

Sawbridgeworth Town Council

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MAYOR
Cllr Angus Parsad-Wyatt
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 12th October 2026** 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
5th October 2026

AGENDA

T26/16 APOLOGIES FOR ABSENCE

[👏] To receive and approve any apologies for absence.

T26/17 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Town Action Plan and Amenities Committee.

T26/18 DECLARATIONS OF INTEREST

To receive any Declarations of Pecuniary Interest by Members

T26/19 MINUTES

[📄] [👏] To approve as a correct record the draft minutes of the Town Action Plan and Amenities Committee Meeting held on 13th July 2026 (T01) [Attached appendix A]

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

Owner	Action	Update
Cllr Angus Parsad-Wyatt	Contact EHDC to obtain update on EV chargers	The Clerk has had several meetings with EHDC and an

		<i>easement contract is to be sent from EHDC to consent the laying of the cables to the chargers to take place.</i>
<i>Cllr Annelise Furnace</i>	<i>Contact Bob Reed regarding presenting to STC on his current brook survey</i>	<i>Email sent 14th July 2026 COMPLETED Bob Reed presented at the September full TC meeting.</i>
<i>Clerk</i>	<i>To maintain contact with EHDC planning regarding land next to the Southbrook Allotments which has seen recent clearance and small development activity</i>	<i>The Sheering Mill Lane incident has now been incorporated into this action, as it relates to the wider area of land along the river corridor. The matter continues to be monitored and pursued by local residents and the relevant agencies, with ongoing enquiries and investigations where appropriate.</i>
<i>Clerk</i>	<i>To Thank Nicolas Maddox for his assistance with local matters as the Rights of Way Officer Herts CC who has announced his retirement from his role</i>	<i>Officer spoken to and thanked COMPLETED</i>

T26/20



ALLOTMENTS

To receive Allotment Officers Report and discuss matters relating to Allotments.

[Attached appendix B]

T26/21



CEMETERY

To receive Temp Cemetery Officers report and discuss matters relating to the Town Cemetery.

[Attached appendix C]

- T26/22 FOOTPATHS & OPEN SPACES**
To note and discuss matters relating to Footpaths & Open Spaces.
Cllr Rider
- T26/23 OPERATIONS**
[📎] To receive, note and discuss matters relating to Operations.
Clerks report refers
[Attached appendix D]
- T26/24 RESILIENCE PLANNING**
[📎] For Councillors to discuss actions required in challenging hot weather conditions predicted in 2027. Suggested discussion points raised by the Clerks Report.
[Attached appendix E]
Cllr Annelise Furnace
- T26/25 ECO-AUDIT WORKING PARTY**
To receive a verbal update from Cllr Furnace on matters relating to the Eco-Audit Working Party
- T26/26 REDUCING THE COUNCILS CARBON FOOTPRINT**
To receive and note any updates on policies, procedures, projects or initiatives that contribute to reducing the Council's carbon footprint.
- T26/27 TOWN ACTION PLAN**
Update on the 2023-27 Town Action Plan,
Cllr A Parsad-Wyatt
- T26/28 COUNCILLOR ENGAGEMENT**
Future engagement opportunities
- T26/29 ITEMS FOR FUTURE AGENDAS**
To note items for future agendas

Appendix A

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 7:10pm on **Monday 13th July 2026**.

Those present

Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt
Cllr Simon Penney

In attendance:

Christopher Hunt

0 x Members of the Public
1 x Councillors

T26/01 ELECTION OF COMMITTEE CHAIR

Resolved: Cllr Annelise Furnace was elected Chair of the Committee for the year 2026/27. There were no other proposals
Approved [*Prop Cllr Angus Parsad-Wyatt; Secd Cllr Simon Penney*]

T26/02 ELECTION OF COMMITTEE VICE CHAIR

Resolved: Cllr Angus Parsad-Wyatt was elected Vice Chair of the Committee for the year 2026/27. There were no other proposals
Approved [*Prop Cllr Annelise Furnace; Secd Cllr Simon Penney*]

T26/03 APOLOGIES FOR ABSENCE

Cllr John Rider There were none
Approved [*Prop Cllr Angus Parsad-Wyatt; Secd Cllr Salvatore Pagdades*]

T26/04 PUBLIC FORUM

No public present

T26/05 DECLARATIONS OF INTEREST

There were no declarations of pecuniary interest by members.

