

SAWBRIDGEWORTH TOWN COUNCIL

Minutes

of the meeting of the Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 26 February 2018**.

Those present

Cllr Angela Alder
Cllr Roger Beeching
Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Pat Coysten

Cllr Annelise Furnace
Cllr Don Hall
Cllr Heather Riches
Cllr David Royle

In attendance:

R Bowran – Town Clerk

Joanne Sargent – Town Projects Manager

Welcome by the Town Mayor
Prayers were read by Cllr Coysten

The mayor welcomed the return of the Clerk.

17/143 APOLOGIES FOR ABSENCE

Apologies were received from:
Cllr Burmicz – work commitment
Cllr Shaw – work commitment
Cllr Adamopoulos was absent

17/144 DECLARATIONS OF PECUNIARY INTEREST

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

17/145 PUBLIC FORUM

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

Mrs Laura Todd presented a petition asking for a resolution to the issues of an un-adopted and neglected footpath by F&B school. It was received by County Councillor Eric Buckmaster.

Cllr Alder and the Town Projects Manager confirmed that resulting from investigations started in 2011 there appeared to have been an error in conveyancing and no ownership of the footpath could be established.

Cllr Beeching confirmed that revisiting the situation in 2016 had produced the same unsatisfactory conclusion.

17/146 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the Town Council held on 29 January 2018 (M07)
[prop Cllr Riches; secd Cllr Alder]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. There were none.

17/147 **AMENITIES COMMITTEE**

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

- 15 February 2018 (A02)

Cllr E Buckmaster asked if the committee would consider the need for allotment plots to be established on the SAWB3 site, south of West Road.

17/148 **PLANNING COMMITTEE**

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

- 29 January 2018 (P12)

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

- 15 February 2018 (P13)

17/149 **MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive the Mayor's appointments and communications

Mayor had received letters from Keech Hospice Care acknowledging receipt of the grant made and from Mrs Diana Jones regarding the council's determination not to apply for Grade 2 listing for the library building.

At the start of the month I went to Chelmsford for the Air Cadets Essex Wing presentation evening. This was an extremely enjoyable evening learning about all the different activities and events that the cadets can try. The Duke of Edinburgh Award expedition presentation was particularly impressive. Sawbridgeworth cadets again won an award for the most community service. One of the cadets also came runner up for the Cadet of the Year. I was also invited for a visit to the headquarters where I saw the cadets training on the flight simulator.

High Wych Pre-School held a charity Pamper Evening with various technicians offering sample treatments, I tried reflexology and a facial. The evening proved to be so popular and successful that it might become an annual event.

The District Explorer Scouts group held a cooking Competition at the Thorpe's Scout Hut. Cllr Colin Woodward and I were the judges. The teams were judged on team work, hygiene, presentation as well as taste. The standard was very good and the meals had Italian and Mexican flavours. The Much Hadham Explorer team won.

There have also been visits from the local school councils finding out how our council runs plus taking the opportunity to discuss their own concerns. Before the half term holidays I went to visit Fawbert and Barnard school at the completion of their street detective's project. I was really impressed at their models of what they would like to see in their town, this included a zoo, football stadium, cinema and shelter for the homeless. I was given letters the children had written to say what they liked in Sawbridgeworth and what they wanted for the future. These stated very strongly they wanted the swimming pool, but also parks and places to play football. This is something to reflect on in the master planning.

Cllr Alder proposed that the Clerk should write to the ATC Squadron on behalf of the Council commending them for their hard work. This was agreed.

Town Projects Manager proposed that any proceeds from stalls at the Remembrance Day event should be donated to the Squadron. This was agreed.

17/150.1 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor E Buckmaster reported:
Waste Consultation. Hertfordshire County Council, as Waste Planning Authority for Hertfordshire, is seeking the views of all interested parties on the way forward for waste planning in the county.

This Initial Consultation is the first consultation that Hertfordshire County Council has published during the process of reviewing the county's existing Waste Local Plan (WLP). The existing Local Plan covers the period 2011-2026 and comprises two documents:

- Waste Core Strategy and Development Management Policies document (adopted November 2012); and
- Waste Site Allocations document (adopted July 2014).

