

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 30 April 2018**.

Those present

Cllr Sotirios Adamopoulos	Cllr Pat Coysten
Cllr Angela Alder	Cllr Annelise Furnace
Cllr Roger Beeching	Cllr Don Hall
Cllr Eric Buckmaster	Cllr David Royle
Cllr Ruth Buckmaster	Cllr Mike Shaw
Cllr John Burmicz	

In attendance:

10 members of the public
R Bowran – Town Clerk

Joanne Sargent – Town Projects Manager

Welcome by the Town Mayor
Prayer were said by Cllr E Buckmaster

17/179 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Riches – on holiday

17/180 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members – there were none

17/180A PUBLIC FORUM

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

Mr Greg Leary spoke on behalf of all the members of the public who attended, and who wanted an update on the current situation regarding the Right of Way from Elwood to the river.

They were advised that the matter would be dealt with at Agenda item 17/191.

17/181 MINUTES

Resolved: With one amendment, to approve as a correct record the minutes of the Meeting of the Town Council held on 26 March 2018 (M09) [*prop Cllr Alder; secd Cllr Hall*]

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

17/182 PLANNING COMMITTEE

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

- 26 March 2018 (P16)

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

- 16 April 2018 (P17)

17/183 FINANCE & POLICY COMMITTEE

Received and noted: The draft minutes of the Finance and Policy Committee Meeting held on 16 April 2018 (F03)

17/184 ANNUAL TOWN MEETING

To note any resolutions passed at the Annual Town Meeting which was held on 09 April 2018.

There were none.

17/185 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive the Mayor's appointments and communications

The mayor announced the death of former County Councillor Brian Smalley who had represented Sawbridgeworth. She asked that he be remembered in members' prayers.

The mayor announced the receipt of a grant of £1,000 from Sawbridgeworth United Charities as a contribution to the running of Sawbobus.

Last month was relatively quiet in terms of civic duties as it was Easter time. I started the month by judging St Elizabeth's Easter Bonnet Parade.

All the residents had made a bonnet some with more help than others. And all received a chocolate egg. There was one main winner from each class. I received a lot of guidance in choosing the winners.

After Easter we held the Annual Town meeting. This is where we present the accounts and reports of the services and groups. It is also the time for parishioners to raise any concerns or ideas. I'd like to Thank those of you who came.

Ware held their Civic dinner. It was held in The Priory rather than Fletchers Lee owing to numbers but a very good evening.

We also unveiled the Bakers Walk Art work if you haven't seen it you really should. It consists of panels from each school, they are all very different but wonderfully bright and eye catching. The schools all used different medium and ideas to show something about them.

I attended the St George's Day Service with all the uniform organisations it was lovely to see the children and encouraging to see that they had given up a nice sunny morning to attend.

I along with other chains went on a sculpture tour around Harlow. Harlow has nearly 90 sculptures around the town. We saw just a few. I don't know how many times I had driven passed a Barbara Hepworth without realising it was there. I recommend that you all go round their sculpture tour.

I held my civic dinner on Saturday and I hope those of you who attended had a good time. The band was excellent and nearly everyone was up dancing. The Hall looked amazing and the food was good. I'd like to thank the staff for all their hard work in making it a wonderful evening. Also thank you to Joanne for the additional raffle prizes and Angela for getting the bike.

Coming up this month we have the May fair, our own Community Champions Awards evening plus the scouts and ATC awards evening.

She displayed the frame Moosburg Jumelage charter document.

REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor Eric Buckmaster
Grants.

Each County Councillor has a grant pot of £10,000 for the year. My allocations for 2017/18 to Sawbridgeworth was as follows; The full list including purpose of grant is on the Herts County Council website.

Applicant	£
Young Enterprise Sawbridgeworth school travel challenge	400
Sawbridgeworth Rivers Heritage site and Orchard	750
Sawbo Mem Hall Nostalgia	680
Remembrance day	500
Sawbo ATC	350

In writing I should be happy to consider applications from organisations in the current financial year.

