

# Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth  
Hertfordshire CM21 9AN  
Tel: 01279 724537



**MAYOR**  
Cllr Dr John Stefan Burmicz

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
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**TOWN CLERK**  
Richard Bowran BSc.(Hons) PSLCC

## A G E N D A

and supporting papers for the meetings on

**Monday 25 November 2019**

The meeting of council will be preceded at 7.00pm by a presentation to be given by Mr Bob Reed on the works being carried out at and the future plans for Pishiobury Park.

### ----- **Meeting of the Town Council**

**at 7.30 pm**

-----  
followed by

### **Planning Committee Meeting**

**at about 8.30 pm**  
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Where a matter arises at a meeting which relates to an interest which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

Where a matter arises at a meeting which relates to a pecuniary interest, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.

A member only has to declare his/her interest if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds a pecuniary interest which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.

Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate, the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.



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MAYOR  
Cllr Dr John Stefan Burmicz  
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 25 November 2019** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk  
19 November 2019

The meeting of council will be preceded at 7.00pm by a presentation to be given by Mr Bob Reed on the works being carried out at and the future plans for Pishiobury Park.

## AGENDA

Welcome by the Town Mayor followed by Prayers

**18/97 APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

**18/98 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Interest by Members.

**18/99 PUBLIC FORUM**

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

**18/100 MINUTES**

[PDF] [V]

To approve as a correct record the minutes of the Meeting of the Town Council held on 28 October 2019 (M05) [Appendix A]

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

- 18/101 PLANNING COMMITTEE**  
To receive and note the minutes of the Planning Committee Meeting held on:
- [📄] • 28 October 2019 (P09) *[Appendix B]*
- To receive and note the draft minutes of the Planning Committee Meeting held on:
- [📄] • 11 November 2018 (P10) *[Appendix C]*
- 18/102 ECONOMIC DEVELOPMENT AND STAP COMMITTEE**  
To receive and note the notes relating to the Economic Development and STAP Committee Meeting scheduled for:
- [📄] • 11 November 2019 (E03) *[Appendix D]*
- 18/102 FINANCE & POLICY COMMITTEE**  
To receive and note the draft minutes of the Planning Committee Meeting held on:
- [📄] • 18 November 2019 (F03) *[Appendix E]*
- 18/103 COMMITTEE APPOINTMENTS**  
To consider appointing Members to fill the vacancies that have arisen in the Planning Committee and the Economic Development & STAP committee.
- [👤]
- 18/104 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive and note Mayor's appointments and communications.
- 18/105 REPRESENTATIVES REPORTS**  
To receive representatives reports from:
- [📄] • County Councillor E Buckmaster  
• District Councillor Alder  
• District Councillor R Buckmaster *[Appendix F]*  
• District Councillor Burmicz  
• Hertfordshire Police  
• Other Representatives & Champions  
• Cllr Royle – Dep Mayor, Schools and Footpaths *[Appendix G]*  
• Cllr R Buckmaster – SYPRC & RHSO *[Appendix H]*  
• Cllr R Buckmaster – RHSO
- 18/106 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]
- 18/107 OFFICERS REPORTS**  
To receive and note officers' reports:
- [📄] • Town Clerk *[Appendix I]*  
[📄] • Town Projects Manager *[Appendix J]*
- 18/108 ECO AGENDA & CLIMATE CHANGE**  
To determine the council's approach to an Eco Agenda and Climate Change.

- 18/109 V.E. Day 75<sup>th</sup> 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.
- 18/110 DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation.
- 18/111 FINANCIAL REPORT**  
To note the current Financial Report.
- 18/112 ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.
- 18/113 ITEMS FOR FUTURE AGENDAS**  
To consider any items for inclusion on future agendas.
- 18/114 EXCLUSION OF PRESS AND PUBLIC**  
To resolve that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during the consideration of the following item because of the confidential nature of the business to be discussed which relates to staff contracts of employment.
- [18]

## **PART 2**

- 18/115 STAFF CONTRACTS OF EMPLOYMENT**  
To consider making a change to staff contracts of employment in order to clarify the qualifying period in relation to the council's sickness policy.

