

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 7:09pm on **Monday 9th February 2026**.

Those present

Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt
Cllr Simon Penney
Cllr John Rider

In attendance:

Christopher Hunt

0 x Members of the Public

T25/16 APOLOGIES FOR ABSENCE

There were none

T25/17 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T25/18 PUBLIC FORUM

No public present

T25/19 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 13th October 2025 (T02)
[prop Cllr Angus Parsad-Wyatt sec'd Cllr Dawn Newell]

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

Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	
Clerk	To request risk assessment from East Herts DC for Bell Street carpark in freezing weather conditions.	Email sent to EHDC Parking Manager, Cllr Pagdades copied in. Policy received 27 th October 2025 from

		Dominic Kingsbury, parking services manager  Car Park Winter Maintenance Policy A meeting had taken place between Mr Kingsbury, Cllrs Eric Buckmaster, Cllr John Rider and the Clerk Chris Hunt and some awareness raised regarding the users and dangers in cold weather and further consideration made to treat the car park in cold weather.
Clerk	To investigate if the town centre funding was still available and to send Cllr Salvatore Pagdades emails sent regarding Hostile Vehicle Mitigation to all Clerks.	Emails sent 21/10/25 to EHDC and Clerks in East Herts seeking clarity on the position of this project and Cllr Salvatore Pagdades copied in. This funding was awarded to Hertford Bishops Stortford and Ware.

T25/20 ALLOTMENTS

Received and noted – Allotments Officer Report

Noted - The allotment officer's report for January 2026.

T25/21 CEMETERY

Received and noted – Cemetery update from the Clerk with the planting of trees for the bio diversity off setting for the Jubilee Gardens project

T25/22 FOOTPATHS & OPEN SPACES

Cllr John Rider updated Bob Reed has been doing a walk of the brook for research which has been successful. Several paths were identified from this process as being in need of cleaning and clearing of overgrowth. Cllr John Rider had cleared a section of path and has asked for volunteers to assist in the footpath clearing by the river and the Clerk has emailed Leventhorpe School to see if sixth form pupils would be interested.

Cllr John Rider reported that the recent issues arising from the burning of the woodpile on land adjacent to the Southbrook allotments — which caused disturbance to local residents for several days — are ongoing, with the fire still smouldering. A letter

has now been sent to the local MP requesting that the actions of the Environment Agency be referred to the Parliamentary and Health Service Ombudsman for review.

Cllr John Rider updated the meeting on the action arising from the Clerk's enquiry regarding the risk assessment request and the meeting with the East Herts District Council Car Park Manager. He reported that the meeting had been constructive, with several areas of the car park found to be flooded and a number of gullies uncleared, contributing to increased slip, trip, and fall risks during colder weather.

This will be reviewed further, as the car park has not previously been gritted, and East Herts District Council staff had not been aware of the hazardous conditions created by the combination of cold weather and flooding.

CAR PARKING CHARGES

It was agreed that the Town Council had made several representations requesting that Sawbridgeworth be treated independently from the other four towns regarding the proposed car park charges. The town's car park currently supports local sports clubs throughout the weekend, and the introduction of charges on Sundays—when parking is presently free—raised concerns about potential negative impacts.

Members noted that the introduction of charges is likely to displace vehicles into Bell Street and the surrounding residential areas. Cllr Simon Penney will attend the Sports Association meeting tomorrow to assess any changes in attendance numbers at the facilities and to identify any issues arising from displaced parking.

Cllr Dawn Newell reported that in Bishop's Stortford, the Grange Paddock car park offers 2.5 hours' free parking, which is used not only by visitors to East Herts Council facilities but also by dog walkers and people exercising on the fields. A similar arrangement exists at Hartham Common in Hertford, and Members expressed concern that sports users in Sawbridgeworth were being disproportionately penalised.

Cllr Simon Penney also noted concerns regarding the impact of new tariffs on Town Council events that rely on the car park, such as the Christmas Lights Switch-On. The Clerk confirmed that one-off Town Council events are exempt from charges; however, regular or ongoing activities, such as a market, would incur fees based on the number of car park bays required and the duration of their use. Several letters had been sent to East Herts District Council regarding with the Coffee and Cars Sunday event once a month and no response had been received but it appears these users will need to pay.

T25/23

EMERGENCY PLAN

To discuss the development of an Emergency Plan to establish a network of local contacts who can support the emergency services during incidents.

The Clerk explained that this item had arisen following the recent woodpile fire. The intention is to identify local residents who have relevant skills or equipment that could be called upon by the emergency services in an emergency situation. This also includes

identifying suitable premises that could be used to support dispersed or displaced residents during an incident. A meeting had been arranged this Thursday to scope the idea and a framework to use to develop the contact details and size of the plan moving forwards.

Cllr Annelise Furnace asked if thought could be made to the Sakura cherry tree project. The tree could grow to a mature height of 15–25 ft (4.5–7.5 m) and a width of 15–30 ft. The Clerk will enquire with the designer for the Jubilee Gardens could consider the planting in the project area.

OPERATIONS

To receive, note and discuss matters relating to Operations.
The Clerks report was noted.

The Clerk also raised awareness of the illegal clearing of trees and drainage work on the Esbies estate had been reported to Planning enforcement at East Herts who were taking action.

T25/24

ECO WORKING PARTY

Received and noted – Eco Group working party report

Cllr Furnace advised that:

- Bob Reed will be completing some work on the Sawbridgeworth brook.
- A regular article has been agreed for the group to publish regularly in the Flyer.

Cllr Simon Penney asked regarding the cows being removed from Pishiobury Park if this is due to an issue or if this is a natural annual event. The group were to make local park users to call the police if they witness dogs dangerously out of control or drones scaring cattle.

T25/25

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 referred to the report presented at the finance committee and that the old boiler will be replaced with an electric alternative when it comes to its end of life. The electricity supply will be explored to change to greener energy when the contract expires in the spring of 2026.

Further work is being completed to track the usage of energy as currently estimated bills are being received which are not conducive to measurement.

Greener banking is to be explored by Lisa to assess if the post office is an option.

T25/26

TOWN ACTION PLAN

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

- West Road and A1184 road junction is to be explored by Herts Highways.
- Cambridge Road has had a speed indicator device fitted.
- LCWIP consultation is live
- Car Park Charges are being reviewed and awareness to be raised locally on the consultation. Cllrs were encouraged to email Cllr Ben Crystal to make him aware of local feeling towards the parking tariff changes.
- EV chargers were to be fitted prior to Christmas and more than the planned three were to be encouraged.
- Warding was discussed and it was agreed the petition was to ask for the community to be consulted regarding warding not the fact that the town is to be warded. The headline of the petition was discussed as appropriate and it was felt that the warding had been debated three separate times and it was a headline to grab people's attention.
- Communication has improved from the council from the Flyer reports now taking place.

T25/27 COUNCILLOR ENGAGEMENT

- The Clerk raised Remembrance Sunday and the Christmas lights were two opportunities.
The Clerk raised the matter of the new legislation, Martyn's Law would have an impact on finances due to the increased security measures needed to falls in line with the regulations coming in 18months time.

Hostile Vehicle Mitigation that had been discussed with the five towns to support safety at events had faltered and it appears the larger towns were to use the funding and Sawbridgeworth and Buntingford were not receiving this support.

ACTION - Clerk to investigate if the town centre funding was still available and to send Cllr Salvatore Pagdades emails sent regarding Hostile Vehicle Mitigation to all Clerks.

T25/28 ITEMS FOR FUTURE AGENDAS

No further suggestions were made.

Meeting ended at 8:09pm

ACTIONS

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