

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Greg Rattey  
TOWN CLERK  
Christopher Hunt

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To: Cllr's Burmicz, Chester, Furnace, Rider, Royle, Wyatt  
[Cllr Rattey, Cllr R Buckmaster]

## TOWN ACTION PLAN AND AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 13th June 2022 at 8pm 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  
7th June 2022

## AGENDA

- T22/01 ELECTION OF COMMITTEE CHAIRMAN**  
[Hand icon] To elect a Chairman of the committee for the civic year 2022/23
- T22/02 ELECTION OF COMMITTEE VICE CHAIRMAN**  
[Hand icon] To elect a Vice Chairman of the committee for the civic year 2022/23
- T22/03 APOLOGIES FOR ABSENCE**  
[Hand icon] To receive and approve any apologies for absence
- T22/04 PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Amenities Committee.
- T22/05 DECLARATIONS OF INTEREST**  
To receive any Declarations of Pecuniary Interest by Members
- T22/06 MINUTES**  
[Document icon] [Hand icon] To approve as a correct record the draft minutes of the Amenities Committee Meeting held on 14th February 2022 (A03) [Attached]  
  
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

- T22/07**      **ALLOTMENTS**  
[📎]              To receive Allotment Officers Report and discuss matters relating to Allotments.
- T22/08**      **CEMETERY**  
[📎]              To note and discuss matters relating to the Town Cemetery
- T22/09**      **FOOTPATHS & OPEN SPACES**  
[📎]              To note and discuss matters relating to Footpaths & Open Spaces.
- T22/10**      **OPERATIONS**  
                    To receive, note and discuss matters relating to Operations
- Sawbobus.
  - Ranger appointment
- T22/11**      **ECO-AUDIT WORKING PARTY**
- To receive a verbal update from Cllr Furnace on matters relating to the Eco-Audit Working Party and feedback on River Day that was held on Saturday 21<sup>st</sup> May 2022
  - Update on EV charging points – Clerk
- T22/12**      **TOWN ACTION PLAN**  
                    To review current status of the Town Action Plan
- T22/13**      **COUNCILLOR ENGAGEMENT**
- Community Connections project update
- T22/14**      **ITEMS FOR FUTURE AGENDAS**  
                    To note items for future agendas

# SAWBRIDGEWORTH TOWN COUNCIL

## AMENITIES COMMITTEE

### Minutes

of the meeting of the Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:00 hrs on **Monday 14<sup>th</sup> February 2022**.

#### Those present

Cllr Annelise Furnace (Chaired)  
Cllr Angela Alder

Cllr Nathan Parsad  
Cllr Greg Rattey

#### In attendance:

Christopher Hunt - Town Clerk  
J Sargent – Town Projects Manager

#### A21/25 APOLOGIES FOR ABSENCE

Cllr John Burmicz *absent*  
Cllr Craig Chester *accepted*  
[*prop Cllr Parsad; secd Cllr Rattey*]

#### A21/26 PUBLIC FORUM

There were no members of the public present and no questions were made on matters within the remit of the Amenities Committee.

#### A21/27 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

#### A21/28 MINUTES

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on **Monday 11<sup>th</sup> October 2021** (A02)  
[*prop Cllr Alder; secd Cllr Rattey*]

**Action** – To advertise the old West Road slide on the Clerks forum **JS**

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

#### A21/29 ALLOTMENTS

**Received and noted** Allotments Officer Report

- Cllr Alder thanked allotments officer for the detailed report

**Action** – To obtain further detail on the waiting lists for the allotments at the different locations. **CH**

#### A21/30 CEMETERY

Cemetery Officer Report was given verbally

- Planning to apply for a cemetery award this year from the SLCC
- Op Hypnos is continuing but slowing down and moving to a voluntary group
- Extend the wildflower meadow to the banked area
- Cremation area is almost full

Question – Cllr Alder asked if the toilet was being used.

