

# SAWBRIDGEGWORTH 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 16th October 2023.**

#### Those present

Cllr Annelise Furnace  
Cllr Dawn Newell  
Cllr Salvatore Pagdades  
*Cllr R Buckmaster (Ex Officio)*

Cllr Angus Parsad-Wyatt  
Cllr John Rider

#### In attendance:

Christopher Hunt - Town Clerk  
2 x Members of the Public

Cllr Steve Smith  
Cllr Nathan Parsad-Wyatt

#### T23/16 APOLOGIES FOR ABSENCE

None received

#### T23/17 PUBLIC FORUM

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

#### T23/18 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

#### T23/19 MINUTES

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on 12th June 2023 (T04)  
*[prop Cllr A Parsad-Wyatt; sec'd Cllr S Pagdades]*

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

Owner	Action	Completed
Clerk	Circulate waiting list for allotments.	Attached allotment officer report refers.
J Sargant	To find out the price to extend cemetery to future proof.	<b>To be carried forward</b>
Clerk	To assess insurance public liability cover and that required by allotment association	Insurance does not extend to cover allotment association activity. This matches the actions for other similar groups

		i.e. Rivers Orchard
Clerk / L Carter	To task rangers to assess trees on the footpath from Southbrook allotments to the river which may need pruning/cutting back.	Routine checks and maintenance are in place, last completed 5 <sup>th</sup> October 2023
Clerk	To allocate a consideration to resolve on the Full Town Council meeting regarding this agenda item T23/13, action plan consultation.	Completed, added to 25 <sup>th</sup> September Full TC meeting and
J Sargant	To obtain prices for Cllr shirts and circulate for a decision on purchasing.	Completed, shirts purchased
Clerk	To place 'Station Adoption Scheme' on the next TAPAC agenda	Completed, added to agenda.

**T23/25\* TOWN ACTION PLAN  
(Moved up the agenda by the chair\* )**

To review status of the Town Action Plan, the first draft of the document containing the updates from the public survey was read through by Cllr A Parsad-Wyatt. Highlighting the positive points members of the community had living in Sawbridgeworth and areas for development. The action plan will go through another consultation process with members of the public and councillors, the dates for the next part of the process are as follows:

- 24th Oct - 6th Nov - 2nd Public Consultation - opportunity for residents to review the draft plan, and make any comments/suggestions.
- 10th-13th Nov - Councillors to review redrafted plan
- 13th Nov - Extra meeting (circa. 8pm, after Planning) to give Councillors an opportunity to discuss the plan and make any further comments or amendments.
- 20th November - Full Council - item to approve and adopt the Sawbridgeworth Town Action Plan for 2023-2027

**T23/20 ALLOTMENTS**

– Allotments Officer Report  
The report was talked through by the Clerk.  
*[Attached appendix A]*

**T23/21 CEMETERY**

***Received and noted*** – Cemetery Officer Report  
The report was talked through by the Clerk  
*[Attached appendix B]*

**T23/22 FOOTPATHS & OPEN SPACES**

Cllr Rider highlighted the update from East Herts District Council officers for a medium term repair to footpath 22 which would allow it to be opened quickly on the result of these works. He requested the Clerk approved the medium term repair on behalf of the committee.

- Paper added re footpaths 9 and 10 due to recent email exchange relating to poor condition to Cllr Furnace
- Street Cleansing report sent to Cllr E Buckmaster from an East Herts Officer was reviewed and Cllr Rider requested the Clerk to ask why highways inspections were not being completed in Sawbridgeworth.

**T23/23 OPERATIONS**

*Received and noted* – the Clerks report on operations.  
*[Attached appendix C]*

**T23/24 ECO-AUDIT WORKING PARTY**

Cllr Furnace advised that no meeting had occurred prior to this meeting.

Regarding the air quality real time monitor, East Herts are working with County to get the Sawbridgeworth monitor fitted.

The success of the travel challenge week was highlighted. There was a 22% increase in sustainable journeys to the schools taking part, one school saw an increase of 65%

Cllr Furnace wanted it noted her thanks to the council staff for organising the travel challenge.

**T23/26 COUNCILLOR ENGAGEMENT**

Cllr Pagdades had attended the Opals event and stated how successful it was to the attendees.

Cllr Rider attended the Memorial Hall AGM and highlighted the opportunity for events to take place at the event. He also raised that £40,000 of funding from EHDC may be redirected to another project and encouraged councillors to support the grant being awarded to the Memorial Hall.

**T23/27 STATION ADOPTION SCHEME**

To receive an update on the activities by the working party at the Sawbridgeworth Train Station.

Cllr A Parsad-Wyatt stated art work for local schools can be placed on recently fitted boards on the footbridge. Men in sheds project may be encouraged to assist at the station and planters are being explored.

