

Sawbridgeworth Town Council

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MAYOR
Cllr Salvatore Pagdades
TOWN CLERK
Christopher Hunt

To: Cllr's A Parsad-Wyatt (Chair), A Furnace, D Newell, S Pagdades, J Rider & S Penney

TOWN ACTION PLAN AND AMENITIES COMMITTEE

You are summoned to attend a meeting of the Town Action Plan and Amenities Committee which will take place on **Monday 11th May 2026 at 7:00pm in the Council Chamber of Sayesbury Manor** for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Christopher Hunt'.

Christopher Hunt
Town Clerk
5th May 2026

Agenda

T25/44 TO RECEIVE ANY APOLOGIES FOR ABSENCE.

T25/45 DECLARATIONS OF INTERESTS

- a) To receive any Declarations of Pecuniary Interest by Members
- b) To receive Members' Declarations of other registrable interests

T25/46 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Action Plan and Amenities Committee.

T25/47 TO APPROVE AS A CORRECT RECORD THE DRAFT MINUTES OF THE TOWN ACTION PLAN AND AMENITIES COMMITTEE MEETING HELD ON 9TH FEBRUARY 2026.

[Appendix A]

T25/48 CLERKS REPORT

Update on previous actions.

[Appendix B]

T25/49 TO RECEIVE ALLOTMENT OFFICERS REPORT AND DISCUSS MATTERS RELATING TO ALLOTMENTS.

[Appendix C]

T25/50 TO RECEIVE CEMETERY REPORT.

[Appendix D]

T25/51 TO RECEIVE A REPORT AND DISCUSS MATTERS RELATING TO FOOTPATHS & OPEN SPACES. -- Cllr J Rider

T25/53 TO RECEIVE, NOTE AND DISCUSS MATTERS RELATING TO OPERATIONS.

[Attached appendix E]

T25/54 TO RECEIVE AN UPDATE FROM CLLR A FURNACE ON MATTERS RELATING TO THE ECO-AUDIT WORKING PARTY

[Attached appendix F]

T25/55 REDUCING THE COUNCIL'S CARBON FOOTPRINT

T25/56 UPDATE ON THE 2023-27 TOWN ACTION PLAN.

Cllr A Parsad-Wyatt

T25/57 COUNCILLOR ENGAGEMENT

Future engagement opportunities

T25/58 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7:09pm on **Monday 9th February 2026**.

Those present

Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt
Cllr Simon Penney
Cllr John Rider

In attendance:

Christopher Hunt

0 x Members of the Public

T25/29 APOLOGIES FOR ABSENCE

There were none

T25/30 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T25/31 PUBLIC FORUM

No public present

T25/32 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 13th October 2025 (T02)
[prop Cllr Angus Parsad-Wyatt sec'd Cllr Dawn Newell]

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	
Clerk	To request risk assessment from East Herts DC for Bell Street carpark in freezing weather conditions.	Email sent to EHDC Parking Manager, Cllr Pagdades copied in. Policy received 27 th October 2025 from

		Dominic Kingsbury, parking services manager  Car Park Winter Maintenance Policy
Clerk	To investigate if the town centre funding was still available and to send Cllr Salvatore Pagdades emails sent regarding Hostile Vehicle Mitigation to all Clerks.	Emails sent 21/10/25 to EHDC and Clerks in East Herts seeking clarity on the position of this project and Cllr Salvatore Pagdades copied in. Funding has been used in other locations for individual projects.

T25/33 ALLOTMENTS

Received and noted – Allotments Officer Report

Noted - The allotment officer's report for January 2026.

T25/34 CEMETERY

Received and noted – Cemetery update from the Clerk with the planting of trees for the bio diversity off setting for the Jubilee Gardens project

T25/35 FOOTPATHS & OPEN SPACES

Cllr John Rider updated Bob Reed has been doing a walk of the brook for research which has been successful. Several paths were identified from this process as being in need of cleaning and clearing of overgrowth. Cllr John Rider had cleared a section of path and has asked for volunteers to assist in the footpath clearing and the Clerk has emailed Leventhorpe School to see if sixth form pupils would be interested.

Cllr John Rider reported that the recent issues arising from the burning of the woodpile on land adjacent to the Southbrook allotments — which caused disturbance to residents for several days — are ongoing, with the fire still smouldering. A letter has now been sent to the local MP requesting that the actions of the Environment Agency be referred to the Parliamentary and Health Service Ombudsman for review.

