

SAWBRIDGEWORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE DRAFT Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7:00pm on **Monday 11th May 2026**.

Those present

Cllrs A Furnace, S Penney & J Rider.

In attendance: P Evans (Locum Clerk).

T25/44 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs A Parsad-Wyatt, D Newell & S Pagdades.

T25/45 DECLARATIONS OF INTEREST

There were none.

T25/46 PUBLIC FORUM

There were no members of the public present.

T25/47 TO APPROVE AS A CORRECT RECORD THE DRAFT MINUTES OF THE TOWN ACTION PLAN AND AMENITIES COMMITTEE MEETING HELD ON 9TH FEBRUARY 2026.

These had been circulated prior to the meeting and were signed by Cllr A Furnace as a true record of that meeting.

T25/48 CLERKS REPORT

This report, which gave an update on previous actions agreed by the committee, had been circulated prior to the meeting. Councillors discussed the report and asked the Clerk to thank the railway company for its response to the matters raised by the council.

T25/49 TO RECEIVE ALLOTMENT OFFICERS REPORT AND DISCUSS MATTERS RELATING TO ALLOTMENTS.

This report had been circulated prior to the meeting and was noted.

T25/50 TO RECEIVE CEMETERY REPORT.

This report had been circulated prior to the meeting and was noted.

T25/51 TO RECEIVE A REPORT AND DISCUSS MATTERS RELATING TO FOOTPATHS & OPEN SPACES.

Cllr J Rider had circulated a report prior to the meeting which related to the testing of the water quality of the brook, which he reported was in good condition. He added that he would like the committee to investigate how this area could be protected, especially the hedging and trees.

He added that the EHDC footpaths officer for the area was retiring and asked if a letter of thanks could be sent to him as he has worked with council well over the years.

Also, he thanked Cllr E Buckmaster, the office staff and the town ranger for all their help with the recent incursion on land leased by the council near the River Orchards.

T25/52 TO RECEIVE, NOTE AND DISCUSS MATTERS RELATING TO OPERATIONS.

A report on this matter had been circulated prior to the meeting. There was along discussion regarding the current levels and it was then;

Recommended that the Council or Appointments and Appraisals sub-committee urgently assess the current staffing levels and make appropriate plans for ensuring that the services provided by the council are at the high level previously achieved.

T25/53 TO RECEIVE AN UPDATE FROM CLLR A FURNACE ON MATTERS RELATING TO THE ECO-AUDIT WORKING PARTY

Cllr A Furnace reported that the 'River Day' event was on track for 27th June 2026.

She added that EHDC were holding a 'Environmental and Climate Forum' on 16th June 2026, which she is planning to attend, and B Read (who carried out the survey on the brook) is a speaker.

There was also a discussion regarding the 'plug in solar panels' for home, and how to promote these.

T25/54 REDUCING THE COUNCIL'S CARBON FOOTPRINT

The costs of providing paper copies of agendas and reports to councillors for all meetings had been circulated. There was some discussion regarding the wastage that this led to. It was then

Recommend to council that in future only agendas are sent in paper copy, and that reports are viewed online.

T25/55 UPDATE ON THE 2023-27 TOWN ACTION PLAN.

As Cllr A Parsad-Wyatt was not present he had circulated his report which was noted.

T25/56 COUNCILLOR ENGAGEMENT

Councillors were reminded that their presence was required at the 'River Day' event.

T25/57 ITEMS FOR FUTURE AGENDAS

None.

As there was no further business to discuss the meeting ended at 7.47pm

Chair

Dated