This Initial Consultation is being published for consultation for an eight-week period starting at 9am on 5 February 2018 and ending at 5pm on 30 March 2018. Please ensure that your responses reach us by the closing date. Online Consultation Portal: <http://hertscc-consult.objective.co.uk/portal> Email response forms: waste.planning@hertfordshire.gov.uk Address for printed forms: Minerals and Waste Policy Team, Spatial Planning and Economy, CHN 216, Hertfordshire County Council, County Hall, Pegs Lane, Hertford, SG13 8DN. Phone no. for queries: 0300 123 4040

Update on Year of Physical Activity. It is promoted by Herts Sports Partnership and Herts County Council. The focus will be on:

- * Increasing physical activity levels
- * Shifting stubborn inactivity levels
- * Celebrating what's already happening
- * Encouraging new programmes and events.

Herts Sports and Physical Activity Partnership (HSP) is working with a local social enterprise Apex in the Community and the Sports Development Officers to recruit 200 volunteer Herts YOPA18 Champions. Accredited training will be provided, in conjunction with the Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) and #TeamHerts Volunteering. Volunteers will gain an insight into their role, expectations, safeguarding, behaviour change and wider volunteering opportunities.

Graduates will receive a Herts YOPA18 branded polo shirt and be linked up with their local Sports Development Officer who will arrange local volunteering opportunities.

All Champions will be encouraged to link with their local parkrun event and raise awareness of Hertfordshire's Year of Physical Activity 2018 in their local community, encouraging local groups and organisations to broaden their local offers. They will also be supported to continue as volunteers in sport and physical activity programmes beyond

Rex

December 2018.

Flytipping There was some serious fly-tipping on the A414 near Eastwick. This was eventually cleared. I had some discussions with both County and District as to whether or not height barriers or obstacles could be put in place but sadly not owing for the need for public access. I am informed now that CCTV cameras will be installed by East Herts to discourage and apprehend perpetrators.

Potholes and other issues.

Residents and Councillors can go online to register Highways faults whether they be potholes or faulty lights. The link is <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/report-a-problem/>

East Herts Article 4 Directions. There are 42 Conservation areas across the district. There has been some concern that with the arrival of permitted development rights there could be damage done to our Conservation areas in our towns and villages. Following a pilot in Bishops Stortford we decided at Executive this month that Article 4 directions will need to apply to all of our conservation areas. This means that now there will be a local land charge that will apply so that owners within a conservation area who would otherwise have permitted development rights will need to engage with the council by applying for planning permission. The process for introducing additional Article 4 directions could take up to 2 years and will start in the Ware plus south west area, followed by Hertford, Buntingford plus north, then Sawbridgeworth plus south east. Once introduced they will be monitored to ensure their effectiveness in preserving and enhancing conservation areas.

Removal of council tax discounts In recent years we have gradually reduced the period of time in which discounts apply for empty homes. There are several hundred empty homes in the district at any one time. It is in everyone's interest to bring these back into use as soon as possible. The Executive is therefore recommending to full council that from April the discount for all empty and unfurnished properties be removed including those undergoing refurbishment and repairs.

Warm Homes: New scheme launched to help Hertfordshire residents stay warm in their homes. A new scheme that provides free or discounted household improvements to help residents stay warm in their homes has been launched by Hertfordshire County Council in partnership with all 10 district and borough councils. In Hertfordshire, over 32,000 households are estimated to live in fuel poverty meaning they do not have enough money to adequately heat their home. Colder temperatures can lead to excess winter deaths. Between August 2013 and July 2016, there were 1795 excess winter deaths in Hertfordshire. The Hertfordshire Warmer Homes scheme aims to make homes easier and cheaper to heat by offering free or discounted energy efficiency measures, such as insulation and heating repair, or fuel switching advice to low-income and vulnerable households. The Hertfordshire Warmer Homes scheme will be managed by the National Energy Foundation, using funding from the national Energy Company Obligation (ECO) and local authority contributions. It will run to 31 October 2018. Please help us raise awareness of this scheme with the

vulnerable residents you are in touch with by publicising it through your own channels. Anyone can find out more information by contacting HertsHelp on: 0300 123 4044 (local rate) or info@hertshelp.net.

Recycling:

'Keep calm and carry on recycling'. That's the message from the Hertfordshire Waste Partnership (HWP) following news reports about changes which will impact on the ability of the UK and other countries to trade mixed recyclables with China. As a result HWP contractors have been investigating and diversifying by using alternative markets and consequently the amount of mixed recyclables exported to China has significantly reduced in recent months.' A significant proportion of material such as separately collected newspapers and magazines, steel and aluminium cans and textiles are sent to re-processors here in the UK. Similarly all of the organic materials collected in Hertfordshire, such as garden waste and food waste, are also processed at recycling plants in the UK including at a number of facilities in Hertfordshire. Although China has previously acted as a large market for mixed recyclables, many other countries in the region are actively engaged in the international trade in mixed recyclables. It is very important that residents follow the advice issued by their local council on which materials can and cannot be recycled, especially at certain times of the year such as after the festive period, or Easter when contamination levels can increase significantly. This type of information is available on each local council's website, along with additional guidance, such as remembering to 'wash and squash' recyclables where necessary.