T26/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 11th May 2026 (T04)
[*prop Cllr Simon Penney sec'd Cllr Annelise Furnace*]

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

Owner	Action	Update
Clerk	Recommended that the Council or Appointments and Appraisals sub-committee urgently assess the current	A&A meeting to be arranged for the next week

	<i>staffing levels and make appropriate plans for ensuring that the services provided by the council are at the high level previously achieved.</i>	
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T26/07 ALLOTMENTS

Received and noted – Allotments Officer Report

Noted - The allotment officers report for July 2026.

T26/08 CEMETERY

Received and noted –Temp Cemetery Officer Report

Noted – Temp Cemetery Officer report for July 2026

T26/09 FOOTPATHS & OPEN SPACES

The Chair reported that Cllr John Rider was unable to attend the meeting and had requested that a number of matters be raised concerning the field adjacent to the Southbrook allotment site.

Members discussed enquiries to be made to EHDC Planning Officers regarding the site access ramp, site safety and fencing, future use of the field, the purpose of wooden corralling, and whether the activities being undertaken have the necessary planning permissions. Concerns regarding possible tree felling were also noted.

Members further noted that Bob Reed is preparing a report on the brook. Upon receipt of the report, opportunities for grants and other assistance to support brook, footpath and nature conservation works can be considered, Bob will be invited to present to STC on conclusion of the report for this to be explored.

T26/10 OPERATIONS

To receive, note and discuss matters relating to Operations.

The Clerks report was noted where he updated on the excellent work of the office staff in ensuring that day to day running of the council function was being met. The Cemetery had seen more demand in six months than the whole of last year and the bus was running well under the relatively new hire agreement.

T26/11 ECO WORKING PARTY

Received and noted – Eco Group working party report

Cllr Furnace advised that:

The Group noted progress on Eco Audit actions, community engagement through the Sawbridgeworth Brook Citizen Science project, and planning for River Day. Updates were received on clean air initiatives, nature recovery and walking/cycling infrastructure projects. Ongoing community gardening, biodiversity and Sustainable Sawbridgeworth activities continue to support the town's environmental objectives.

T26/12 REDUCING THE COUNCILS CARBON FOOTPRINT

The Clerk stated he had no update for this meeting due to his recent absence.

T26/13 TOWN ACTION PLAN

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

- The Town guide has been printed and has been delivered to a majority of the town but further volunteers for delivery would be welcome.
- The East Herts District Council Local Plan consultation had been answered on behalf of the Town Council and responses from councillors had been collated and formed part of this response.
- Leat Close overgrown bushes were causing a safety issue for drivers exiting onto Station Road. This had been reported to EHDC
- The mayor's first Community Action Day took place on 11 July, with 12 volunteers taking part. Volunteers and councillors carried out weeding, litter picking, sweeping, cleaning the bus stop shelter and clearing the footpath between Brook Road and Pishiobury Park.
- EV chargers were raised by Cllr Dawn Newell and Cllr Nathan Parsad-Wyatt will make further enquiries for an update with EHDC officers.

T26/14 COUNCILLOR ENGAGEMENT

- Cllr Annelise Furnace raised that the Flyer reports and page did assist in engagement and worked as a news letter.
- Cllr Dawn Newell raised that the delivery of the town guide had encouraged engagement with the contact made with the community.

T26/15 ITEMS FOR FUTURE AGENDAS

No further suggestions were made.

