

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 8pm on **Monday 17th July 2023**.

Those present

Cllr Annelise Furnace	Cllr Fred Parr
Cllr Dawn Newell	Cllr Angus Parsad-Wyatt
Cllr Salvatore Pagdades	Cllr John Rider
<i>Cllr R Buckmaster (Ex Officio)</i>	

In attendance:

Christopher Hunt - Town Clerk	1 x Member of the Public
Joanne Sargant - Events manager	

T23/01 ELECTION OF COMMITTEE CHAIR

Resolved: Cllr Annelise Furnace was elected Chair of the Committee for the year 2023/24. There were no other proposals
Approved [Prop Cllr Angus Parsad-Wyatt; Secd Cllr Fred Parr]

T23/02 ELECTION OF COMMITTEE VICE CHAIR

Resolved: Cllr Angus Parsad-Wyatt was elected Vice Chair of the Committee for the year 2023/24. There were no other proposals
Approved [Prop Cllr Salvatore Pagdades; Secd Cllr Ruth Buckmaster]

T23/03 APOLOGIES FOR ABSENCE

None received

T23/04 PUBLIC FORUM

There were no questions from members of the public on matters within the remit of the Committee.

T23/05 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Member. Cllr A Parsad-Wyatt stated that the Action plan update did involve his husband, a Sawbridgeworth Town Council Councillor but the interest will be explained in depth during his update.

T23/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 17th April 2023 (T04)
[prop Cllr Rider; sec'd Cllr Angus Parsad-Wyatt]

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

T23/07 ALLOTMENTS

Received and noted – Allotments Officer Report
The report was talked through by the Clerk.

Cllr A Parsad-Wyatt asked if processes are in place to remove tenants not tending plots and what is the current waiting list for plots. The Clerk did not have the waiting list numbers to hand but will circulate to members this week.

Cllr R Buckmaster asked if the Bellmead allotments were being used, J Sargant stated they were but these did look untidy but any unused plots were being assessed.

Cllr J Rider thanked Laura for her work and the robust action being taken on plots not being worked on. Would like clarity on insurance as he felt the association and town council had an overlap.

It was highlighted by Cllr Furnace about the great relationship between the association and officers.

T23/08 CEMETERY

Received and noted – Cemetery Officer Report

Joanne Sargant lead members through her report on the recent Freedom of Information request on the Cemetery on available burial space and as a town council planning for the future will be needed. It was requested by the chair for Joanne to explore pricing to produce a five year plan to extend the cemetery for the future.

Cllr R Buckmaster congratulated Joanne on the report and will be taking a message back to district on future provision for cemeteries as she has not seen this added to planning applications and 106 funding.

T23/09 FOOTPATHS & OPEN SPACES

Cllr Rider is now the new champion for this agenda item and has made contact with the Counties footpaths officer. He has been made aware that repairs are soon to start on footpath 22.

He had been aware of the concerns in relation to paths 9 and 10 had been cleared to encourage use near to Leventhorpe School and footpath use was high in the town.

Two trees on the footpath from Southbrook allotments to the river need to be assessed and may need cutting back. The Clerk will task the rangers with this.

The work by Thames water has been successful and continues to reduce flooding.

Cllr A Parsad-Wyatt raised the use of laughing gas cannisters in and around the car park in the tennis club. The Clerk asked for this to be reported to the local PCSO who may offer a free crime prevention survey for the sports association and also the regularity of dumping of the cannisters so she may adjust her patrol plan to tackle this issue.

Cllr Furnace highlighted that Bob Reed has offered to complete a biodiversity survey of all the open spaces. This can be supported by the eco audit working group and the committee had no objections to this being completed.

T23/10 OPERATIONS

To receive, note and discuss matters relating to Operations

- The Sawbobus is running well through the absence of one of the drivers through long term sickness and annual leave thanks to the careful management by Laura.
- The toilets are now cleaned by the town rangers, an improvement from the contractor previously completing who could not get the toilets cleaned regularly due to staffing issues.
- Reception is being improved, the desk is in and shelving will be replaced and the room decorated.
- The new column for the town CCTV has been ordered and will allow for the CCTV to be expanded in the future.

Cllr A Parsad-Wyatt wanted it noted, his thanks to the rangers for their work around the town. Cllr Furnace wanted it noted, the cover the drivers are completing to ensure the bus remains in service throughout the summer.

T23/11 ECO-AUDIT WORKING PARTY

Received and noted – Eco Audit Report

Cllr Furnace advised that:

East Herts have started the 'Breathe Clean' campaign and county have started 'Lets Clear the Air' campaign.

We need to engage with these campaigns as there is money set aside for live air quality monitoring to ensure Sawbridgeworth has this completed.