- *Cllr Alder asked whether individuals should report potholes or should it be done by the town council. Advised that either was acceptable via the Herts CC link.*
 - *Cllr Royle asked whether there was an emphasis on recycling plastics, Cllr E Buckmaster said there was.*
 - *Cllr Royle asked whether schools waste was stored.*
- District Councillor Cllr Angela Alder reported:
 - Attending and Extraordinary Council meeting to agree amendments to the District Plan.
 - Meeting of the Task and Finish Group examining the EHDC Grounds maintenance contract.
 - District Councillor Cllr Eric Buckmaster reported:
 - Going on an EHDC/BSTC/Rhodes Trust tour of theatres around the country following a Heads of Agreement to build a new multi-purpose arts centre in Bishops Stortford.
 - Survey by CCG on opinion on extended access to surgeries.
 - Hertfordshire Police apologised for being unable to attend:
 - Crime remains low in Sawbridgeworth.
 - Slight spike in burglary dwelling offences since the start of 2018 (4 offences reported to date East Park, Crofters, Northfield Road & Gilders). Part of a crime trend across East Herts. Additional patrols were brought in to assist with reassurance patrols in those affected areas.
 - The team now has a qualified quad bike rider; this will be of

- great assistance for dealing with rural criminality.
 - PC Marshall & PCSO Weston will be helping with spring in your step day on 20 March.
 - Through working with partner agencies we hope to soon introduce a town link radio system which will be a way of the licensed premises communicating and also passing messages on to the police, this appears to have been well accepted by the pubs and all that have been approached are on board with the scheme. This will not be an alternative to calling 999 in the case of an emergency.
 - Thank you for your continued support from town council re CCTV. This assists greatly in adding to a reduction in crime in the town. Three examples since the start of the year where the footage has assisted in identifying suspects for criminality within the town. On all three occasions persons have been charged.
 - Paul & Amanda continue to engage with schools and have recently done a talk with Ruby Class at Spellbrook School around stranger danger awareness and road safety. The team are also assisting with Careers Day at Leventhorpe on 8t March.
 - PCSO surgeries are still being run we are just in progress of arranging dates, more information to follow.
- Other Representatives
 - Cllr Alder reported attending a meeting of STACC
 - Considered refurbishment of the airside area for people with disabilities.
 - Next meeting will consider issue of recycling plastics at the airport.
 - Cllr R Buckmaster reported that SYPRC will be holding a meeting to consider future planning for the centre.
 - Cllr Royle reported a full programme of meetings with schools and two Town Schools meetings.
 - Cllr Royle reported on the spraying of dog mess and liaison with Linda Last at EHDC.
 - Cllr Furnace reported on issues that had arisen at a recent councillors' surgery.
 - Access to Hailey Centre difficult for the disabled
 - *Action Trustees of Hailey Centre*
 - London Road pavement north after Bell Street difficult as pavement slopes towards the road
 - *Action Herts Highways*
 - Bad state of Fairways pavements
 - *Action Herts Highways*
 - Leaves and mud blocking drain on footpath leading to Church Walk Church Crescent
 - *Action Herts Highways*
 - Problem with school run parking in Crofters
 - *Action Herts Highways*
 - Problem with commercial vehicle parking in Crofters
 - *Action Herts Highways*
 - Want more flower planters around the town
 - *Action T Council budget and logistics issues*

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- Complaint about dog mess.
 - *Action Parents and parishioners*

Clerk suggested that issues arising from councillors' surgeries should be brought in the first instance to officers for advice and only put on the agenda if there was an issue to be debated and discussed.

TOWN PROJECT MANAGER'S REPORT

17/150.2

Received and noted: The Town Project Manager's report for the month of February 2018.

Will meet Adam McKay in conjunction with and Action Plan for a market. Will meet with a representative of WENTA to discuss town centre development.

17/151

EAST HERTS DISTRICT PLAN

To report on any developments following the public examination of the East Herts District Plan.

Received and noted: The Main Modifications Consultation issued by EHDC on 15 February to which the council should determine a response.