JS informed that it was only unlocked for work staff and ceremonies. One resident has reported ASB in the location, but no other reports or damage found.

**A21/31 FOOTPATHS & OPEN SPACES**

- No reports of leaves and freezing pavements
- A complaint was received regarding the footpath leading from Fawbert and Barnard school to Station Road was covered in leaves, EHDC informed and cleared and added signage re dog fouling.
- A county Council poster has been shared on the Facebook site in relation to overgrowing garden plants affecting footpaths.

**A21/32 OPERATIONS**

To receive, note and discuss matters relating to Operations

- SawboBus has been awarded £4000 support by Essex CC  
A further lottery application for £80,000 over 5 years has been made. Sawbridgeworth Trust have increased support from £1000 to £2000 and the passenger fee of £1 per day will need to start on the 1<sup>st</sup> April 2022 unless the lottery funding was successful.
- Public Toilets Bell Street, the manger from the cleaning company has been met with last week due to concerns of the cleaning regularity. The current contract will be re written and a new cleaner found
- New full-time ranger, the Clerk feels this is a good time to draw up a job description and advertise due to the time that may be required for notice time for the successful candidate. It was agreed to start this process with the Clerk and JS to write a job description as it will be a role with different requirements to the current Ranger.

**A21/33 ECO-AUDIT WORKING PARTY**

***Received and noted*** – Eco Audit Report

- Cllr Furnace reports that members from the Sustainable Sawbridgeworth group are meeting with Cllr E Buckmaster to identify a cycle route between Sawbridgeworth, High Wych and on to the Gilston development.
- 21<sup>st</sup> February the Waste Warriors are presenting on Waste issues via an online Zoom meeting and a young resident will be showing a short film he produced on litter.

Question – Cllr Alder asked if the report could be explained without the use of acronyms as people may not understand what each of them means.

**Action** – Cllr Furnace to liaise with Councillor Royle to edit the report prior to publication.

**A21/34 ITEMS FOR FUTURE AGENDAS**

No items were raised.

Meeting ended at 20:26 hrs

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# Sawbridgeworth Town Council

## Paper from the Allotments Officer

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To: Amenities Committee  
From: Laura Carter  
Subject: **Allotment Report June 2022**  
Date: 07 June 2022

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The project at Bullfields is now complete and the 12 plots and pathways have been marked out and allocated to people on the waiting list.

A road- way around the area has also been marked out with timber posts and has been left to seed to enable the Ranger to maintain using the ride on mower.

### Before



### After





On- site meetings with the Associations have taken place at both Bullfields and Southbrook, both proved very positive.

Vantorts and Bellmead inspections will take place later this month.

### **Waiting List**

After pending allocations, the waiting list stands at 21. Approximately half of the people on the waiting list are waiting for a specific site or a specific plot on a site.

### **Future Projects**

The next allotment project will be to alleviate the flooding at Southbrook Allotment Gardens.

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# Sawbridgeworth Town Council

## Cemetery Paper by J Sargant

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**Subject: Cemetery Report**

