

# Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth  
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MAYOR  
Cllr Reece Smith  
TOWN CLERK  
Christopher Hunt

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To: Cllr's Furnace, Newell, Pagdades, Rider, A Parsad-Wyatt, Penney  
[Cllr R Smith (Ex Officio)]

## TOWN ACTION PLAN AND AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 12th May 2025 at 7:00pm 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  
6th May 2025

## AGENDA

- T24/42**      **APOLOGIES FOR ABSENCE**  
[👉]              To receive and approve any apologies for absence.
- T24/43**      **PUBLIC FORUM**  
                    To receive representations from members of the public on matters within the remit of the Town Action Plan and Amenities Committee.
- T24/44**      **DECLARATIONS OF INTEREST**  
                    To receive any Declarations of Pecuniary Interest by Members
- T24/45**      **MINUTES**  
[📄] [👉]              To approve as a correct record the draft minutes of the Town Action Plan and Amenities Committee Meeting held on 10th February 2025 (T03) [Attached appendix A]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Owner	Action	Completed
Cllr Salvatore Pagdades	Report to police off-road motorcycles near to the Rivers Orchard every	Reported to local officers and preventative work completed.

	weekend	
Clerk	To ask David Royle to explore further with the CO-OP if EV charging points can be fitted.	Completed, Mr Royle will raise this at his next meeting with the area manager
Clerk	To add Stansted Airport Expansion to the agenda. Following the meeting it was deemed more appropriate this was to sit on the planning agenda.	Completed, regular agenda item on the planning committee meeting

**T24/46 ALLOTMENTS**

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

**T24/47 CEMETERY**

To note the Cemetery Managers report and discuss any matters arising.

*Verbal update from the Clerk*

**T24/48 FOOTPATHS & OPEN SPACES**

To note and discuss matters relating to Footpaths & Open Spaces.

*Cllr Rider*

**T24/49 OPERATIONS**



To receive, note the Clerks report relating to Operations.

- Hailey Centre
- CCTV
- Sawbobus.
- Jubilee Gardens

*[Attached appendix B]*

**T24/50 ECO-AUDIT WORKING PARTY**



- To note the latest Eco-Audit Working Party minutes from the 15<sup>th</sup> April 2025 meeting.

*[Attached appendix C]*

**T24/51 REDUCING THE COUNCILS 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.

- To review the 3 acorns report and debate the actions to progress the recommendations.

*[Attached appendix D]*

**T24/52      TOWN ACTION PLAN**

- Update on the 2023-27 Town Action Plan,  
*Cllr A Parsad-Wyatt*

**T24/53      COUNCILLOR ENGAGEMENT**

- To discuss improving future engagement opportunities including working in partnership with the police.

**T24/54      ITEMS FOR FUTURE AGENDAS**

To note items for future agendas

# **Appendix A**

# SAWBRIDGECORTH 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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> Feb for two weeks
Clerk	To ask if the RHSO committee require an item on the agenda for the 300 <sup>th</sup> anniversary celebrations.	Emails sent to Ruth and Eric 15 <sup>th</sup> 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-Wyatt 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	

# Appendix B

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: Town Action Plan and Amenities Committee (TAPAC)  
From: Christopher Hunt  
Subject: Operations report May 2025  
Date: 6th May 2025

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### **Hailey Centre**

The trustees of the Hailey Centre are actively seeking funding to support planned improvements that will modernise the facility and enhance its appeal to a wider number of residents across Sawbridgeworth. These developments aim to create a more inclusive and engaging environment, ensuring the Centre remains a vibrant hub for the community. Efforts to secure additional resources continue, with a focus on expanding services and upgrading amenities.

### **CCTV**

The Clerk is working closely with East Herts District Council to utilise their lamp posts in order to improve the CCTV network. Plans include increasing the number of Wi-Fi repeater boxes, which will enhance the current system and allow for future expansion. Additionally, Automatic Number Plate Recognition (ANPR) is being explored as an option to strengthen investigation capabilities, enabling vehicle information to be captured and shared with the police when crimes are reported.

### **Sawbobus**

The Sawbobus service has encountered mechanical challenges, with the primary bus suffering another engine fault. While repairs are underway, a replacement vehicle is currently in use. Unfortunately, the second bus has sustained damage to its windscreen, though it remains in service while awaiting a new screen to be fitted. Despite these setbacks, passenger numbers remain healthy. Sponsorship is under review as one sponsor has declined funding for the current year.

