

Sawbridgeworth Town Council

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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK
Christopher Hunt

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To: Cllr's Furnace, Newell, Pagdades, Rider, A Parsad-Wyatt
[Cllr R Buckmaster, Cllr R Smith]

TOWN ACTION PLAN AND AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 12th February 2024** at the **conclusion of the 7:30pm 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 February 2024

AGENDA

- T23/29** **APOLOGIES FOR ABSENCE**
[👏] To receive and approve any apologies for absence.
- T23/30** **PUBLIC FORUM**
 To receive representations from members of the public on matters within the remit of the Amenities Committee.
- T23/31** **DECLARATIONS OF INTEREST**
 To receive any Declarations of Pecuniary Interest by Members
- T23/32** **MINUTES**
[📄][👏] To approve as a correct record the draft minutes of the Town Action Plan and Amenities Committee Meeting held on 16th October 2023 (T02) [Attached appendix A]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Owner	Action	Completed
J Sargant	To find out the price to extend cemetery to future proof.	This has been adopted as a project for the first six months of 2024.

- T23/33 ALLOTMENTS**
 [📎] To receive Allotment Officers Report and discuss matters relating to Allotments.
[Attached appendix B]
- T23/34 CEMETERY**
 [📎] To note and discuss matters relating to the Town Cemetery.
[Attached appendix C]
- T23/35 FOOTPATHS & OPEN SPACES**
 [📎][📎] To note and discuss matters relating to Footpaths & Open Spaces.
- To note proposed changes to definitive map paths 22 and 23, Cllr Rider
 - Road winter treatment gritting concerns raised by Cllr Rider
- [Attached appendix D]*
- T23/36 OPERATIONS**
 [📎] To receive, note and discuss matters relating to Operations.
- Sawbobus.
 - Hailey Centre
 - CCTV
- Town Clerk*
[Attached appendix E]
- T23/37 ECO-AUDIT WORKING PARTY**
- To receive an update on matters relating to the Eco-Audit Working Party
- Cllr Furnace*
- T23/38 TOWN ACTION PLAN**
 To review status of the Town Action Plan
Cllr A Parsad-Wyatt
- T23/39 ADDRESSING LOCAL FLOOD RISK**
 Update from Cllr E Buckmaster
- T23/40 COUNCILLOR ENGAGEMENT**
- Forthcoming events
- Cllr Furnace, Cllr Pagdades*
- T23/41 STATION ADOPTION SCHEME**
 To receive an update on the activities by the working party at the Sawbridgeworth Train Station.
Cllr A Parsad-Wyatt
- T23/42 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 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 Sargent	To find out the price to extend cemetery to future proof.	To be carried forward
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 th 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 th 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

Appendix B

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Laura Carter
Subject: **Allotment Report February 2024**
Date: 05 February 2024

General

Tenancy renewals were sent out in October to all continuing tenants. Renewals have been returned, along with payments for the coming season.

Bullfields Allotment Gardens

Allotment tenants have reported that residents have been blocking access to the site and parking inconsiderately. New signs have been put on to the site gates, which will hopefully deter people from parking in front of the gates.