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

# SAWBRIDGEWORTH 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 Pat Coysten                                      |
| Cllr Annelise Berendt Furnace | Cllr Peter Gray                                       |
| Cllr Eric Buckmaster          | Cllr Spencer Richards                                 |
| Cllr Ruth Buckmaster          |   |
| Cllr John Burmicz             | Cllr Craig Chester ( <i>after Agenda item 18/81</i> ) |

### In attendance:

|                         |  |
|-------------------------|--|
| 5 members of the public | Chris Carter – BS Independent          |
| R Bowran - Town Clerk   | Joanne Sargent – Town Projects Manager |

Welcome by the Town Mayor  
Prayers were said by Cllr Richards

### 18/80 APOLOGIES FOR ABSENCE

Received from Cllr Royle – Town Twinning visit; Cllr Coysten – unwell and Cllr Patel – Diwali event.  
Cllr Jones was absent.

### 18/81 CO-OPTION OF COUNCILLOR

A presentation of his credentials was made to the council by prospective co-opted Mr Craig Chester.

**Resolved:** To co-opt Mr Craig Chester as a Member of the town council.

*[prop: Cllr R Buckmaster; secd: Cllr Berendt Furnace; passed by a simple majority of those present an entitled to vote]*

The Declaration of Acceptance of Office was signed and Cllr Chester was invited to join the table.

### 18/82 DECLARATIONS OF PECUNIARY INTEREST

There were no 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.

**Mrs Caroline Williams** recalled the presentation on Sir Arthur Cutforth by Dr Peter Reed and asked if the council would consider some form of permanent remembrance of his philanthropy.

*It was proposed by Cllr Alder and supported by the mayor that a Blue Plaque be erected on Sayesbury Manor (Nee Hatterscroft) and an ongoing annual award for sporting achievement. Agreed that this be progressed by members of the Amenities committee.*

**18/84 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Meeting of the Town Council held on 30 September 2019 (M04) [prop Cllr Alder; secd Cllr Gray]

**18/85 PLANNING COMMITTEE**

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

- 30 September 2019 (P07)

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

- 14 October 2018 (P08)

**18/86 AMENITIES COMMITTEE**

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

- 14 October 2019 (A02)

**18/87 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

- **Received and noted:** The Mayor's appointments and communications.
- 4th October: Attended Grand Cheese and Wine Soirée at Broxbourne Town Council, following a kind invitation from Steve Wortley. All proceeds to Charity. Significant sum of £660 raised on the evenings proceedings.
- 6th October: Ware Civic Service. We were privileged to attend this Service having been invited by Nina Villa, the Mayor of Ware. The service was really well conducted with a splendid choir. We look forward to further engagements with Ware and the Navy!
- 23rd October: Travel Challenge Awards held in STC Chambers. Interesting afternoon expected at the time of writing. The Selfie Walk Challenge was part of this group of activities and was a really enjoyable day. Lots of happy kids.
- 23rd October: Full EHDC meeting.

**18/88 REPRESENTATIVES REPORTS**

**Received and noted:** Representatives reports from:

- County Councillor E Buckmaster
  - Railings for the New Mexico would be too expensive, but reconfiguring Bell Street junction too long term
  - Barnard Road to be resurfaced
  - TRO for Three Mile Pond will be in November
  - Sheering Mill Lane – public engagement this financial year
  - 20mph zone – public engagement in the new year
  - Fairway – public engagement in December
  - Brook Road – safety markings to be installed
  - Burnside – TRO in 2020
  - Funding agreed for the new Hertford Theatre
- District Councillor Alder
- District Councillor R Buckmaster
  - To progress Town Green a business case should be submitted to EHDC CEO Richard Cassidy
- District Councillor Burmicz
- Hertfordshire Police
- Other Representatives & Champions

- Cllr Royle – Schools and Footpaths
- Cllr R Buckmaster – SYPRC
- Cllr R Buckmaster – RHSC
- Cllr Alder – HAPTC
- Cllr Alder – STACC

**18/89 DISTRICT PLAN**

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

- Gilston Villages [Ref: 3/19/1045/OUT]
  - Next stage is stewarding, creating a development charter and in early November considering Village 7 – Briggens Estate.
- Land north of Sawbridgeworth (SAWB4) [Ref: 3/18/2735/FUL]
  - No further news, any eco-friendly agenda should be incorporated into the Masterplan.

**18/90 OFFICERS REPORTS**

***Received and noted:*** Officers' reports:

- Town Clerk
- Town Projects Manager
  - At the cemetery, work on trees, grass cutting, a compost heap and a dry toilet.

**18/91 FACILITIES CHARGES**

***Received and noted:*** Prior to the preparation of the Budget for 2020-21 proposed charges for the use of town council facilities.