### **Jubilee Gardens**

The planning application for Jubilee Gardens is currently awaiting a response from East Herts District Council's planning department. In addition, off-site planting assessments are being sought, requiring quotes for five locations to be surveyed for suitability, with an estimated cost of approximately £1,000 per survey. A total of 180 trees need to be planted to offset the biodiversity requirements calculated for a new development.

## **Cemetery**

The ranger responsible for cemetery maintenance has been on sick leave for the past two weeks, with indications that this may be a longer-term absence. Support is being provided and managed through an external HR resource to ensure their well-being during this period. In the meantime, the cemetery's upkeep will be reviewed, and an external contractor may be utilised on an as-needed basis to maintain the grounds to an acceptable standard.

## **Green Spaces**

The West Road Play Park sustained damage in a recent incident of antisocial behaviour, during which a fence was knocked down. The matter was reported to the police, and repairs have since been completed to prevent further vulnerability to vehicle access. The council continues to monitor the site for any additional security concerns.

# Appendix C

## **Eco-Audit Working Group Meeting via Teams, 15 April 2025 at 12.00**

**Attendees:** Cllr Annelise Furnace (AF) Chair; Bob Reed (BR); Hazel Mead (HM); Cllr Eric Buckmaster (EB); Chris Hunt (CH), Joanne Sargant (JS); notes taken by AF.

**Apologies:** Cllr Ruth Buckmaster and David Royle

1. **STC Eco-Audit next steps. CH confirmed the following action on the Eco Audit report:** STC is due to receive sign over of the West Road allotments this week; water harvesting will be put in place from the start using large containers; the Sawbobus commuter service ran for three weeks, full feedback will be given at the next meeting once data is analysed.
2. **Energy Hub feedback. AF reported January and March hub feedback (managed by Sustainable Sawbridgeworth members):** Held in Bell Street car park with gazebo and Raynet vehicle; tried Eventbrite slot booking for March but no take up; held good in-depth conversations and fairly good engagement; but March hub suffered from general lack of footfall; going forward perhaps hold Fun on the Field hub followed by October hub in pavement area of Bell Street car park.
3. **River Day plans (Saturday 31 May) including Citizen Science Group. JS reported:** New contact found at Canal & River Trust, happy to continue event and will meet JS at Sheering Mill Lock on 17 April; Whoosh, Herts Boat Rescue, and CanalAbility set to take part; hope Herts & Middlesex Wildlife Trust can join (more likely to than Essex Wildlife Trust due to our location); this year will also highlight living and working on the river with presence of a working barge; event promotion is underway. **BR reported:** Citizen Science Group will do regular water spot testing and pond dipping; will promote the new Stort Valley Nature Group (was Bishop's Stortford Natural History Society).
4. **Local Nature Recovery Strategy (LNRS) update. EB reported:** Making progress with final mapping of areas and species; consultation expected soon; confirmed does include Rivers Orchard; noted planning authorities directed to look at how they deal with LNRS areas.
5. **Pishiobury Park on the map! BR reported:** Now on the Natural England website – thanks to EB for pursuing this; awaiting response from EHC; essential tree work carried out (had been delayed by weather); no Love Parks event this year due to budget and last year's relatively poor attendance, so Friends have schedule of events e.g. Wonderful Worms; plans for a "nature" weekend likely in August; creating KS2 resources for schools (including on enclosure and wildlife) and would like to establish park as educational site; STC's second bus could be offered to schools to get pupils to the park; EB will approach RB about possibility of including this in her meetings with school councils; EB will raise use of park for HCC's Eco Warriors initiative and potentially Youth COP.
6. **Allotments. HM reported:** New trees doing well; applied for grants to place bird boxes onto sheds; HM happy to be contact to advice West Road allotment tenants; allotment association involved in Memorial Hall planters and aims to include U3A gardeners in this.
7. **Sustainable Sawbridgeworth activities. AF reported on activities so far in 2025:** Held 2 x Repair Cafes which were fully booked, 1 x Tidy Up Sawbridgeworth session, supported 2 x

Energy Hubs; Corinne Lewis presented with BS Independent Green award; planning May Fayre, Clean Air Day and River Day stalls.

8. **Air quality real-time data. AF reported:** Following call with company providing the data to HCC and EHC, Cllr Simon Penney will experiment using their open API (application programming interface) to see if STC can build an app for local residents to access the data easily; agreed with HCC officer; EB to let EHC know.
9. **AOB:** EB complimented Sustainable Sawbridgeworth group on their work; EHC may be providing thermal imaging cameras to libraries.