I am also the portfolio holder for grants in East Herts. In the past 12 months we have revised our grants policy to focus on areas of particular need within the District and particularly in addressing areas of multiple deprivation, tackling social isolation, encouraging physical activity, and promoting good health and wellbeing among our residents. Community grants of up to £3,000 are available for community organisations to run programmes to promote good physical and mental health and wellbeing. The new Community and Capital Grants programme opens on May 1st. Details of the process and Criteria are on the East Herts website.

Education

Overall in Hertfordshire, nearly 97% of families have been offered a ranked school which is a slight increase on last year. Over 86% of families have been offered their first preference school, which has increased slightly from 85% last year. The cohort is smaller this year (2.4% decrease), with 14389 Hertfordshire applicants, compared to 14727 in 2017.

Bishop's Stortford

In Bishop's Stortford, including the parish of Thorley, the total number of applications received this year is 429 (4% decrease) compared to 447 for September 2017. All 429 applicants have been allocated a ranked school, with 413 (96%) offered their first preference.

Sawbridgeworth

In Sawbridgeworth, including the parish of High Wych, the total number of applications received this year is 116 (1% decrease) compared to 117 for September 2017. 113 applicants (97%) have been allocated a ranked school, with 98 (84%) offered a first preference. 3 Sawbridgeworth residents have been offered a non-ranked allocation to High Wych C of E Primary School.

In the main, non-ranked allocations are to schools within statutory walking distance. However, some families have been offered schools which are further than 2 miles from their home and may be entitled to assistance with home to school transport. Children under the age of 8, attending their nearest available school over 2 miles will be provided with free home-to-school transport. Eligible parents will be contacted in June to advise them of how to take up the offer of free travel.

Potholes

Over 10,000 potholes have been repaired in Hertfordshire so far this year as part of a winter recovery programme launched by the county council in response to the harsh winter. Despite warm weather in recent weeks, periods of wet and freezing weather earlier in the year have caused unprecedented damage to road surfaces across the county, leading to a big increase in the number of potholes reported to the county council's highways team.

We've brought in four extra jet patching machines to work alongside our regular crews to get on top of the problem and we've now fixed over 10,000 potholes. Despite the significant increase in the number of potholes and road faults reported, we continue to hit our targets of repairing the most urgent potholes within 24 hours and all others which are considered serious within five to 20 working days."

In addition to pothole repairs, with the weather improving the county council has now begun its annual surfacing programmes, which will see large sections of road given new surfaces. This will include preventative maintenance on roads that are close to failure as well as new surfaces for some of the most uneven roads.

In addition to the money spent specifically on pothole repairs, the county council has increased its highways budget for this financial year with a £40m programme of over 1,000 road maintenance and improvement schemes across Hertfordshire's 3,000 miles of road. This year's funding includes an extra £5m which the county council is spending on improving the condition of local roads people live and work on, as part of a longer term £29m programme targeted on those smaller, local roads.

Hertfordshire County Council encourages road users to report potholes on the county council website

<https://www.hertfordshire.gov.uk/faultreporting/>

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- District Councillor Angela Alder
Attended second meeting of the Herts CC Annual Scrutiny of Health providers.
Attended a meeting of Hertfordshire Community Trust
Represented the mayor at the civic service for Broxbourne and Cheshunt
Attended and Overview and Scrutiny meeting where an interesting item was the impact of alcohol use on public health.
Attended a meeting of the Task and Finish group for the Maintenance Contract renewal process.
- District Councillor Eric Buckmaster

Update on East Herts Health and Wellbeing strategy.

Our strategy is currently being updated to ensure that there is a focus across all council functions towards improving the health and wellbeing of our communities and enhancing the quality of people's lives (two of our key corporate priorities). We have achieved great success across East Herts in providing physical activities for the over 50s, many of which are held in Sawbridgeworth Memorial Hall. We are also running a successful pilot in Bishops Stortford and Sawbridgeworth for Social Prescribing. We have a coordinator now who works out of many GP practices who can direct people to social and physical activity that will reduce isolation and improve their health, and perhaps also reduce reliance on medication. We are also looking at programmes that will tackle obesity particularly in young people and aim to reduce incidents of type 2 obesity through lifestyle change. This is a project run jointly by the County Council and East Herts with support from Leeds Beckett University. It is recognised that access to recreation and open spaces is important in planning as well as maintaining opportunities for walking and cycling.