**18/92 V.E. Day 75<sup>th</sup> ANNIVERSARY**

***Noted:*** 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**

There were none.

**18/94 FINANCIAL REPORT**

***Noted:*** The current Financial Report.

**18/95 ACCOUNTS FOR PAYMENT**

***Noted and approved:*** Accounts for payment.

**18/96 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

- Bob Reed – presentation on Pishiobury Park
- The Eco-agenda
- Climate change

Meeting closed at 21:14



# SAWBRIDGEWORTH TOWN COUNCIL

APPENDIX B

## 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 28 October 2019**.

#### Those present

Cllr Angela Alder  
Cllr Peter Gray

Cllr Pat Coysten  
Cllr Spencer Richards

*Cllr John Burmicz (Ex-officio)*

#### In attendance:

R Bowran – Town Clerk  
J Sargent – Town Projects Manager

L Dale – Planning Officer

1 Member of the public

#### P 19/69 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllr Patel.

#### P 19/70 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

#### P 19/71 DECLARATIONS OF PECUNIARY INTEREST

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

#### P 19/72 MINUTES

**Resolved:** To approve as a correct record the minutes of the Meeting on:

- 14 October 2019 (P08) [*prop Cllr Coysten ; secd Cllr Burmicz*]

#### P 19/73 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee. None received.

#### P 19/74 LATE PLANNING APPLICATIONS

Planning Applications received from EHDC following the Publication of this Agenda and received before 25 October 2019

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**3/19/1839/HH & 130 West Road, CM21 0BW**

**3/19/1840/LBC**

Single storey rear extension

**Applicant:** Mr Keith Willsdon

**STC Comment:** No objection [*prop Cllr Coysten, secd Cllr Richards*]

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**3/19/2104/HH 23 Elmwood, CM21 9NN**

Single storey front extension

**Applicant:** Mr L Gardner

**STC Comment:** Objection. Not in-keeping with streetscene [*prop Cllr Gray, secd Cllr Coysten*]

P 19/75

## PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC

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**3/19/1031/FUL**

**Primrose Cottage, High Wych Road, CM21 0HH**

Retention of use: Change use of dwelling (use class C3) to large house in multiple occupation (over 6 households) (use class Sui-generis)

**Applicant:** Mrs Sylvia Ashley

**STC Comment:** No objection but would like concerns regarding adequate fire escapes noted

**EHDC Decision:** Granted

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**3/19/1743/FUL**

**24 Pishiobury Drive, CM21 0AE**

Demolition of existing dwelling and erection of two 4 bedroomed detached dwellings

**Applicant:** Mr Stuart Mortimer

**STC Comment:** No objection

**EHDC Decision:** Granted

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P 19/76

## PLANNING APPEALS

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

Meeting Closed at 21:30

# 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 11 November 2019**.

#### Those present

Cllr Angela Alder  
Cllr David Royle (*Ex-officio*)

Cllr Spencer Richards

#### In attendance:

R Bowran – Town Clerk  
J Sargent – Town Projects Manager

L Dale – Planning Officer

#### P 19/77 APOLOGIES FOR ABSENCE

To receive any apologies for absence. Apologies received from Cllr Coysten (unwell) & Cllr Gray (business meeting). Cllr Patel was absent.

#### P 19/78 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

#### P 19/79 DECLARATIONS OF PECUNIARY INTEREST

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

#### P 19/80 MINUTES

**Resolved:** To approve as a correct record the minutes of the Meeting on:

- 28 October 2019 (P09) [*prop Cllr Royle ; secd Cllr Richards*]

#### P 19/81 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

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**3/19/2127/FUL      1 The Square, CM21 9AE**

Change of use from A1 use (Bridal Shop) to mixed use A1/A3 (Restaurants and cafes) – Ice-cream, desserts and coffee shop

**Applicant:** Miss Carlin Monson

**STC Comment:** No objection [*prop Cllr Richards, secd Cllr Royle*]

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#### P 19/82 LATE PLANNING APPLICATIONS

Planning Applications received from EHDC following the Publication of this Agenda and received before 8 November 2019

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**3/19/2129/LBC**      **Sawbridgeworth Congregational Church, CM21 9EH**  
Installation of motorised projection in front of unused organ pipes. A flat panel tv screen mounted on front balcony and a video projector mounted above balcony. Installation of motorised blind, two vertical lighting bars for stage light mounted behind roof trusses  
**Applicant:** Mr T Rossiter  
**STC Comment:** No comment

