

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 10th February 2025.**

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 - Town Clerk

T24/29 APOLOGIES FOR ABSENCE

None were received

T24/30 PUBLIC FORUM

No questions were raised

T24/31 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T24/32 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 14th October 2024 (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.

Owner	Action	Completed
Clerk / Cemetery manager	Cemetery, to discuss land purchase, grave digging and funeral costs with cemetery manager	Ongoing, discussion held throughout the budgeting. Land purchase will need further exploration and earmark reserves made and further areas to increase the cemetery income is continual with reviews on costs for benches, trees, internment fees etc.
Clerk	To arrange for the 3 Acorns report to be put onto the Town Council website.	Completed

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 th October 2024. Response that County will deal with any dangerous trees or branches.
Clerk	To contact the head at Leventhorpe to explore if students could assist in producing a booklet with local information.	Email sent 15 th October 2024 to Malcolm Wight Head. He is liaising with the IT department. IT Department declined as not matching their curriculum.
Clerk	To explore licenses required to run a commuter bus service	Trial set 24 th Feb for two weeks
Clerk	To ask if the RHSO committee require an item on the agenda for the 300 th anniversary celebrations.	Emails sent to Ruth and Eric 15 th October 2024. Celebrations all mapped out and Chamber utilised to launch the years events.

T24/33 ALLOTMENTS

Received and noted – Allotments Officer Report

The report was talked through by the Clerk. Cllr Rider thanked the Clerk for the support of the Rangers to plant trees to the flood area at Southbrook. He confirmed all safety arrangements had been put in place around the chickens due to the bird flu restrictions.

The Clerk explained the new West Road allotments were nearly at the stage of being handed over and the water storage and use will be explored as the first job when these are managed by the Town Council.

T24/34 CEMETERY

Received and noted – Cemetery update from the Clerk.

The Clerk explained that the cemetery report from the Cemetery manager was not attached due to absence. The Clerk updates other officers were managing the cemetery in her absence and all is going well.

T24/35 FOOTPATHS & OPEN SPACES

The Clerk explained he had put in the pack a report from County Officer Ross Bevan that gritting could not take place in Bell Street due to the width of the road and parked cars.

The Clerk has requested the rangers to top up the salt bins and due to the mild weather, no gritting has been completed in Bell Street by the Rangers. Cllr John Rider stated that any injuries to members of

the public should be recorded relating to slip, trips and falls from ice on the street.

Cllr Simon Penney asked if there was a smaller gritter, Cllr John Rider states this had been assessed in the location and not deemed appropriate.

Cllr Salvatore Pagdades thanked Cllr John Rider for all his work in relation to the road network safety he had completed.

Cllr Annelise Furnace stated she had reported the faded road markings at Fair Green and encouraged Cllrs to do the same when these types of issues are met. She also has reported the path at Station Road as the mud and grass is making the path very narrow.

Cllr Angus Parsad-Wyat is also keeping an eye on bushes at the same location and the Rangers have assisted previously and he will liaise with the Clerk if this occurs again.

Cllr Simon Penney also raised the issue with large trees overgrowing roads and these trees are covered in ivy. He will report these trees in London Road.

Cllr Angus Parsad-Wyatt will circulate the link to report matters to County and East Herts Councils.

T24/36 OPERATIONS

To receive, note and discuss matters relating to Operations.

The Clerk covered the following items:

- The Hailey Centre was mentioned as the upgrades that are taking place will affect the regular bookings and meetings. The Clerk will accommodate these as best as possible in the Council building but the lack of a kitchen and having one toilet will be restrictive.
- CCTV has been upgraded with three extra cameras to cover the West end of Bell Street and the Jubilee Gardens.
- Jubilee Gardens project was discussed and the current position was explained in relation to the delays and funding situation.

Cllr Annelise asked if the Clerk had an update on the maintenance of the Great St Mary's Church graveyard. Cllr Angus Parsad-Wyatt stated he had seen that further enquiries have been made by the Church to the District Council.

T24/37 ECO-AUDIT WORKING PARTY

Received and noted – Eco Audit Report was referred to and Cllr Annelise Furnace updated that training had been arranged for the air scanning monitor data.

Cllr Simon Penney explained how he could use the information to compare this to other areas and possibly encourage a student or university to develop an app to access the data.

T24/38 REDUCING THE COUNCIL'S 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.

ACTION – Clerk to arrange for the Three Acorns five focus points to be put onto the Town Council website.

T24/39 TOWN ACTION PLAN

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

- A Sawbobus commuter service will take place later this month for a two-week trial as a free service to assess need.
- Parking has been discussed at a meeting with local business owners and Cllr Eric Buckmaster. Yellow lines and enforcement in Bell Street may improve things.
- EV charging points have been looked into with the CO-OP which received a negative response to this being possible. Further work is being completed by Cllr Angus Parsad-Wyatt.
- The library is having some refurbishment work being completed over the next year.
- Street lighting has been discussed regarding Station Road and Cllr Eric Buckmaster is continuing to chase this issue.
- Farmers Market has been budgeted for
- Recent local matters have increased the awareness of members of the public of meetings and some of the work Councillors are completing.
- The annual town meeting is in a planning phase and will be in a different format from last year.

Cllr Dawn Newel raised a matter of off-road motorcycles near to the Rivers Orchard every weekend.

ACTION – Cllr Salvatore Pagdades to report this to the police.

ACTION – The Clerk to ask David Royle to explore further with the CO-OP if this could be explored further.

T24/40 COUNCILLOR ENGAGEMENT

- Cross border meeting highlighted sharing each councils' events calendar to assist in promoting and negate clashing events.
- Police regular engagement patrols along Bell Street, times and dates to be confirmed.

T24/41 ITEMS FOR FUTURE AGENDAS

Cllr Simon Penney raised the plans to expand Stansted airport which will continue until 2040's. Cllr Angus Parsad-Wyatt explained people can comment on expansion plans through the airport website and the plans relate to the one runway rather than adding another.

ACTION – The Clerk to add Stanstead Airport Expansion to the agenda, following the meeting it was deemed more appropriate this was to sit on the planning agenda.

Meeting ended at 8:50pm

ACTIONS

Owner	Action	Completed
Cllr Salvatore Pagdades	Report to police off-road motorcycles near to the Rivers Orchard every weekend.	
Clerk	To ask David Royle to explore further with the CO-OP if this could be explored further.	
Clerk	To add Stanstead Airport Expansion to the agenda, following the meeting it was deemed more appropriate this was to sit on the planning agenda	