Cllr John Rider updated the meeting on the action arising from the Clerk's enquiry regarding the risk assessment request and the meeting with the East Herts District Council Car Park Manager. He reported that the meeting had been constructive, with several areas of the car park found to be flooded and a number of gullies uncleared, contributing to increased slip, trip, and fall risks during colder weather.

This will be reviewed further, as the car park has not previously been gritted, and East Herts District Council staff had not been

aware of the hazardous conditions created by the combination of cold weather and flooding.

T25/36 CAR PARKING CHARGES

It was agreed that the Town Council had made several representations requesting that Sawbridgeworth be treated independently from the other four towns regarding the proposed car park charges. The town's car park currently supports local sports clubs throughout the weekend, and the introduction of charges on Sundays—when parking is presently free—raised concerns about potential negative impacts.

Members noted that the introduction of charges is likely to displace vehicles into Bell Street and the surrounding residential areas. Cllr Simon Penney will attend the Sports Association meeting tomorrow to assess any changes in attendance numbers at the facilities and to identify any issues arising from displaced parking.

Cllr Dawn Newell reported that in Bishop's Stortford, the Grange Paddock car park offers 2.5 hours' free parking, which is used not only by visitors to East Herts Council facilities but also by dog walkers and people exercising on the fields. A similar arrangement exists at Hartham Common in Hertford, and Members expressed concern that sports users in Sawbridgeworth were being disproportionately penalised.

Cllr Simon Penney also noted concerns regarding the impact of new tariffs on Town Council events that rely on the car park, such as the Christmas Lights Switch-On. The Clerk confirmed that one-off Town Council events are exempt from charges; however, regular or ongoing activities, such as a market, would incur fees based on the number of car park bays required and the duration of their use. Several letters had been sent to East Herts District Council regarding with the Coffee and Cars Sunday event once a month and no response had been received but it appears these users will need to pay.

T25/37 EMERGENCY PLAN

To discuss the development of an Emergency Plan to establish a network of local contacts who can support the emergency services during incidents.

The Clerk explained that this item had arisen following the recent woodpile fire. The intention is to identify residents who have relevant skills or equipment that could be called upon by the emergency services in an emergency situation incident or extreme weather event. This also includes identifying suitable premises that could be used to support dispersed or displaced residents during an incident. A meeting had been arranged this Thursday to scope the idea and a framework to use to develop the contact details and size of the plan moving forwards.

T25/38 OPERATIONS

To receive, note and discuss matters relating to Operations.
The Clerks report was noted.

The Clerk also raised awareness of the illegal clearing of trees and drainage work on the Esbies Estate had been reported to Planning enforcement at East Herts who were taking action.

Cllr Salvatore Pagdades asked for an update on the farmer's market. The Clerk stated that this was on hold currently and discussion was had to the day the market should be held and Friday was previously agreed.

Cllr Annelise Furnace asked if thought could be made to the Sakura cherry tree project. The tree could grow to a mature height of 15–25 ft (4.5–7.5 m) and a width of 15–30 ft. The Clerk will enquire with the designer for the Jubilee Gardens could consider the planting in the project area.

ACTION – Clerk to explore if the tree can be placed in the Jubilee Gardens

T25/39 ECO AUDIT WORKING PARTY

Received and noted – Eco Group working party report and minutes.
Cllr Furnace advised that referred to the report.

Discussion was had on moving to paperless agenda packs as some of the meetings have a pack with over 200 pages.

ACTION – Clerk to obtain current costs to produce packs.

T25/40 REDUCING THE COUNCILS CARBON FOOTPRINT

Update on progress in relation to the following two items.

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

The Clerk referred to his report and mentioned that a renewable energy supplier has been selected for the offices for the next three years and the new bus is using less fuel than the previous bus.

T25/41 TOWN ACTION PLAN

Cllr A Parsad-Wyatt updated the meeting with current progression on the action plan.

- The mid-point update is now on the website
- Speeding across the County has a consultation running at the moment with a view to increasing the 20mph restrictions.
- Resurfacing and potholes should be reported on the appropriate website. Many reported problems have been dealt with quickly and residents should be encouraged to report issues.
- Flooding, the key pinch points have held up under the recent poor weather. There is one area on the junction with Station Rd and Knight Street which will need work completed as it is a recurring problem.
- There are two planters at the train station that will need positioning and planting up in the Spring and are currently in storage.
- Train issues were raised as a new timetable and the start location has been extended to Ely rather than Stansted and this has increased passenger numbers and standing room

only for passengers from Sawbridgeworth. Cllr Salvatore has worked with the customer relations team and surveys have been completed. He has also raised this with the MP Josh Dean. Cllr Dawn Newell said she will raise this with the MP again as she will be meeting him soon.