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**3/19/2258/HH & 1 Fair Green, CM21 9AG**  
**2259/LBC**  
Single storey front extension and internal alterations. Creation of first floor to provide additional accommodation. Alteration to garage and changes to fenestration  
**Applicant:** Mr B Dumphries  
**STC Comment:** No objection [*prop Cllr Richards, secd Cllr Royle*]

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**P 19/83**      **PLANNING DECISIONS MADE BY EHDC**  
To receive Planning Decisions from EHDC

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**3/19/0956/FUL**      **11, 13, 15 London Road, CM21 9EH**  
Proposed crossover and the regularisation of a hardstanding and a levelled parking area to provide 2 off-street parking spaces for nos. 11, 13 and 15 London Road properties  
**Applicant:** Swayprime Limited  
**STC Comment:** No Objection to the creation of a dropped kerb. However there is inadequate space for the parking of cars on the prepared space. There are also environmental concerns about pollution at high level affecting neighbouring properties if cars are parked in this area.  
**EHDC Decision:** Refused. "The proposal by reason of loss of landscape features changes to land levels and the provision of hardstanding would result in detrimental harm to the character and appearance of the existing dwelling, street scene and the Sawbridgeworth Conservation Area. As such the proposal fails to accord with Policies HOU11, DES2, DES4 and HA4 of the East Herts District Plan 2018"

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**3/19/1314/FUL**      **Primrose Cottage, High Wych Road, CM21 0HH**  
Change of use from class C3 (house of multiple occupancy (HMO)) to class C2 (children's home)  
**Applicant:** Savannah Lodge  
**STC Comment:** Objection. Not considered to be a suitable site for this purpose. Neighbours objections noted.  
**EHDC Decision:** Granted

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**3/19/1555/FUL**      **Land at Orion, Spellbrook, CM23 4AX**  
Erection of 4 bedroom, two storey detached dwelling with access onto London Road.  
**Applicant:** Stallan Group Limited  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/19/1671/HH            71 London Road, CM21 9JJ**  
Demolition of conservatory. Construction of single storey rear extension  
**Applicant:** Mr Martin Hoy  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/19/1809/HH            33 Vantorts Road, CM21 9NB**  
Demolition of conservatory. Raising and alterations to roof, to create first floor with two dormers to the front and three to the rear  
**Applicant:** Mrs June Foley  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/19/1924/PNHH        7 Blenheim Close, CM21 0BE**  
Single storey rear extension, Depth 8 metres; maximum height 4 metres; height at the eaves 2.4 metres  
**Applicant:** Mr Arujunan Narendra  
**STC Comment:** No comment  
**EHDC Decision:** Prior approval is required and granted

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**P 19/84            PLANNING APPEALS**

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

Meeting Closed at 19:46

# SAWBRIDGEWORTH TOWN COUNCIL

## ECONOMIC DEVELOPMENT & SAWBRIDGEWORTH TOWN ACTION PLAN COMMITTEE

### Minutes

of the meeting of the Economic Development and Sawbridgeworth Town Action Plan Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:00 on **Monday 11 November 2019**.

#### **Those present**

Cllr Angela Alder

Cllr David Royle

In attendance:

2 members of the public

R Bowran – Town Clerk

J Sargent – Town Projects Manager

#### **E 19/20 APOLOGIES FOR ABSENCE**

Apologies for absence received from Cllr Burmicz – conflicting engagement.

Cllrs R Buckmaster, Jones and Patel were absent at 20:00 and the meeting was declared inquorate.

Other Members subsequently arrived and an informal discussion took place.

# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE AND POLICY COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:30 on **Monday 18 November 2019**.

#### Those present

Cllr Angela Alder

Cllr Eric Buckmaster

Cllr Ruth Buckmaster

Cllr Annelise Berendt Furnace

Cllr Spencer Richards

Cllr David Royle

In attendance:

R Bowran – Town Clerk

#### **F 19/24 APOLOGIES FOR ABSENCE**

There were no apologies for absence

#### **F 19/25 DECLARATIONS OF INTEREST**

There were no Declarations of Interest by Members

#### **F 19/26 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Finance and Policy Committee held on 09 September 2019 (F02)  
[prop Cllr Alder; secd Cllr Richards]

There were no matters arising from these Minutes.