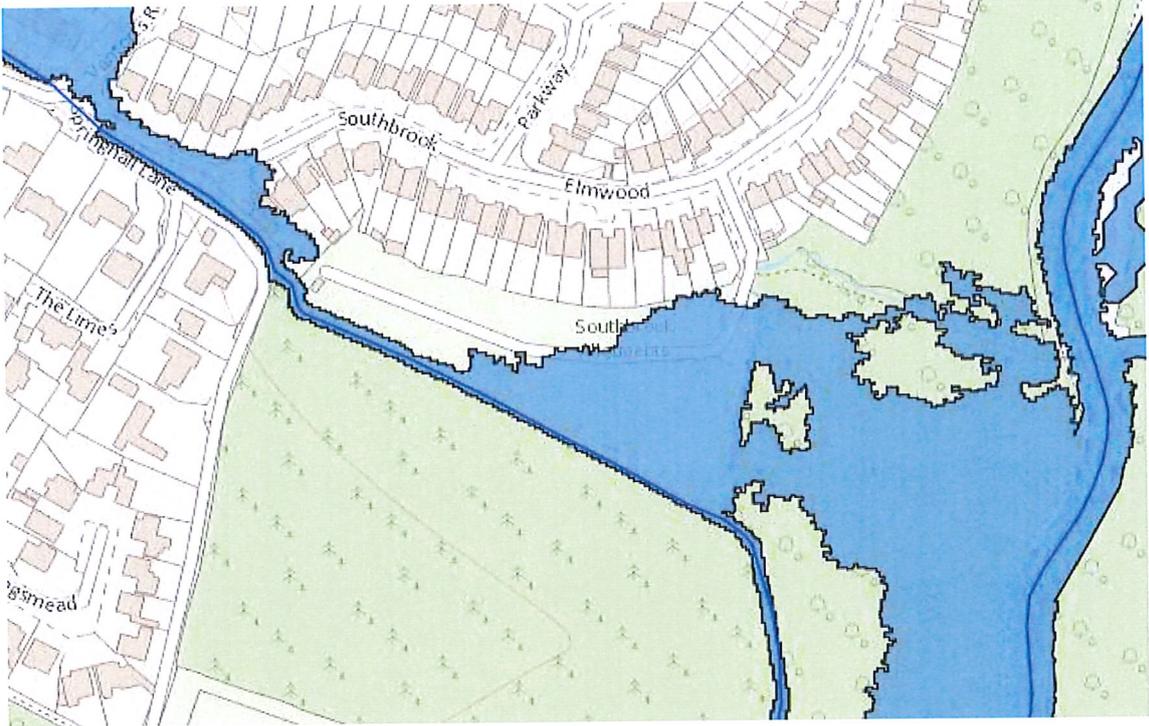
Southbrook Flooding

The Allotment Officer received a response from the Environment Agency relating to the flooding at Southbrook Allotment Gardens.

The Environment Agency have agreed to update the Allotment Officer once they receive confirmation from their field teams regarding the maintenance of the Sawbridgeworth brook. They need to ascertain if the brook is currently maintained by the Environment Agency and if so, how often maintenance takes place. Any update will be reported to the committee.

The Environment Agency did confirm that “a portion of the allotments is in Flood Zone 3, which is an area at high risk of flooding”. A map of the flood zone which is shown below, appears to be a very accurate representation of the areas affected by flooding on site.

Sawbridgeworth Town Council have registered for flood warnings for Sawbridgeworth and a poster has been placed on Southbrook Allotment Garden’s notice board with the details of how tenants can also register themselves to receive flood warnings.



Appendix C

Sawbridgeworth Town Council

Cemetery Paper by J Sargant

Subject: Cemetery Report

Date: 05 February 2024

Burial Data: 01 Feb 2023 – to date

Full Burials = 23

Created Remains = 22

Scattering = 3

18 graves were new graves sold, 22 were pre-purchased grave spaces or re-opening and three were scatterings in the memorial garden area.

Probation Service:

They are welcome to return to the cemetery in 2024 but have had no dates booked for the forthcoming months.

Ground Maintenance:

Main activities for ground staff is clearing away areas of detritus where over winter leaves and fallen branches have collected in certain areas. Extreme weather conditions have to be closely monitored, especially high winds to ensure that health and safety of visitors is not compromised by identifying dead and diseased trees and shrubs.

Memorials:

'Topple Testing' and inspection of memorials will now be continued by J Sargant. By law, the testing and inspection program must take place on a continual inspection program.

Appendix D

Proposed changes to the Definitive Map for Foot paths 22 and 23.

Hallo John, I have been copied into the proposed changes to the Definitive Map with regard to 'restoring a horse path'. The idea seems quite incongruous to me and I don't think that there is any basis for it to happen but please find below the background as I would understand it.

The footpath that runs between the Park and the properties at East Park is a continuation of 'Pishiobury Road' which was the old entrance route to the Park prior to about 1820. The grading of the main road at that time as part of the improvement in communications, resulted in the creation of the cutting at Bonks Hill which meant that horse-drawn traffic could no longer negotiate the steep slope up the bank and it is an assumption that the route went out of use at that time. The pathway from the entrance point on the Park at Newton Drive, significantly narrows along the back of the houses in East Park and it looks as if this was never properly used for any form of horse-drawn vehicle. There must have been a gate or similar into the Park about 1800 but my recollections from the early 1950s was that all the way was a barbed wire fence with a kissing gate.