Leisure and Culture update

East Herts is currently consulting on options for a new Arts Centre in Bishops Stortford as part of the regeneration of the Old River Lane/Causeway site. The Rhodes Birthplace Trust along with Bishops Stortford Town council and East Herts Council have signed Heads of Terms to signal cooperation in this venture. On 12th May at 11:30 there will also be an opportunity for people to give their views on the matter at a consultation event to be held within the Rhodes Centre.

East Herts is also beginning the procurement process for a new leisure contract across the District. The aim is to substantially improve the leisure offering and to turn a net cost to the council into a service that provides an income. Grange Paddocks in Bishops Stortford will be replaced by an entirely new centre and improvements will be made to Hartham in Hertford. East Herts is continuing to have discussions with the schools concerning the joint use pools, including Leventhorpe. The procurement process will include the option for Leisure Providers to provide a variant bid to run the joint use pools. Currently 40% of the cost of running the school owned pools comes from the Government via ESFA funding.

District Plan. The Examination in Public of the District Plan by the Planning Inspector took place in the Autumn. Following that a consultation on the main modifications to the District Plan has recently closed. Responses will be sent directly to the Inspector. It is expected that we shall have an approved adopted Plan by the summer.

I'd like to thank the Neighbourhood Plan Group for the invitation to attend the meeting last Saturday which was a frank discussion on concerns Gilston and the Garden Town proposition and its processes.

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- Hertfordshire Police were absent but reported:
 - No major incidents since the last police report
 - Main issues being vehicle crime , most of which was with unlocked cars
 - May Fayre will be covered by the SNT team

- Home visits are being arranged in regards to children cycling up Bell Street
- Quod Bike being deployed to counter inappropriate trials biking
- Received annual reports for Operation STOMP, Business Watch and Rural Watch
- Received CSP Action Plan 2018/19
- Other Representatives
 - Cllr R Buckmaster reported: a litter pick around the town organised by Corrine Lewis.
 - Cllr E Buckmaster reported on the AGM of the Friends of Pishiobury Park who had recruited a volunteer to co-ordinate regular litter picks under the working name of TUS, Tidy Up Sawbridgeworth.
 - Cllr R Buckmaster reported that there would be two RHSO working party days on 03 and 05 May, all welcome.
 - Cllr Alder reported attending two meetings of **STACC**, where details of the new arrivals hall were revealed and statistics for the number of flights.
 - Cllr Alder reported attending the **Children's' Centre Forum** and received information about reorganisation as the Families Commissioning service. In Hertfordshire Sawbridgeworth now grouped with much larger towns.

Members expressed concern that we need to ensure that Sawbridgeworth has a watching brief on what level of services we receive in Sawbridgeworth and that we receive a fair share of funding.

17/187 TOWN CLERK'S REPORT

Received and noted: The Town Clerk's report for the month of April 2018

Clerk noted that Sawbobus had suffered a major breakdown but the service was being maintained by use of a reserve vehicle. Clerk added that a recent meeting with the owner of the Rivers Orchard site had resulted in a list of required maintenance items that needed to be undertaken.

Cllr Beeching noted that the administration of the council had continued uninterrupted during the absence of the Clerk and expressed thanks to the office staff for making this happen.

17/188 TOWN PROJECT MANAGER'S REPORT

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

Town Projects manager noted that the Awards evening will be held on 11 May and all members are invited to attend.

17/189 EAST HERTS DISTRICT PLAN

To report on any information received relating to the public examination of the East Herts District Plan. Inspector's report has been delayed, advised that this is in part due to a national representation by CPRE concerning use of the Green Belt for developments.