Meeting ended at 7:48pm

ACTIONS

Owner	Action	Update
<i>Cllr Angus Parsad-Wyatt</i>	<i>Contact EHDC to obtain update on EV chargers</i>	
<i>Cllr Annelise Furnace</i>	<i>Contact Bob Reed regarding presenting to STC on his current brook survey</i>	<i>Email sent 14th July 2026</i>
<i>Clerk</i>	<i>To maintain contact with EHDC planning</i>	<i>ongoing</i>

	<i>regarding land next to the Southbrook Allotments which has seen recent clearance and small development activity</i>	
<i>Clerk</i>	<i>To Thank Nicolas Maddox for his assistance with local matters as the Rights of Way Officer Herts CC who has announced his retirement from his role</i>	

Appendix B

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Christopher Hunt
Subject: **Allotment Report September 2026**
Date: 5th October 2026

September has seen allotment activity begin to slow as the growing season comes to an end and plot holders prepare for autumn and winter. The sites remain generally well maintained, with routine inspections continuing throughout the month.

Vacant plots continue to be monitored and managed, and any plots requiring attention will be addressed in line with tenancy agreements. Water supplies and site infrastructure remain under regular review, with no significant issues to report.

As is typical at this time of year, autumn will bring a reduction in activity across the allotment sites. This period will be used to undertake seasonal maintenance where required, including inspections of pathways, boundaries, gates, communal areas and other site assets, helping to ensure the sites remain safe and well presented through the winter months.

Overall, the allotments continue to provide a valued community facility and officers thank plot holders for their ongoing efforts in maintaining their plots.

Appendix C

Sawbridgeworth Town Council

Cemetery Paper by Christopher Hunt

Subject: Cemetery Report

Date: 5th October 2026

Burial Data: 1st January – 30th April 2026

Full Burials = 9

Created Remains = 4

Scattering = 1

Burial Data: 1st May 2026 – 3rd July 2026

Full Burials = 5

Created Remains = 4

Scattering = 0

Burial Data: 1st May 2026 – 3rd July 2026

Full Burials = 4

Created Remains = 2

Scattering = 0

Cemetery Report – October 2026

The first half of the 2026/27 financial year has been exceptionally busy within the cemetery. Interment activity has been significantly higher than anticipated, with the number of funerals and interments already exceeding the total figures recorded during the whole of the 2025/26 financial year. This increase has resulted in a greater administrative workload and increased operational activity across the cemetery, all of which has been managed successfully by staff.

Members may also wish to note an incident that occurred on **Monday 5 October 2026**, when the Clerk received several reports that a caravan had been dumped within the cemetery grounds. A number of residents and visitors attending graves expressed concern and distress at the presence of the vehicle. Upon inspection, the caravan appeared to be in a dilapidated condition and had evidently been used for storage purposes.

Ordinarily, the process for dealing with abandoned vehicles requires a notice to be affixed to the vehicle, allowing a period of 14 days for the owner to come forward before further action can be taken. However, given the location of the caravan, the impact on the cemetery environment, and the upset being caused to visitors, the Clerk took the decision to arrange for its removal on the same day. The matter was subsequently reported to the police, who were notified of the actions taken.

The swift removal of the vehicle was well received by cemetery users and helped restore the peaceful and respectful atmosphere expected within the cemetery grounds.

Routine maintenance of the cemetery continues in line with seasonal requirements, and officers will continue to monitor the site to ensure it remains a safe, dignified and welcoming environment for visitors.





Appendix D

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: TOWN ACTION PLAN AND AMENITIES COMMITTEE
From: Christopher Hunt
Subject: CLERKS REPORT FOR OCTOBER 2026
Date: 5th October 2026

Events and Operational Capacity

I would welcome Members' views regarding the increasing costs associated with delivering the Council's programme of community events. As events continue to grow in scale and attendance, additional resources are becoming necessary to ensure they can be delivered safely and effectively.

The Council is now increasingly reliant on subcontracted labour to assist with the set up and dismantling of larger events. In particular, consideration should be given to the future management of the Christmas Lights Switch On event. Attendance is now estimated to be between 3,000 and 5,000 people, with growing numbers of stall holders applying for pitches each year. Whilst the event continues to be a significant success for the town, its size, complexity and associated risks may soon necessitate the appointment of a professional event management company to oversee planning and delivery if growth continues at its current rate.

Staffing and Resilience

The ongoing pressures associated with the Sheering Mill Lane matter, combined with the absence of two full-time officers, have placed considerable demands on Council resources. There is a need to actively recruit to vacant positions whilst also reviewing roles and responsibilities across the organisation to ensure adequate resilience and that essential day-to-day functions can continue to be delivered effectively.