The preliminary notes and comments prepared by the Clerk were reviewed and discussed.

Cllr Beeching produced his own summary which concurred with the conclusions reached in the Clerk's paper.

Cllr Royle commented on the lack of consultation on several aspects by EHDC.

Cllr E Buckmaster commented that the town is known for its amenities and infrastructure but not for its economic vibrancy and amenity values must be preserved.

Clerk was directed to submit the town council's response to the Modification Consultation based upon the paper that he had written in collaboration with Cllr E Buckmaster.

17/152

WAR MEMORIAL : DELEGATION OF AUTHORITY

Work is about to start on the cleaning and restoration of the Sawbridgeworth War Memorial under the authority of an Archdeacon's Letter.

Resolved: To delegate the authority to release sums from Specific Reserves, £15,000, for this purpose to the Chairman of Finance & Policy Committee and the Town Clerk
[prop Cllr E Buckmaster; secd Cllr Hall]

17/153

SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATION CENTRE

Resolved: To approve, as provided under the provisions of Article 15 of the Rules of Management of the Sawbridgeworth Young People's Recreation Centre, changes to the Rules of Management as proposed by the management committee on 17 November 2017 and 13 February 2018.

[prop Cllr Riches; secd Cllr Coysten]

- 17/154 ELMWOOD FOOTPATH**
Received and noted: A report on developments relating to establishing the ownership of the footpath between Elmwood and the River Stort.
 To consider at the next meeting of Council, when legal advice has been received from TeesLaw, whether the town council should accept responsibility for the upkeep of this footpath once it has been restored to good order using funding provided by Hertfordshire County Council.
- 17/155 WALKING AND CYCLING STUDY**
 To discuss the placing of a contract for a Walking and Cycling Study
 Cllr E Buckmaster said a contract had been placed with Transport-Initiatives LLP of Brighton.
- 17/156 AgeUK PRESENTATION**
 Cllr Furnace said that AgeUK were grateful for the opportunity to make a presentation at the last meeting and had now got a number of leads to follow up.
- 17/157 DEPOSIT & CONSULTATION DOCUMENTS**
 There were no Documents for Noting and Consultation
- 17/158 FINANCIAL REPORT**
Received and noted: The current Financial Report
- 17/159 ACCOUNTS FOR PAYMENT**
Received, noted and approved: Accounts for payment
- 17/160 ITEMS FOR FUTURE AGENDAS**
 To consider any items for inclusion on future agendas.
 - East Herts District Plan. Consideration of the Main Modification Consultation as it affects the Harlow North/Gilston Village proposals.

Meeting Closed at 21:17

List of Purchase Ledger CHEQUE PAYMENTS Entered

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Tree Surgery Landscaping Contractors			TLC001				
30/01/2018	300118	Emrgcy work - Fallen tree		200.00	0.00	200.00	0.00
					0.00	200.00	
Above paid on : 26/02/2018				By Cheque No 1669			
Supplier : P A Promotions Limited			PAPROMO001				
30/01/2018	15129	Postage		1,314.54	0.00	1,314.54	0.00
					0.00	1,314.54	
Above paid on : 26/02/2018				By Cheque No 1670			
Supplier : Ridgeons Ltd			RIDG001				
29/01/2018	039/1584841	Screws & sealant for bench		13.92	0.00	13.92	0.00
31/01/2018	039/71593551	Concrete, hook for cr prk gate		11.41	0.00	11.41	0.00
06/02/2018	039/71613434	Gloves & concrete mix		18.81	0.00	18.81	0.00
					0.00	44.14	
Above paid on : 26/02/2018				By Cheque No 1671			
Supplier : Affinity Water			AFFW001				
29/01/2018	290118	01.08.2017 - 26.01.2018		28.53	0.00	28.53	0.00
01/02/2018	010218	02.08.17 - 01.02.18		116.14	0.00	116.14	0.00
08/02/2018	080218	07.08.17-07.02.18		17.76	0.00	17.76	0.00
10/02/2018	18200208	09.08.17-07.02.18		29.61	0.00	29.61	0.00
					0.00	192.04	
Above paid on : 26/02/2018				By Cheque No 1672			
Supplier : Gary Woods Garden & Property			WOODS001				
02/02/2018	STC2	Repair to dmgd boundary fence		160.00	0.00	160.00	0.00
					0.00	160.00	
Above paid on : 26/02/2018				By Cheque No 1673			
Supplier : Southern Electric			SSE001				
02/02/2018	0107	Unmetered supply - Tel box		1.76	0.00	1.76	0.00
					0.00	1.76	
Above paid on : 26/02/2018				By Cheque No 1674			