Noted: The town council's response to the main Modification Consultation for Chapter 11 – Gilston Village.

AAA

Cllr Beeching notes that the District Plan was madness in that there was a lack of infrastructure to support ion.

Cllr E Buckmaster noted rather current consultation on reviewing the NPPF, a new date for meeting with Countryside Properties and negotiations with Barratt David Wilson over releasing play and potential allotment space in SAWB3.

Cllr Burmicz commented on press coverage of the number of new homes in Harlow North.

17/190 AUTOMATIC NUMBER PLATE RECOGNITION (ANPR)

To receive a proposal to resolve to provide funding for the provision of two ANPR cameras at an estimated cost of £3,500 each.

The proposer being absent at this point, it was agreed that the item be deferred to the next meeting of council.

17/191 ELMWOOD FOOTPATH

Clerk reported on quotations received for the re-instatement of the Elmwood footpath and the legal status of the Right of Way.

With the caveats that funding is forthcoming from Herts County Council and there is no on-going commitment to maintaining the footpath;

Cllr E Buckmaster said that £41,935 of s106 funding had now been identified but that it would take about 3 months for the process of releasing the monies to take place.

Resolved 1: To accept the quotation in the sum of £2,739.28 plus VAT from D Honour & Son (Landscape) Ltd, as recommended by the F&P committee. *Minute F17/33.2.1.*
[prop Cllr Alder; secd Cllr Beeching]

Resolved 2: That once repaired the town council will accept no responsibility for the on-going maintenance of the footpath.
[prop Cllr Adamopoulos; secd Cllr Shaw]

Cllr Shaw arrived at 20:15 at this point in the agenda

17/192 PARISH HALL FOOTPATH

Clerk reported quotations received for the re-instatement of the Parish Hall footpath.

With the caveats that funding is forthcoming from Herts County Council and there is no on-going commitment to maintaining the footpath;

Resolved 1: To accept the quotation in the sum of £ £967.62 plus VAT from D Honour & Son (Landscape) Ltd, as recommended by the F&P committee. *Minute F17/33.2.2.*
[prop Cllr Furnace; secd Cllr Adamopoulos]

Resolved 2: That once repaired the town council will accept no responsibility for the on-going maintenance of the footpath.
[prop Cllr Coysten; secd Cllr Alder]

AKK

17/193 GDPR

Received and noted: A Policy for complying with the requirements of the General Data Protection Regulations, as recommended by the F&P committee. *Minute F17/33.1.*

Clerk reported that the Government had announced an amendment to the Bill which exempted town and parish councils from having to appoint a DPO, although it would still be good practice to do so.

Clerk reported that once tabled the proposed Policy must sit on the table until the next meeting of council when a resolution would be put to adopt it.

17/194 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation.
There were none.

17/195 FINANCIAL REPORT

Noted: The current Financial Report

17/196 ACCOUNTS FOR PAYMENT

Noted and approved: Accounts for payment

17/197 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.
There were none

- Cllr Alder commented on the lack of adequate car parking markings in the Bell Street carpark which was a cause for concern.
- Cllr Furnace announced there was a vacancy at Reedings Junior School for a Community Governor if any Member was interested.
- Cllr Shaw questioned the reported 23,000 houses reported to be built north of Harlow. He was reassured that the figure was misreported and the figure related to the combined total for Harlow and Epping

Meeting Closed at 20:25

*Angie Alder
26th May 2015*

Non-Purchase Ledger Cheques - April 2018

Cheque No:	Payable to:	Amount:	Reason:	A/C Code:
1731	Frank Gowen	209.79	Saturday Bus Driving (31/3 & 28/4) Hol cover (26-27/4)	4045/700
1732	Adrian (Rob) Robinson	214.78	Saturday Bus Driving (7&14/4) Hol cover (23-24/4)	4045/700
1733	Harlow Council	50	x2 Sculpture Tour Tickets for the Mayor & Consort	4315/210
1734	CASH	295.91	Petty cash Top-up	Various

[Handwritten signature]

Total: 770.48