

# 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 14th October 2024**.

#### Those present

Cllr Annelise Furnace  
Cllr Dawn Newell  
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt  
Cllr John Rider

#### In attendance:

Christopher Hunt - Town Clerk

1 x Councillors

#### T24/16 APOLOGIES FOR ABSENCE

Cllr Simon Penney  
*[prop Cllr Angus Parsad-Wyatt sec'd Cllr Salvatore Pagdades]*

#### T24/17 PUBLIC FORUM

No questions were raised

#### T24/18 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

#### T24/19 MINUTES

**Resolved:** To approve as a correct record the minutes of the Committee Meeting held on 15th July 2024 (T01)  
*[prop Cllr Salvatore Pagdades sec'd Cllr Angus Parsad-Wyatt]*

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

Owner	Action	Completed
Cllr Reece Smith	A tree stump opposite Reedings School has become a trip hazard. To be raised with SYPRC who may own the land the stump is on	Cllr Reece Smith liaised with garden maintenance manager who stated that the root if removed could harm the tree. SYPRC will explore further options.
Clerk	To add LCWIP and the local recovery plan to the next Full Town Council meeting 22 <sup>nd</sup> July 2024	Added 16 <sup>th</sup> July 2024
Clerk	To add the Town market to be	Added 16th July 2024

	discussed at the next Full Town Council meeting 22 <sup>nd</sup> July 2024	
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**T24/20 ALLOTMENTS**

**Received and noted** – Allotments Officer Report

The report was talked through by the Clerk. Cllr John Rider asked if the meters are read to assess if there is a water leak. The Clerk confirmed this was done every month.

**T24/21 CEMETERY**

**Received and noted** – Cemetery update from the Clerk.

The Clerk explained that the cemetery needed to be assessed to future proof availability by purchasing land to the rear of the cemetery. Once this has been explored the development of the cemetery needs to be assessed as current prices are low compared to other locations. It was felt that the first step was to assess if the land was available for expansion and the cost that will be incurred. Grave digging and costings were to be assessed in the short term.

**ACTION** – Clerk to discuss land purchase, grave digging and funeral costs with cemetery manager.

**T24/22 FOOTPATHS & OPEN SPACES**

Cllr John Rider explained that the riparian rights had not been settled and a residents solicitor did not feel the house owner did not have responsibility. It was requested the Clerk asks the County and District Council regarding ownership and maintenance of the pathway and trees.

EHDC have agreed to assess the gritting adding Bell Street to the routes.

Cllr Annelise Furnace raised the concerns of footpath 9 surfacing and explained a member of Sustainable Sawbridgeworth has submitted a Freedom of Information (FOI) request. This has been submitted to East Herts Council as Sawbridgeworth Council and Herts County Council had asked for this path to be added to the plans for improvement but this appears to have been removed from the agreed plans with the developer. The FOI request may assist in understanding why and who made this decision.

The Clerk explained he has written to the ramblers association to request any paths obstructed they encounter for them to report this to him for further action to clear this. He also has formulated a letter to go out to residents who have overgrown trees or bushes to request these are cut back to derestrict any footpaths.

Cllr Furnace stated Mr Royle is working with EHDC officer Nicholas Maddox regarding grass cutting schedules and will be checking these for completion when walking around the town.

**ACTION** – Clerk to write to the County and District Council regarding ownership and maintenance of the pathway and trees.

**T24/23 OPERATIONS**

To receive, note and discuss matters relating to Operations. The Clerk covered the following items:

- Sawbobus: The Clerk explained that an approach had been made regarding sponsorship but the Town Council were not desperate to take on sponsorship but will be exploring a previous approach to Dorrington's Bakers.
- Public toilets have had a lock repaired and the toilets remain operational.
- CCTV has been used to collate evidence for a fail to stop accident which has led to a prosecution. Cllr Salvatore Pagdades asked if the CCTV could be monitored as per Hertford and Bishops Stortford. The Clerk explained that the cost would be restrictive due to the high cost and would negatively impact on the budget.

**T24/24 ECO-AUDIT WORKING PARTY**

*Received and noted – Eco Audit Report*

**T24/25 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.

Cllr Annelise Furnace updated the meeting with the following: In 2019 the 3 Acorns company produced a report following an Eco Audit and a second report has now been received. The following items had been taken from the report for discussion and progressing. If agreed.

- Reduction in skip use at the cemetery.
- To explore the cost difference in buying out of the current electricity supply contract. If this is a viable option to then explore gas boiler replacement for heating system to the old part of the office.
- To explore a change of bank to greener option, i.e. Coop or Unity Trust
- Explore solar panel energy production.
- Explore water harvesting at the new allotment site at West Road.

**Resolved:** To explore the above points to reduce the councils carbon footprint as per the advice from the 3 Acorns report.  
*[prop Cllr Angus Parsad-Wyatt sec'd Dawn Newell]*

**ACTION** – Clerk to arrange for the Three Acorns report to be put onto the Town Council website.

**T24/26 TOWN ACTION PLAN**

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

- There has been some good work in road repairs but utility companies are still causing disruption
- Police liaison has improved and offices regularly used by local officers with the police car parked in the carpark. Police visibility has improved with councillor engagement.

- Sawbobus commuter service is being explored and a driver has completed a route for suggested commuter use and the times suited a link to train travel. Further work needs to be completed to assess if a different operator's license is needed.
- The Rangers have a new grit spreader and salt reserves for the winter months.
- Road treatment in the winter is being monitored by Cllr John Rider.
- Rangers are now completing simple bush cutting where it is reported causing issues for pedestrians.
- The car park consultation has now closed and an update should be released soon.
- Encouragement should be made for residents to fault report via the District Council website rather than on social media.
- A Christmas event with shops was discussed and Cllr Greg Rattey and the Events manager are exploring a project on the run up to Christmas.
- The market was discussed and a response from East Herts Council regarding the use of the Bell Street car park was being sought.
- A booklet was being explored to contain local information with who to contact and for what, key contacts, business directory, local events, sports groups and venues for hire.

**ACTIONS –**

- the Clerk to contact the head at Leventhorpe to explore if students could assist in producing a booklet with local information.
- The Clerk to explore licenses required to run a commuter bus service.

**T24/27 COUNCILLOR ENGAGEMENT**

- Cross border meeting highlighted sharing each councils events calendar to assist in promoting and negate clashing events.
- Energy Hub at the Christmas lights event.
- Police regular engagement patrols along Bell Street, times and dates to be confirmed.

**T24/28 ITEMS FOR FUTURE AGENDAS**

**ACTION** - Clerk to ask if RHSO require an item on the agenda for the 300<sup>th</sup> anniversary celebrations in 2025?

Meeting ended at 8:33pm

## ACTIONS

Owner	Action	Completed
Clerk / Cemetery manager	Cemetery, to discuss land purchase, grave digging and funeral costs with cemetery manager	
Clerk	To arrange for the 3 Acorns report to be put onto the Town Council website.	
Clerk	To write County and District Council regarding ownership and maintenance of the pathway and trees along footpath 22.	Email sent to Herts County officers 15 <sup>th</sup> October 2024
Clerk	To contact the head at Leventhorpe to explore if students could assist in producing a booklet with local information.	Email sent 15 <sup>th</sup> October 2024 to Malcolm Wight Head. He is liaising with the IT department.
Clerk	To explore licenses required to run a commuter bus service	
Clerk	To ask if the RHSO committee require an item on the agenda for the 300 <sup>th</sup> anniversary celebrations.	Emails sent to Ruth and Eric 15 <sup>th</sup> October 2024