Cllr Rider raised concerns about county officers moving to Stevenage and Sawbridgeworth missing out on support to the larger towns.

Cllr Furnace stated we have direct contact to County and District staff and we should maintain these relationships.

T23/12 SAWB2 SAWBRIDGE PARK/BARRATTS TRAVEL PLAN

The Clerk informed the committee that footpaths 9 and 10 were to encourage people to walk through the new estate and the pathway that runs between Leventhorpe and Mandeville schools North to South was not a recognised path and adoption would need to meet strict criteria. An alternative would be for the farmer to be approached who owns the field to cut a pathway through for use by pedestrians.

Cllr Furnace highlighted the Local Cycling and Walking Infrastructure Plan (LCWIP) meetings had taken place the previous week, she asked the committee if we should link in to this via Sustainable Sawbridgeworth and the work Cllr E Buckmaster had completed in 2018. This could open central government funding pots if Sawbridgeworth have a plan in place.

T23/13 TOWN ACTION PLAN

Cllr A Parsad-Wyatt covered the re alignment of the action plan to the councillor term.

A new plan should be started and consultation process will be needed. He has made a timeline which coincides with two events in

September and October which will reach out to a wide audience. The consultation should be through different methods to ensure it is all inclusive. The points raised should be compiled in to a framework to feed these areas to the correct authority for action to be completed.

Cllr Pagdades asked on the process that will be used in the analysis of the information, Cllr A Parsad-Wyatt stated it will be qualitative and quantitative. The information will be drawn across the town and will include community groups as well as schools.

Cllr A Parsad-Wyatt moved on to the second part of the action plan development being a professional consultation with Cllr Nathan Parsad-Wyatt who has professional experience in this field. He has offered to produce the logos and design material and survey for the action plan free of charge and his company he is employed by are happy for this to be developed without cost to the council.

The Clerk confirmed he had sought advice from HAPTC regarding the free support being offered by Cllr Nathan Parsad-Wyatt and using Cllr skillsets should be encouraged.

Cllr Pagdades also felt free of charge support and using councillor skills was a good idea. He also asked on cost of printing which could be covered by the town council as this will not be too expensive and may be a hundreds rather than thousands of pounds. Joanne Sargant said that the banners could also be re used at different events and would be cost effective throughout the term of the action plan.

Cllr Furnace clarified that there will be no cost and for transparency there was no favour, commitment to take up a contract later and how would data be handled.

Cllr A Parsad-Wyatt stated that if an agency was required for future paid work it would go out to tender, the data would be minimal to the questions being asked. The data can be stored by Sawbridgeworth Town Council and not the private company who are producing branding and the survey and it can be the council that only have access to any data.

Cllr Nathan Parsad-Wyatt also reassured councillors that no company branding will be used and no future case study will be used relating to the work he will be completing.

Cllr R Buckmaster asked the Clerk if he would advise on if the committee resolved to move forwards with the proposed use of Cllr Nathan Parsad-Wyatt skills to complete the survey. The Clerk recommended that this would be recommended so every councillor has an opportunity to have a view on this proposal.

Resolved: to use the free offer of support to promote and engage with a survey for the new Town Action Plan 2023-27. For this resolution to be raised to the full town council meeting on the 31st July 2023.

[prop Cllr Rider; sec'd Cllr R Buckmaster]

T23/14 COUNCILLOR ENGAGEMENT

- The Clerk stated that he will be compiling a report on police and councillor engagement for the Mayor to deliver at the full town council meeting.
- Joanne Sargent stated that Lower Sheering PC has been liaised with and they are keen to attend Sawbridgeworth Town Council events as many of their constituents live in their district but under the address of Sawbridgeworth. This would support their residents and offer some engagement for them. The events are a perfect opportunity for councillor engagement, it was discussed that t-shirts should be priced so it can be decided if these should be purchased for councillors to wear at events.

T23/15 ITEMS FOR FUTURE AGENDAS

Cllr Wyatt – Station Adoption Scheme

Meeting ended at 21:22

ACTIONS

JS = Joanne Sargent

LC = Laura Carter

- **Clerk** – circulate waiting list for allotments.
- **JS** – to find out price to extend cemetery to future proof.
- **Clerk, LC** – to assess insurance public liability cover and that required by allotment association.
- **Clerk, LC** – to task rangers to assess trees on the footpath from Southbrook allotments to the river which may need pruning/cutting back.
- **Clerk** – to allocate a consideration to resolve on the Full Town Council meeting regarding this agenda item T23/13, action plan consultation.
- **JS** – to obtain prices for Cllr t-shirts and circulate for a decision on purchasing.
- **Clerk** – to place 'Station Adoption Scheme' on the next TAPAC agenda