#### **F 19/27 PENSION INSURANCE**

**Resolved:** To accept the invitation from Hymans Robertson on behalf of the LGPS to take out an "ill-health-liability" insurance policy with Legal & General. [prop Cllr Alder; secd Cllr R Buckmaster]

#### **F 19/28 CONTRACTS OF EMPLOYMENT**

**Resolved:** To recommend making a change to contracts of employment of all staff by introducing a new sickness policy to protect the exposure to long term sickness. [prop Cllr Royle; Secd Cllr Alder]

#### **F 19/29 ITEMS FOR FUTURE AGENDAS**

To consider items for inclusion in future agendas  
There were none

Meeting Closed at 20:50

## APPENDIX F

### Dmc 6.11

There were four planning applications on the agenda. Three were granted one of which was Grange Paddock new leisure centre. One was withdrawn shortly before the meeting.

### Standards 7.11.19

All councils must have a code of conduct, they are based on the Nolan Principles, all councillors usually sign them when they take up office.

All complaints must be investigated and Parish cases are by district.

The standards committee doesn't have to have political proportion in its composition and can have other representatives. If a council doesn't have a committee it can lose sight of keeping standards.

There should be transparency of decisions and outcomes.

When a complaint arrives it is dealt with by the Monitoring Officer, it is better to seek committees views early on.

Steps that are taken  
complaint received

- Decision whether to take action
- Is it a breach of conduct
- Does it need a sanction.

### Sanctions

You cannot remove someone from the council only by the ballot box, but they can be censured and restricted from committees.

Hearings shouldn't be behind closed doors.

All findings must be made public as residents have a right to know.

### HGGT. 11.11.19

#### Stewardship.

To ensure community assets are looked after in perpetuity.

This meeting was in a Workshop style with the attendees in small groups.

We looked at the assets that could be included for stewardship.

What model of stewardship should be used.

What governance and legal statutes for stewardship body.

How is it to be funded.

Some of the ideas

- Long term funding streams for future investments for benefit of communities.
- Letchworth model, no free holds sold, rents from commercial properties give income.

#### Stewardship Model Choices

- Local council led model, funding can be allocated by District Council
- Development Trusts, use self trading/ ownership of land to gain revenue



- Community Land Trusts, can acquire land and assets, must use profits for the benefit of the local community
- Management Companies, can apply a service charge to residents
- Community Interest Company, limited by shares or guarantee
- Community Benefit Society, a corporate body which carries a business, trade or industry for the benefit of the community
- Housing Associations, varied structure and funding, can gain charitable status.

I will be attending training on BREEAM and sustainable design on 21st November. I will give a verbal report on this at the Council Meeting.

I'm happy to take questions.

Cllr Ruth Buckmaster

## **1 SCHOOLS: TOWN COUNCIL BRIEFING AND SCHOOL TOWN COUNCIL MEETINGS**

I am awaiting responses from schools to confirm briefing dates for the 2019/20 school year and town school council meetings.

I went to FandB's Eco Council meeting on 13 November to brief them on Plastic Free Sawbridgeworth and help judge their eco mascot competition. The egg-box Recyclosaurus won. John Rider and I have been invited to help with their Street Detectives history walk in January.

## **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.

### **Open Spaces**

I hope that there will be a presentation from Bob Reed at this meeting on the Park's Nature Reserve status. As far as I am aware there have been no further incidents of sickness or death in dogs using the Park.

### **Dog fouling**

I note reported dog fouling incidents in the Selfie Walk survey. Our EHC contact has reported that dog fouling has been added to the Fix My Street drop-down menu so that reports go direct to EHC rather than HCC.

## **3 CLIMATE CHANGE MOTION/PLASTIC FREE SAWBRIDGEWORTH (PFS)**

I attended the excellent Hertfordshire Sustainability Forum Climate Change conference on 7 November. There were presentations on climate change impact globally and in Hertfordshire, on transport, energy and Passivhaus standards, as well as on waste management. Three district councillors attended. I can circulate the presentations if members are interested. I understand that the proposed environmental/climate change forum for all interested groups and councillors has been postponed to January because of election purdah...

The PFS 'committee' met on 16 November. We are working on Surfers Against Sewage accreditation as a **Plastic Free Community** with local businesses and groups. We await the outcome of the Brownies' logo competition. We need to fund the noticeboard that Budgens has kindly agreed to put up for us for recycling news and information. We hope that the planned weekly market can be used to highlight recycling and provide an opportunity for information sharing, even specific recycling and/or repair opportunities (e.g. electrical goods), if feasible, working with EHC. We very much welcome the idea of an additional community website where we can also inform and educate about recycling. We want to maximise recycling opportunities, not only for residents but also for schools, businesses and community groups. Our request to visit the Pearse St Albans Recycling Centre was refused. We will pursue in the New Year. The Facebook page has 234 members.