- It was agreed to write as a town council to Greater Anglia to raise the issues being experienced with the train service. Cllr Salvatore Pagdades said he would write a draft letter ready to be presents at the next Full Town Council Meeting.

ACTION – Cllr Newell to raise the train overcrowding with MP Josh Dean.

ACTION – Cllr Salvatore to draft a letter to Greater Anglia regarding the recent train overcrowding issues to be presented at the next Full Town Council meeting. This is to be sent on behalf of the Town Council if agreed.

T25/42 COUNCILLOR ENGAGEMENT

- Energy Hub 28th February 2026 Bell Street Car Park 10 AM

T25/43 ITEMS FOR FUTURE AGENDAS

Cllr Salvatore asked for the train overcrowding matters be placed on this agenda.

Meeting ended at 8:16pm

ACTIONS

Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	
Clerk	To explore if the tree can be placed in the Jubilee Gardens	Email sent to the designer who can accommodate the tree.
Clerk	To obtain current costs to produce hard copy meeting packs.	
Cllr Dawn Newell	To raise the train overcrowding with MP Josh Dean.	

Cllr Salvatore Pagdades	To draft a letter to Greater Anglia regarding the recent train overcrowding issues to be presented at the next Full Town Council meeting. This is to be sent on behalf of the Town Council if agreed.	

Appendix B

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Town Action Plan and Amenities Committee
From: Peter Evans (Locum Clerk)
Subject: Clerks Report May 2026
Date: 5th May 2026.

Update on previous agreed actions

Owner	Action	Update
Joanne Sargant	To push the video out of the Southbrook allotment through social media.	Joanne currently off work, will return to this when she is back.
Joanne Sargant	To produce a report for website and Facebook engagement for 12 months period.	Joanne currently off work, will return to this when she is back.
Clerk	To explore if the tree can be placed in the Jubilee Gardens	Email sent to the designer who can accommodate the tree. Received additional confirmation on 23 March that three Kanzan cherry trees will be replaced with three Sakura cherry trees. R Buckmaster reported at Finance meeting that once planning permission granted the working party will reconvene to consider these trees and report to council on decision.
Clerk	To obtain current costs to produce hard copy meeting packs.	Photocopy costings provided
Cllr Dawn	To raise the train	Completed.

Newell	overcrowding with MP Josh Dean.	
Cllr Salvatore Pagdades	To draft a letter to Greater Anglia regarding the recent train overcrowding issues to be presented at the next Full Town Council meeting. This is to be sent on behalf of the Town Council if agreed.	Clerk sent letter 25 February; response received 6 April – Completed.

Photocopy Costings February 2026

		Full Town Council	Finance, Policy & Econ	Other Committees	
		114 Pages x 11 Meetings = 1254 pages per year x 13 copies	100 Pages x 4 Meetings =400 pages per year x 10 copies	2 Pages x 33 Meetings =66 pages per year x 6 copies	Total
Copy Cost per Sheet	0.0191 pence	£ 311.37	£ 76.40	£ 7.56	£ 395.33
Paper Cost per Sheet	0.0092 pence	£ 149.98	£ 36.80	£ 3.64	£ 190.42
Totals		£ 461.35	£ 113.20	£ 11.21	£ 585.75
Average spend per year:					£ 585.75

Appendix C

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Laura Carter
Subject: **Allotment Report May 2026**
Date: 05 May 2026

New West Road Site Update

This site is now fully up and running and tenants have been working hard establishing their new plots on the site.



Allotments General

Due to recent staffing levels resources have been directed away from allotments. Full service will resume as soon as possible.

Appendix D

Sawbridgeworth Town Council

Cemetery Paper by L Carter

Subject: Cemetery Report

Date: 5th May 2026

Burial Data: 9th October 2025 - 31st December 2025

Full Burials = 2

Created Remains = 0

Scattering = 0

Burial Data: 1st January - 30th April 2026

Full Burials = 9

Created Remains = 4

Scattering = 1

Staffing

The current officer who covers this role has been absent since late in 2025, meaning that other staff have been working extra hours to ensure the service is maintained.