**Date:** 07 June 2022

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### **Ground Maintenance:**

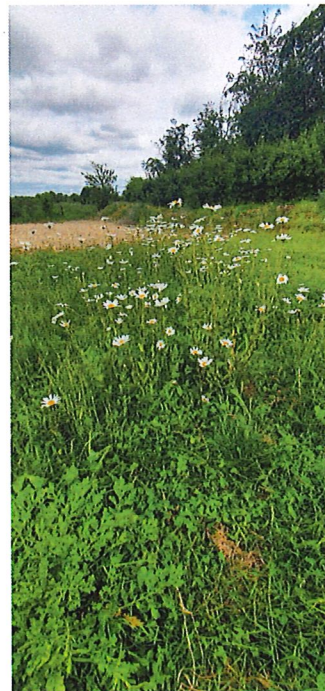
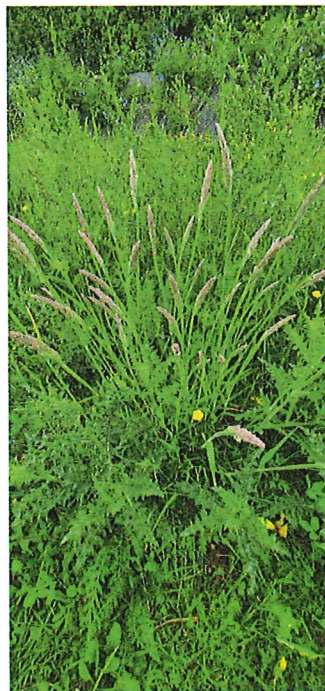
Grass cutting has been an issue over the last month, with sheer volume of work to be done. This situation will improve once the new ranger is established after July 12<sup>th</sup>. This has been further assisted by the signing up of the Probation Service who are carrying out weekly maintenance tasks on Sundays, this will include large tasks such as treating and staining the large perimeter fence.

### **Memorials:**

'Topple Testing' and inspection of memorials is still in progress. By law, the testing and inspection program must take place on a continual inspection program.

### **Wildflower Meadow:**

The area that was seeded with a grass mix is establishing well and there are signs of many different new varieties appearing.



## YOUNG PEOPLE AND SCHOOLS/FOOTPATHS AND OPEN SPACES CHAMPION'S REPORT FOR THE TOWN ACTION PLAN AND AMENITIES COMMITTEE MEETING ON 13 JUNE 2022

### FOOTPATHS, OPEN SPACES AND DOG FOULING

- **Footpath repairs/recovery:** Footpath 22 collapsed bank: I am told that this project is 'particularly tricky' with numerous hurdles to get over, including the need for Environment Agency permits, restricted access and minimal space to work. A specific design is needed in order to satisfy and obtain these permits. HCC is talking with a specialist waterways company about what material/structure would work best here. I suppose my (naïve?) question would be whether it needs to be that complicated?
- **HCC summary of recent projects:** Fp17: bridge redeck complete; Fp26: surfacing from Springhall Lane to Pishiobury Park complete; Fp21: short section from Newton drive to Pishiobury Park, nothing done on this to date (I don't recognise this project but have highlighted trip hazards at the top end close to Fair Green); Fp21: two bridges over the River Stort weirs, appear to be in the ownership of Essex County Council, no further action (not totally clear what this means/where these are and how to chase action); Fp23: surfacing, nothing done on this to date; Fp22: path edging and surfacing, nothing done on this to date, but interacts with the recent revetment collapse near Lowfield Rd.
- **This is all rather unsatisfactory.** At one time there was a plan to give STC the budget and resources to look after our own footpath network (following in Cllr Brian Rochester's footsteps). As things stand, we are at the mercy of different council tiers and agencies, with all the delays that brings.
- **Pishiobury:** I note the introduction of 'chatter benches', an initiative in partnership with Mind Hertfordshire Network and Mind Mid-Herts, to help start conversations and get people talking to one another. 'It doesn't matter who you are, the Chatter Benches are there for everyone'.
- **Litter/dog fouling:** limited information on (the consultation on) the waste bin location survey, despite chasing several times; there is apparently a report with recommendations but that has not been made public as yet. It is important that we are consulted on any changes to bin locations/allocations. There was a town councillor 'walkabout' on 10 June organised by Jeanette Lowden/the East Herts/North Herts Waste and Recycling partnership to raise any concerns about street cleansing in our area, gain an insight from the waste team and our contractors' street supervisor. They will be 'working with parks and open spaces, as the emptying of dog waste bins comes under their remit, to ensure that there is the correct capacity and the bin is fit for purpose of any particular needs of any area. To confirm, no decision has been made on removing, replacing or placement of additional bins as yet, in any area of East Herts'.

David Royle 050622