#### **4 TOWN TWINNING**

During our visit to Moosburg over the weekend of 25-27 October we were shown the new Moosburg/Sawbridgeworth Town Twinning sign, shorn of EU stars. The town Clerk/Cllr. Buckmaster can perhaps update us on progress on, and positioning of, our new town signs incorporating Moosburg?

#### **5 VE DAY 8 MAY 2020**

A meeting was held on 20 November with community group representatives to discuss the detail of the day. I will report back on 25th.

**David Royle 1711919**

## APPENDIX H

SYPRC. Report for TC 25.11.19

Next meeting is on 27th November nothing to report other than Music night going ahead on the 7th December.

RHSO Report.

We are having a juice stalk in Bell Street Car Park on 14th December 9.00 - 1.00. Please come and buy your Apple juice .

The Wassail this year will be on 18th January 6.00 - 7.30. The Ukes of Hazard will be playing again and refreshments will be available.

Ruth Buckmaster

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# Sawbridgeworth Town Council

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Subject: **Clerk's Report November 2019**

Date: 18 November 2019

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## **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 2<sup>nd</sup> week of November

## **Christmas Lights**

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

## **Community Transport - Sawbobus**

- 10<sup>th</sup> anniversary of start of service celebrated on 29 October
- EHDC has applied for grant for electric bus

## **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.

## **Insurance Valuation**

- Property valuation carried out by RSA surveyor to update our insurance cover

## **Finance**

- Asset Management software commissioned

## **People**

- Appraisals committee met on 11 November
- Pensions insurance cover evaluated

## **Photocopier Review**

- Review of photocopying costs carried out with current supplier and one other to determine Best Value for money.

## **Projects**

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

To: All Members  
From: Joanne Sargant  
Subject: Town Project Manager Report  
Date: 19<sup>th</sup> November 2019

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**Sir Arthur Edwin Cutforth** – An evening talk on Thursday 24<sup>th</sup> October – 7pm. This event was full, a great response from all those invited. The invitation list for this talk was for councillors and key members of the Sports Association in the first instance as Peter Reed had already arranged a talk with SLHS group, this will take place early 2020. The evening was a great success with many discovering so much more about this great man and his legacy that will live on in perpetuity now thanks to the writing of the book.

**Town Vibrancy & Market** – Working with retailers on ideas to promote the town. At the recent STAP meeting it was revealed that in order to fulfil the requirement for a 'Spring 2020' market launch the new weekly market would be held in the car park of the Old Bell Public House in Bell Street. This was a central location with a hardstanding and would enable visitors to the town to park in one of the three main car parks and explore what the town has to offer with the market as a destination. Initial response from the retail community in the town has been extremely positive. A business plan will be produced by Town Clerk and Project Manager. Funding to be sought for 'branding and marketing' of the town as a whole with the market being an 'event destination' pull.

[www.enjoysawbridgeworth.com](http://www.enjoysawbridgeworth.com) and [www.enjoysawbridgeworth.co.uk](http://www.enjoysawbridgeworth.co.uk) – in talks with website provider to make active one of these domains with a focus on Plastic Free Sawbridgeworth / Travel Challenge and Economic Vibrancy.

**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** – 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 30<sup>th</sup> November 2019 – Planning underway. There will be a new layout for the event, with the stage moving into a more central location. Publicity has been printed and distributed around the town detailing how the event will take shape on the night. Also 1048 leaflet and competition entries have gone out to the 5 Primary and Junior Schools

**Christmas Competition** out to schools – Monday 18<sup>th</sup> November. Complete  
Christmas Competition **Closes** – Thursday 5<sup>th</sup> December  
Christmas Competition **Awards Evening** with shops and businesses. Wednesday  
18<sup>th</sup> December 5.30pm

### ***2020 Dates for your diary:***

**Community Champion Awards & COTY** – Friday 1<sup>st</sup> 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 25<sup>th</sup>  
January 2020

**Civic Dinner** – Saturday 18<sup>th</sup> 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** – Saturday 05 September 12noon to 5pm

**Town Selfie Walk** – Saturday 26<sup>th</sup> September 2020 11am to 2pm

**Remembrance Day** -Sunday 8<sup>th</sup> November 2020 – 3pm Great St Marys  
Church