

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	<i>Recommended that the Council or Appointments and Appraisals sub-committee urgently assess the current</i>	<i>A&A meeting to be arranged for the next week</i>

	<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>	