

# Sawbridgeworth Town Council

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**MAYOR**  
Cllr Salvatore Pagdades  
**TOWN CLERK**  
Christopher Hunt

To: Cllr's Furnace, Newell, Pagdades, Rider, A Parsad-Wyatt, Penney

## **TOWN ACTION PLAN AND AMENITIES COMMITTEE**

You are invited to attend a meeting of this committee which will take place on **Monday 14th July 2025** at the **conclusion of the 7:00pm Planning meeting 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 July 2025

## **AGENDA**

- |                      |   |
|----------------------|---|
| <b>T25/01</b><br>[👏] | <b>ELECTION OF COMMITTEE CHAIR</b><br>To elect a Chair of the committee for the civic year 2025/26  |
| <b>T25/02</b><br>[👏] | <b>ELECTION OF COMMITTEE VICE CHAIR</b><br>To elect a Vice Chair of the committee for the civic year 2025/26  |
| <b>T25/03</b><br>[👏] | <b>APOLOGIES FOR ABSENCE</b><br>To receive and approve any apologies for absence.   |
| <b>T25/04</b>        | <b>PUBLIC FORUM</b><br>To receive representations from members of the public on matters within the remit of the Town Action Plan and Amenities Committee. |
| <b>T25/05</b>        | <b>DECLARATIONS OF INTEREST</b><br>To receive any Declarations of Pecuniary Interest by Members   |

**T25/06**



## MINUTES

To approve as a correct record the draft minutes of the Town Action Plan and Amenities Committee Meeting held on 12th May 2025 (T04) *[Attached appendix A]*

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

Owner	Action	Completed
Clerk	To raise breaches of the no entry sign at Sheering Mill Lane to the police	Email sent 13/5/25
Clerk	To request an update of the parking restrictions consultation in Bell Street from Cllr Eric Buckmaster.	Email Sent 13/5/25. 13.5.25 Reply, the alteration of parking restrictions will go to statutory consultation and double yellow lines opposite the car park exit has been proposed.
Clerk	To write a page for the Flyer Magazine introducing Councillors and their contact details.	Completed, full page in the flyer and meet the councillor section now in place.
Clerk	To present analytical research into the interactions with the council's website and social media accounts.	Data being collated.
Clerk	To arrange a date with the police to run a joint council/police engagement event.	Email Sent 13/5/25. Current dates are set with the police surgeries but officers will be happy for councillors to join them.
Clerk	To find a contact for St Georges Day event and to place this on the events calendar for councillors.	Eifion Harries and Maureen Bray. Calendar on website to be updated. Next event pencilled in 26 <sup>th</sup> April 2026.

**T25/07**



## ALLOTMENTS

To receive Allotment Officers Report and discuss matters relating to Allotments.  
*[Attached appendix B]*

**T25/08**



## CEMETERY

To receive Cemetery Managers report to discuss matters relating to the Town Cemetery.  
*[Attached appendix C]*

- T25/09 FOOTPATHS & OPEN SPACES**  
To note and discuss matters relating to Footpaths & Open Spaces.  
*Cllr Rider*
- T25/10 OPERATIONS**  
[📎] To receive, note and discuss matters relating to Operations.
  - Sawbobus.
  - Public Toilets
  - CCTV*Town Clerk*  
*[Attached appendix D]*
- T25/11 ECO-AUDIT WORKING PARTY**  
[📎]
  - To receive an update from Cllr Furnace on matters relating to the Eco-Audit Working Party*[Attached appendix E]*
- T25/12 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.
- T25/13 TOWN ACTION PLAN**
  - Update on the 2023-27 Town Action Plan,*Cllr A Parsad-Wyatt*
- T25/14 COUNCILLOR ENGAGEMENT**
  - Future engagement opportunities
- T25/15 ITEMS FOR FUTURE AGENDAS**  
To note items for future agendas
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