List of Purchase Ledger CHEQUE PAYMENTS Entered

Ledger : 1

Month: 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Eden Springs UK Ltd			EDEN001				
25/01/2018	31/03061087	Drinking water		41.60	0.00	41.60	0.00
					0.00	41.60	
				Above paid on : 26/02/2018 By Cheque No 1675			
Supplier : Moore & Son Ltd t/as Direct Moves			DMOVES001				
03/02/2018	12241	Tunnel strg - 19.12-19.01.18		105.60	0.00	105.60	0.00
					0.00	105.60	
				Above paid on : 26/02/2018 By Cheque No 1676			
Supplier : Froom & Co Limited			FROOM001				
31/01/2018	37067	x2 03.01 & 29.01.18		504.00	0.00	504.00	0.00
					0.00	504.00	
				Above paid on : 26/02/2018 By Cheque No 1677			
Supplier : British Red Cross Society			BRC001				
21/02/2018	650104428	Event attendance x 3 -25/11/17		211.20	0.00	211.20	0.00
					0.00	211.20	
				Above paid on : 26/02/2018 By Cheque No 1678			
Supplier : Ernest Doe & Sons Ltd			DOE001				
12/02/2018	372278	Oil for hedge trimmer		23.50	0.00	23.50	0.00
12/02/2018	372279	Hedge Trimmer - Long Reach		720.00	0.00	720.00	0.00
12/02/2018	372280	Multi purpose grease		16.01	0.00	16.01	0.00
					0.00	759.51	
				Above paid on : 26/02/2018 By Cheque No 1680			
Supplier : Maltings Hand Car Wash, Alex Selmani			MALT001				
15/02/2018	97	UWY Cln - 24.11-15.02.18		34.00	0.00	34.00	0.00
					0.00	34.00	
				Above paid on : 26/02/2018 By Cheque No 1681			
Supplier : CZ Design & Print			CZDES001				
21/02	8 87985	Rivers Nursery Book		680.00	0.00	680.00	0.00

List of Purchase Ledger CHEQUE PAYMENTS Entered

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : Hert Assoc of Parish & Town Councils	HAPTC001				
01/02/2018	1718/362	Cllr Furnace - 07/02/18		40.00	0.00	40.00	0.00
					0.00	40.00	
				Above paid on : 26/02/2018		By Cheque No 1679	
PAYMENT TOTALS				0.00		40.00	

List of Purchase Ledger CHEQUE PAYMENTS Entered

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
					0.00	680.00	
				Above paid on : 26/02/2018 By Cheque No 1682			
PAYMENT TOTALS				0.00	4,248.39		

List of Purchase Ledger CHEQUE PAYMENTS Entered

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Information Commissioner's Office			ICO001				
09/02/2018	0274EBE20455	Data Protect. Registration		35.00	0.00	35.00	0.00
					0.00	35.00	
				Above paid on : 26/02/2018 By Cheque No 1683			
PAYMENT TOTALS				0.00	35.00		

List of Purchase Ledger CHEQUE PAYMENTS Entered

Ledger : 1

Month : 11

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : Dale, Lisa			DALE001				
16/02/2018	260218	Cleaning - February		180.00	0.00	180.00	0.00
					0.00	180.00	
				Above paid on : 26/02/2018 By Cheque No 1684			
Supplier : Ridgeons Ltd			RIDG001				
31/02/2018	039/71675167	039/71675167/951/Ridgeons Ltd		77.36	0.00	77.36	0.00
					0.00	77.36	
				Above paid on : 26/02/2018 By Cheque No 1685			
PAYMENT TOTALS				0.00	257.36		

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Non Purchase Ledger Cheque Payments - February 2018

Cheque No:	Payable to:	Amount:	Reason:	A/C Code:
1686	Frank Gowen	104.89	Saturday Bus Driving (10/02) & holiday cover (21/02)	4045/700
1687	Adrian (Rob) Robinson	174.82	Saturday Bus Driving (24/02) training (20/02) hidy cover (22/02)	4045/700
1688	EHDC	120	x2 Civic Dinner Tickets	4315/310
1689	Harlow Council	70	x2 Civic Dinner Tickets	4315/310
1690	CASH	173.91	Petty Cash Top-up	Various
1691	Ware Town Council	70	x2 Civic Dinner Tickets	4315/310

Total: 713.62

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