# Appendix D



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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: Town Action Plan and Amenities Committee (TAPAC)  
From: Christopher Hunt  
Subject: 3 Acorns report May 2025  
Date: 6th May 2025

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### 1. Reduction in Skip Use at the Cemetery

#### Introduction

This report outlines the measures taken to reduce skip use at the cemetery, the impact of these initiatives, and future monitoring plans.

#### Reduction Measures Implemented

Through effective waste management strategies, the cemetery has successfully reduced skip use by approximately 50%. The key initiatives contributing to this reduction include:

- **Mulching Grass:** By mulching grass instead of disposing of it in skips, organic waste is repurposed, reducing overall waste volume.
- **Securing Skip Access:** Access to the skip has been restricted to prevent unauthorized external use, ensuring that only necessary waste is disposed of.

#### Ongoing Monitoring and Considerations

While significant improvements have been made, further reductions will continue to be assessed where feasible. However, waste generation at the site remains unavoidable due to:

- **Items Left at Graves:** Tributes left by visitors may require eventual disposal.
- **Bush and Tree Maintenance:** Regular upkeep of cemetery grounds necessitates removal of plant debris.
- **Visitor-Generated Waste:** Bins placed throughout the site accumulate general waste from visitors.

#### Conclusion

The reduction of skip use represents a substantial achievement in sustainable waste management at the cemetery. Continued monitoring and adaptation of strategies will be undertaken to further optimize waste disposal while maintaining a respectful and well-kept environment.

## 2. Reduce Electricity Use by Closing Off Chamber When Not in Use

To minimise unnecessary electricity usage, the following actions have been taken:

- **Restricted Access to the Chamber:** The chamber, which is large and only sporadically used, will have limited staff access when not required.
- **Alternative Room Usage:** Meetings and refreshments will be moved to alternative rooms, ensuring that heating and cooling resources are focused on actively used spaces.

### Expected Impact

These measures are anticipated to positively affect electricity consumption in several ways:

- **Lower Energy Bills:** Reduced heating and cooling requirements will lead to significant cost savings.
- **Improved Efficiency:** Optimising space usage ensures resources are allocated where they are most needed.
- **Environmental Benefits:** Lower energy consumption contributes to sustainability efforts, reducing overall carbon footprint.

### Conclusion

By restricting the chamber's use and directing activities to alternative spaces, the cemetery can achieve meaningful reductions in electricity consumption, leading to financial savings and environmental benefits. Continued assessment will be conducted to explore additional energy-saving opportunities.

## 3. Energy Hub Advice – Should This Be Reproduced on the Town Council Website?

### Benefits of Sharing Energy Hub Advice

Reproducing Energy Hub advice on the Town Council website presents several advantages:

- **Improved Public Awareness:** Providing accessible information on energy efficiency, sustainability, and cost-saving measures helps residents make informed decisions.
- **Support for Local Initiatives:** Aligning with environmental and energy policies encourages sustainable practices within the community.
- **Enhanced Council Engagement:** Sharing expert advice reinforces the Town Council's commitment to supporting residents with practical and beneficial information.

### Considerations and Implementation

Before reproduction, the following points should be addressed:

- **Content Relevance and Adaptation:** Tailoring the advice to reflect local energy concerns, ensuring the information is applicable to residents.
- **Regular Updates:** Establishing a process for keeping content current as energy guidance evolves.

### Conclusion

Reproducing Energy Hub advice on the Town Council website could be highly beneficial in educating and supporting residents on energy matters. By addressing implementation considerations, the council can effectively disseminate valuable information while maintaining compliance with relevant guidelines.

## 4. Commitment for Staff in Handbook

### Key Green Commitments

The updated staff handbook outlines several sustainability measures, including:

- **Energy Efficiency:** Encouraging reduced electricity usage by optimising space utilisation and minimising unnecessary heating and cooling.
- **Waste Reduction:** securing waste management areas.
- **Sustainable Work Practices:** Promoting eco-friendly alternatives in day-to-day operations, such as reducing paper use and adopting digital communication.
- **Community and Environmental Awareness:** Supporting educational initiatives to enhance staff understanding of sustainability and how their roles contribute to greener practices.

### Implementation and Monitoring

To ensure the effectiveness of these updates, the following steps will be taken:

- **Staff Training:** Providing guidance on sustainability expectations and best practices.
- **Regular Reviews:** Assessing the impact of implemented measures and updating the handbook as needed.
- **Feedback Mechanisms:** Encouraging staff to contribute ideas for continuous improvement in sustainable operations.