Neighbourhood Policing Engagement

Following discussions with fellow East Herts Clerks, concerns have been raised regarding communication and engagement between local councils and neighbourhood policing teams. To help strengthen relationships and improve information sharing, I am in the process of arranging a meeting with the newly appointed Police Inspector responsible for neighbourhood policing within the area.

The aim of this meeting will be to establish a clear line of communication, discuss local priorities and concerns, and explore opportunities for more effective engagement between

the police and town and parish councils. Improved communication has been identified by a number of Clerks as an area requiring attention, and I will update Members on the outcome of these discussions in due course.

Jubilee Gardens Project

Progress on the Jubilee Gardens project has been slower than anticipated due to competing operational priorities and resource constraints. However, I met with the project designers last week to progress the scheme and move matters forward.

The tree felling contract has now been awarded, subject to a further meeting with the Jubilee Gardens Working Party to ensure all members remain fully informed and supportive of the proposed works before commencement.

Chris Hunt
Town Clerk
Sawbridgeworth Town Council

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Town Action Plan and Amenities Committee (TAPAC)
From: Christopher Hunt
Subject: Clerks Report Resilience Planning for 2027
Date: 5th October 2026

Potential Discussion Points

1. Designation of the Council Chamber as a "Cool Space"

Proposal:

- Open the Council Chamber during Met Office heat alerts.
- Promote it as a free, air-conditioned community cool space.
- Provide seating, drinking water and accessible toilet facilities.
- Encourage use by elderly residents, carers, parents with young children and those with health conditions.

Actions:

- Produce a simple operating procedure.
- Agree opening hours during heat alerts.
- Publicise through social media, website and noticeboards.

2. Support for Vulnerable Residents

Discussion:

- How can the council help identify and support vulnerable residents during prolonged heat events?

Actions:

- Work with local charities, churches and community groups.
- Share heat-health advice.
- Encourage welfare checks by neighbours and families.
- Promote assistance available through East Herts and Hertfordshire County Council.

3. Drinking Water Availability

Actions:

- Ensure free drinking water is available in council buildings.
 - Consider temporary refill stations during major events.
 - Promote businesses participating in water refill schemes.
-

4. Public Open Spaces and Shade

Discussion:

- Review whether key parks and recreational spaces offer sufficient shade.

Actions:

- Consider additional tree planting.
- Review seating placement to maximise shaded areas.
- Include shade provision in future park improvements.

This also links well to climate resilience and biodiversity objectives.

5. Community Communications Plan

Actions: Prepare communications ready to deploy when heat alerts are issued:

- Staying hydrated.
- Avoiding outdoor activity during peak temperatures.
- Looking after pets.
- Checking on elderly neighbours.
- Heat safety for children.

A pre-prepared communications pack would allow quick distribution through:

- Website
 - Facebook
 - Community groups
 - Newsletter
-

6. Council Events During Heatwaves

Discussion: What measures should the council take if a heatwave coincides with a public event?

Actions:

- Additional water stations.
 - Increased shaded seating.
 - First aid provision.
 - Event-specific heat risk assessments.
 - Staff and volunteer welfare arrangements.
-

7. Council Workforce and Volunteers

Actions:

- Review outdoor working arrangements for Rangers and grounds staff.
 - Adjust working hours during extreme heat.
 - Ensure access to water and regular breaks.
 - Review PPE suitability for hot conditions.
-

8. Cemetery and Allotment Impacts

Particularly relevant to Sawbridgeworth.

Discussion:

- Increased demand for watering.
- Drought impacts on planting schemes.
- Risks of grass fires.
- Water availability at allotments.

Actions:

- Review water infrastructure.
 - Promote water conservation measures.
 - Consider additional water storage where appropriate.
-

9. Emergency Planning and Resilience

Discussion: How would the council respond to a prolonged heatwave similar to those experienced in 2022?

Actions:

- Identify buildings suitable as community refuges.
- Liaise with East Herts Council and Hertfordshire County Council.
- Review business continuity arrangements.
- Consider power outage contingencies during extreme temperatures.