch menu to attract new customers and increase hall hire.

The refurbishment funding is £60,000 short and further support will be sought to allow this project to be progressed.

Cllr Salvatore Pagdades asked the Clerk if the leaking windows had been repaired to the Hailey Centre.

The Clerk responded that temporary repairs had been made and was finding it difficult to find a carpenter to complete the full repairs.

Cllr Angus Parsad-Wyatt thanked Cllr Steve Smith for the report, he highlighted the centre taking donations of mince pies and biscuits for their customers for December.

Cllr Nathan Parsad-Wyatt offered to help promote the centre through marketing to increase customers. Cllr Dawn Newell supported this, and Cllr Salvatore Pagdades suggested that it might be better to do this after the refurbishment has been completed.

24/96

TOWN CLERK REPORT

Received and noted: the clerk's report for the month of November 2024.

The Clerk reported on anti-social behaviour at the West Road park and mentioned a project the shops were completing with the Council.

Cllr Greg Rattey explained that it involves gift tags held by the shops, which are taken by customers recommending gift ideas. The gifts are then purchased and given back to the Council, where community groups and schools will be contacted to find members of the community who may benefit from these kind donations. Initially, 300 tags were printed and all were taken by customers. Subsequently, a further 140 tags were printed. The gifts have now started to arrive and will be wrapped, ready to give away for Christmas.

24/97 TOWN PROJECTS MANAGER REPORT

Received and noted: the Town Project Managers report for November 2024,

Resolved to continue planning a VE Day 80 event for the town, to budget for £5000 to be set aside to support a larger event.

[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Nathan Parsad-Wyatt]

24/98 SAWBRIDGEWORTH TOWN MARKET

Noted; the current position of the town market project, a request has been made to use the Bell Street car park and EHDC are considering this request. A follow up email was requested to be sent to East Herts Council.

Cllr John Rider raised an email he received from the Probus group concerned at the loss of parking if the market took place on a Friday. This will be taken into consideration when planning takes place as a preferred day had not been agreed.

ACTION – The Clerk to send a further email to East Herts Council regarding the cost to use the car park for the town market.

24/99 WINTER ROAD TREATMENT

Received and noted: The report from the town Clerk on the preparation to assist in winter road treatment in Bell Street and access to the Doctors Surgery whilst County Officers resolve the current situation.

Cllr John Rider read the following

County Officers cannot find a solution to be able to grit Bell Street and the doctors surgery. It is their responsibility to do so. EHDC will not agree to grit the car park as they claim it unsafe to do so. I fail to see their reasons for abandoning our Town to the elements as Bell Street and car park are priority roads/areas. There are solutions available but they are not being taken up. Bell street is the only point of entry to the car park which allows access to the cricket and bowls club/Council Offices /Hailey Day Centre/Surgery/post office and local businesses. Our Town car parks cannot be compared to other Towns in the County because of its unique nature and why it is crucial to ensure access to essential services.

I support and appreciate the short term solution suggested by our Town Clerk and the part funding of a robust gritting cart which the Rangers can use. However this should include robust support by county Officers in ensuring adequate supplies of salt are always available/a recognition that County Officers bear responsibility for injury claims/ that this will be short term and possible reimbursement of costs incurred.

I have concerns that our Rangers will have a big task to continually grit over the coming winter months especially if we have long icy periods. I am worried that our Residents will sustain injuries (this happened last year) and not be able to get to the surgery. I have concerns that local business will be adversely affected if we have a long period of icy conditions. Fingers crossed. we have a warm winter.

Cllr Angus Parsad-Wyatt asked for shop keepers and business owners are aware of their responsibility is snow and ice. But also to let them know the legal standing when clearing snow and ice to offer confidence to help the town Rangers.

ACTION – Clerk to inform business owners of their responsibility to

clear snow and ice, and to explain the legal position that supports them in doing so.

24/100 EAST HERTS DISTRICT COUNCIL'S COMMUNITY GOVERNANCE REVIEW
 Cllr Angus Parsad-Wyatt explained the aims of the review, noting that it was debated at full council in July 2023. The consensus among Councillors was that moving to different wards would be divisive rather than encouraging the incorporation of new community members and areas into the Town.

A debate was held to assess the recent press release suggesting that the government might move towards a two-tier local government system and whether this would delay the review. It was agreed that this was a separate issue and that the local review would continue.

Resolved to send an official response from Sawbridgeworth Town Council to remain without wards after councillors review the wording set out by Cllr Angus Parsad-Wyatt.
[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Salvadore Pagdades]

24/101 SECTION 106 FUNDING
 It was agreed to keep this as an agenda item on the planning committee agenda to monitor a wish list collated by the Clerk.

ACTION - the Clerk to collate a 106 funding wish list and to send this on to the planning committee.

24/102 FINANCIAL REPORT
Received and noted: The current Financial Report

24/103 ACCOUNTS FOR PAYMENT
Noted and Approved: Accounts for payment.

24/104 ITEMS FOR FUTURE AGENDAS

Meeting ended at 8:18 pm

Action	Owner	Update
To write to Morrisons regarding using smaller delivery vehicles and for them to reassess delivery times.	Clerk	Dear Sir/Madam, I am writing to bring to your attention an issue concerning the delivery vehicles servicing the Morrisons store located in Bell Street. The vehicles being used for deliveries are excessively large for the narrow streets in our town. This has resulted in several problems that are affecting the local residents. Firstly, the size of these vehicles often forces drivers to drive onto the pavement, posing a significant safety risk to pedestrians. This is particularly concerning for families with young children and elderly residents who frequently use the pavements.

		<p><i>Secondly, the deliveries are often scheduled during the early hours of the morning. The noise generated by these large vehicles is disruptive as often the engines are left running and has been waking up residents, causing considerable distress and inconvenience.</i></p> <p><i>I kindly request that Morrisons reviews the delivery logistics for this location. It would be greatly appreciated if smaller vehicles could be used and if delivery times could be adjusted to more sociable hours to minimise disruption.</i></p> <p><i>Thank you for your attention to this matter. I look forward to your prompt response and a resolution to these concerns.</i></p>
<i>To email two questions to Cllr Eric Buckmaster from Cllr Annelise Furnace and Cllr Salvatore Pagdades.</i>	Clerk	<i>Emailed 26/11/24</i>
<i>To ask the local policing team if any further protection was going to be put in place to protect the new cash point at the Nationwide bank to stop it being stolen again?</i>	<i>Cllr Salvatore Pagdades</i>	<i>Email sent 26/11/24</i>
<i>To circulate the URL for the air quality monitoring results on the East Herts website</i>	<i>Cllr Annelise Furnace</i>	<i>Completed – email sent 26/11/24</i>
<i>To send a further email to East Herts Council regarding the cost to use the car park for the town market.</i>	Clerk	<i>Email sent 26/11/24</i>
<i>To inform business owners of their responsibility to clear snow and ice, and to explain the legal position that supports them in doing so.</i>	Clerk	<i>26/11/24 Letter compiled and email request to Cllr Greg Rattey and Joanne Sargent to assist in delivering information to local businesses.</i>
<i>To collate a 106 funding wish list and to send this on to the planning committee.</i>	Clerk	<i>Email sent 26/11/24 to all Cllr's to respond by 10th December 2024</i>

Signed.....

Date.....