The route of Spring Hall Lane was almost certainly in use for moving cattle from the 'model farm' run by a Mrs Dutton who owned Spring Hall House in Vantorts Road. It is probable that they moved cattle from here down onto the meadows alongside the back water and boardwalk. Spring Hall Field was used up until the 1960s for growing arable crops.

At the bottom of Spring Hall Lane there was never in my memory any entry into the Park except through two stiles and a gated cattle corral. The gate for the corral is now buried in the vegetation but there certainly was never any route onto the Park which could be taken by horses. There never was a proper footpath at the end of Spring Hall Lane but the route to the river was well used by local people and therefore a stile was installed - remember that at this time there was probably one dog walker on the Park! The fishermen took up the 'No Footpath' status and tried to block it off when they purchased the back water and land - the point is there is no justifiable case for riding horses from the end of Spring Hall Lane to the river.

The entry route onto the Park was always the wooden five bar gate along the main road which has now been replaced by the entry at the main car park. Any work done on the Osier Bed used a five bar gate entry point at the bottom of the 'sledging slope' and never along Spring Hall Lane.

The farmer who used to run the cattle on the Park post-World War II used to drive cattle from the meadows at the back of Pishiobury House, over Pishiobury Drive and thus into the Park!

Cattle were introduced onto Spring Hall Field in the late 1960s-70's and the entry point was a five bar wooden gate in the north-west corner of the field now hidden in vegetation and hedge opposite Kingsmead.

I think that the change of use to a horse path is incongruous because it is a well used footpath and who will take priority-horses or pedestrians? Where would the horse path lead to except back up Vantort Road or East Drive neither of which are suitable for riding horses.

The footpath has been recently reinstated to a high standard and the passage of horses over such a surface would cause significant damage.

The point is that if this ever was a horse path in the 1800s then those days are long past and there would be a significant conflict of interests if there should be a change allowing horses, pedestrians and dogs to mix.

Please let me know if you would like any further information which I would be happy to provide as far as possible. Regards, Bob Reed.

Cllr John Rider.

I do not wish to overreact but I find the gritting network hard to fathom and accept. I believe the decision not to grit Bell street is flawed and will lead to chaos. I am trying to understand why and how the decision was made.

I would like you to ask and have answered the following:

- Will Bell Street and surgery access be left to the elements and ungritted?
- What will the effect on local businesses and deliveries if the weather is bad for several days?
- How will the Surgery and Council Offices cope? What is the cost of doing it ourselves?
- How many injuries will occur from slippery roads?
- How will other roads connect?
- How will one salt bin be able to cover the roadway ? What will be the cost?
- How does our Town compare to the other Towns? Are other Towns main highways salted? I thought by law the Authority must designate the main thoroughfare as A1 and Primary. Is EHDC within the law?
- If refuse carts and delivery lorries can go down Bell Street why cannot a gritter?
- Why are the roads from Burnside to Roseacres designated Primary? What makes them special but not Bell Street?
- Why is Fairway primary?

I am pleased that we have now got some important roads secondary gritted. Thanks for that.

I do however think the gritting network should be called in and reviewed. In the first instance I would think an approach to EHDC to point out the problems and to seek a reply to my questions should happen. If they act negatively then I would like the issue tabled for the next Amenities meeting. I have real concerns this is going to end bad. John

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: TOWN ACTION PLAN AND AMENITIES COMMITTEE
From: Christopher Hunt
Subject: Clerks update
Date: 12th February 2024

Hailey Centre

Tees Law have drafted a lease for the Hailey Centre and a final copy is to be received. I have liaised with the builder on works to be completed and these appear to be predominantly for the refurbishment of the building compared with the Council's liability to repair and replace defects to the external side of the building.

I have advised that further exploration is also required as the conservation officer will need to be aware of the improvements as the building façade will be listed. I have raised concerns that the council have not budgeted for any improvements this forthcoming year only for repairs when deemed necessary.

CCTV

Recent CCTV enquiries made by the police has allowed evidence to be captured of a road traffic collision and images of an offender in a recent distraction theft and vehicle.

The budget 2024/25 will allow further investment in the system to add cameras to allow for better coverage of Bell Street.

Sawbobus

- We are averaging 632 passengers per month
- Average monthly passenger journeys 1,235