**T23/28 ITEMS FOR FUTURE AGENDAS**

Nothing raised

Meeting ended at 21:19

## ACTIONS

Owner	Action	Completed
J Sargant	<b>Carried Forward</b> To find out the price to extend cemetery to future proof.	
Clerk	To email Greg Leary to flag up any sewage leaks at the Southbrook allotment site during dry weather so this can be challenged by the Clerk with the water company.	Email sent to Greg Leary 17/10/23
Clerk	To contact EHDC officers to approve the medium term repair of footpath 22	Email sent to Keith Mattocks 17/10/23
Clerk	To contact EHDC officers regarding the concerns of the lack of inspections of road conditions and contractors remedial works.	Email sent to Jess Khanom-Metaman 17/10/23

# Appendices

## Appendix A

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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 October 2023**  
Date: 09 October 2023

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### **General**

Renewals have gone out on all sites and one year's notice has been given that rental prices will remain the same for 2024-2025, keeping our charges in line with other East Herts Councils. Notice was given that water charges may increase in line with usage.

### **Current Waiting List**

7 people waiting for a plot on Bullfields. It is anticipated that this will be satisfied by the usual yearly turnover during renewals.

9 people waiting for the new site on West Road.

### **Water Leak**

There was a recent spike in water usage at Southbrook in comparison to the other sites. After investigation the Rangers managed to locate and repair the leak.

### **Southbrook Allotment Association**

Following on from July's report, the Clerk engaged in further talks with our insurers and they have confirmed that they are unable to insure equipment that we do not own. The Clerk and I understand that this is problematic for the Allotment Association, but we commend them on the sensible approach that they have taken to maintenance and training, demonstrating sensible risk management.

### **Thames Water**

Thames Water, the Town Clerk, County Councillor and Allotment Association are continuing an open dialogue regarding flooding in Sawbridgeworth, in particular allotment land.

# Sawbridgeworth Town Council

## Cemetery Paper by J Sargent

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**Subject: Cemetery Report**

Date: 09 October 2023

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### **Burial Data: Jan 2023 – to date**

Full Burials = 17

Created Remains = 17

Scattering = 3

17 graves were new graves sold, 14 were pre-purchased grave spaces or re-opening and three was a scattering in the memorial garden area.

### **Probation Service:**

We continue to work with the probation service who visit a couple of times a month. They value and enjoy the time working at the cemetery. We let them the week before which area in the cemetery we would like them to work, however this is subject to change in accordance with who is available to them on the day.

### **Ground Maintenance:**

With the extended summer still continuing we are still grass cutting regularly, with the very wet July and then a prolonged spell of warm weather the cemetery is flourishing.

### **Memorials:**

'Topple Testing' and inspection of memorials will now be continued by J Sargent and ranger(s). By law, the testing and inspection program must take place on a continual inspection program. We have purchased a bolt on addition to our Edge Epitaph system called Inspect Edge (cost £40 per year) which includes a Samsung tablet. A fantastic product that will enable the user to quickly and far more effectively inspect memorials on a regular basis.

### **Wildflower Meadow:**

Some additional seeds will be placed shortly to provide a further and more diverse display for 2024.

### **Herts County Council Environmental Improvement Grant Scheme**

I met with Katherine O'Brien who is an HCC Land Management Project Officer to assess both the Cemetery and West Road Play Area. To our credit she was really complementary about both sites and was a little perplexed to suggest any additional enhancements to either sites, she will be preparing a report and potentially there may be some grant money available to us for some additions to these sites, however she did say that she would be hard pushed to think of something that we are not already doing. So very encouraging indeed.

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: TAPAC  
From: Christopher Hunt  
Subject: Amenities updates  
Date: 6<sup>th</sup> October 2023

### **Sawbobus**

The Sawbobus is experiencing mechanical issues as the particulate filter is regularly getting blocked causing it to go into limp mode. This must be rectified by a mechanic and new parts are needed now to reduce these breakdowns.

The bus covers approximately 60 miles per day but never travels for long distances to clear the issue.

The bus has a noisy gearbox and as such will need it replaced soon with an estimated bill of £3,000 plus.

The back up bus has suffered the same issues with particulate filter blockage and has been repaired and gone through an MOT costing just under £1000.

Due to the above issues a replacement bus is being explored which has been budgeted for. It appears to reduce cost and carbon footprint an electric option will suite the use for the Sawbobus.

### **Hailey Centre**

Due to the plans to improve the Hailey Centre I have liaised with Tees Law to update the expired lease. This will be drafted soon so not to hold up the plans the trustees have.

### **Reception**

The reception has now been redecorated and sourcing storage continues after a company quoted £5,875. Once this has been completed the shared space will be decorated, tidied up and put to regular use as well as the front room.

### **CCTV**

A recent incident whereby two people were deceived into passing over their bank cards and PIN numbers was captured on the towns system. Great footage of the offender was captured and police now have enquiries in hand to circulate the photo to neighbouring police stations and forces.