### Conclusion

Updating the staff handbook to reflect a commitment to greener practices strengthens the cemetery's environmental efforts. By embedding sustainability into staff operations, the initiative supports broader waste reduction and energy-saving goals while fostering a workplace culture focused on ecological responsibility.

## 5. Switch to Eco-Friendly Cleaning Products

### Reasons for Switching to Eco-Friendly Products

The decision to replace conventional cleaning products with environmentally responsible alternatives was driven by several factors:

- **Reduced Chemical Pollution:** Eco-friendly cleaners contain fewer harmful chemicals, minimising pollution and promoting a healthier workspace.
- **Improved Workplace Air Quality:** Traditional cleaning products can release airborne pollutants, whereas green alternatives help maintain better air quality.
- **Sustainability Commitment:** Aligning cleaning practices with broader green initiatives reinforces the office's commitment to environmental responsibility.

### Implementation and Impact

The transition to eco-friendly cleaning products includes the following key steps:

- **Selection of Green Products:** Carefully chosen biodegradable and non-toxic cleaning solutions replace conventional chemical-based cleaners.
- **Staff Awareness and Training:** Employees are informed about the benefits of eco-friendly cleaning and encouraged to support the transition.
- **Monitoring and Adjustments:** The effectiveness of these products is regularly assessed, ensuring they meet cleaning standards while maintaining sustainability goals.

### Conclusion

By integrating eco-friendly cleaning products into daily office maintenance, the workplace is taking meaningful action to reduce its environmental footprint. This switch not only benefits staff health but also aligns with broader sustainability initiatives. Continued evaluation will ensure optimal effectiveness while reinforcing long-term ecological responsibility.

## 6. Change of bank to greener option, i.e. Coop or Unity Trust

### Rationale for Switching to a Greener Bank

The move towards an environmentally responsible bank is motivated by:

- **Ethical and Sustainable Banking Policies:** Supporting financial institutions with a commitment to ethical investment and sustainability.
- **Positive Environmental Impact:** Reducing the carbon footprint of financial activities through responsible banking choices.
- **Alignment with Organisational Values:** Strengthening sustainability commitments across all operational areas, including financial management.

### Reasons for Delay

Despite recognising the benefits of this transition, the following factors have impacted the ability to proceed at this time:

- **Challenges in Handling Smaller Cash Payments:** Issues surrounding the processing of small cash sums have complicated this as cash payments for

the bus and toilets are usually small amounts which may not be accepted as per the current banking arrangements.

- **Staff Shortages:** Limited staff capacity has restricted the ability to explore and manage the banking transition effectively.
- **Day-to-Day Demands:** Immediate operational priorities have taken precedence, reducing the capability to dedicate resources to this change.

### Next Steps

Once staffing and operational pressures ease, the transition to a greener banking provider will be revisited. A review of cash handling procedures and an assessment of the best approach for implementing this change will be conducted to ensure a smooth transition.

### Conclusion

Although the switch to a greener banking option aligns with sustainability goals, practical challenges have necessitated a delay in progressing further. The initiative remains an important consideration for future financial planning, with reassessment planned once operational demands allow.

## 7. Water Harvesting at New Allotment Site (West Road)

### Water Harvesting Strategy

To optimise water conservation, the following measures have been introduced:

- **Rainwater Collection Systems:** Installation of water butts and storage tanks to capture and store rainwater for irrigation purposes.
- **Use of Permeable Surfaces:** Ensuring water runoff is effectively absorbed into the ground rather than lost through drainage.
- **Efficient Water Usage Practices:** Encouraging allotment holders to adopt water-saving techniques, such as drip irrigation and mulching, to maximise moisture retention.

### Environmental and Operational Benefits

The introduction of water harvesting at the site brings several advantages:

- **Reduced Mains Water Consumption:** Less dependence on the mains supply helps lower costs and conserve resources.
- **Improved Sustainability:** Supporting eco-friendly allotment management through responsible water use.
- **Resilience to Drought Conditions:** Stored rainwater provides a backup supply during dry periods, ensuring continued plant growth.

### Conclusion

By implementing water harvesting methods at the West Road allotment site, significant progress has been made in reducing mains water usage and promoting sustainable horticultural practices. Ongoing monitoring and community engagement will further enhance the effectiveness of this initiative.