Probation Service:

The group returned to the cemetery in April and completed general duties.

Ground Maintenance:

There is currently a vacancy within the ranger team. In order to keep the cemetery of an acceptable standard the council has asked the contractor (Oakridge Garden Maintenance) to carry out some work, especially in the older part of the cemetery.

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Town Action Plan and Amenities Committee
From: Peter Evans
Subject: Clerks Report May 2026
Date: 5th May 2026

1. Staffing Update

There are currently two members of staff on long-term sick leave. There is a vacancy for a park ranger which will be advertised soon.

2. Sawbobus Community Transport

The leased Sawbobus vehicle continues to perform well, and feedback from both passengers and drivers has been very positive.

The Sawbobus team is fully staffed, although again there have been some absences due to sickness which, since the last meeting resulted in one Saturday service being withdrawn.

All buses were recently checked and any works required carried out.

3. Jubilee Gardens Project

The planning permission has been granted for the Jubilee Gardens Project. Groundworks Herts have been informed so the next action is to call a meeting of the working party.

Appendix F

Eco Working Group Meeting via Teams, 14 April 2026 at 12.00

Attendees: Cllr Annelise Furnace (AF) Chair; Bob Reed (BR); David Royle (DR); notes taken by AF.

Apologies: Cllr Ruth Buckmaster, Cllr Eric Buckmaster, Hazel Mead (HM); Chris Hunt (CH), James Parker (JP)

Minutes of last meeting; approved.

Actions of last meeting:

Owner	Action	Outcome
CH/JP/AF	Energy Hub planned for Saturday 28 February 9.30 to 12.00 (with set up at 9.00) by Bell Street car park exit – CH check ranger availability; AF check EHC for paved area	Cancelled due to poor weather. Next Hub will be in Autumn 2026, date tbc
CH/JP/AF	Set a date to meet on updating STC's eco audit	JP, AF and Lisa Nolan met on 9 April
CH	Agenda pack printing issues onto future STC agenda	Costings provided, not yet on an agenda
CH	Contact Sawbridge developer for to access brook	Permission granted for accessing the culverts (received via email to CH 30/01/26)
EB	Update on LNRS's Nature Summit	EB sent update via email 27/01/26
CH/EB	Update on LWCIP final plan publication date	Due for determination at EHC on 2 June

1. STC Eco Audit actions update (including Energy Hub)

- JP and AF met Lisa Nolan to discuss metrics for updating STC's eco audit
- JP to produce a central spreadsheet for officers to record regular readings and measures
- Energy Hub to be in autumn when there may be new local and/or national retrofit schemes available that can be publicised by the Hub

2. Citizen Science Group project on Sawbridgeworth Brook

- Second site visit on 31/01/26
- 21/03/2 water testing session at Vantorts Road, Brook Lane/London Road and West Road – results good and encouraging. Next session will look at invertebrates
- Exhibition plans for River Day

3. River Day – since confirmed for Saturday 27 June

4. Clean Air updates

- Sustainable Sawbridgeworth has bought own portable air quality monitor with donation from Accedo Care Ltd
- No update on real-time air quality monitoring on A1184

5. Local Nature Recovery Strategy (LNRS) and Summit

- Defer to next meeting

6. Allotments & community gardening – report from HM

- Bird boxes are up in Southbrook allotment and community composting area being planned
- Magnolia tree planted at Memorial Hall to replace one taken down when extension built
- Planters are doing well with Hebe plants added and honeysuckle and clematis will be planted along the wall of extension at the front

7. Sustainable Sawbridgeworth activities

- May Fayre stall planned with possible Mums for Lungs involvement
- JF has been appointed chair of the Hertfordshire Retrofit Steering Group [an initiative that comes from the Hertfordshire Sustainability Plan to improve and speed up retrofit – this group of interested parties will steer programme which has £0.5m in funding donated by MCS (standards body overseeing solar and heat pump installer accreditation)]

8. AOB

River Rights – discussion on this idea with conclusion that efforts best put into Citizen Science Group work

New District Plan impact and the Government's Land Use Framework – will ask if STC Planning Committee can have standing item to monitor District Plan

Actions:

Owner	Action
JP	Produce spreadsheet for eco metrics
EG	Provide any further updates on LNRS at next meeting
AF	Ask chair of STC Planning Committee for New District Plan item