

Sawbridgeworth Town Council

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MAYOR
Cllr Greg Rattey
TOWN CLERK
Christopher Hunt

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To: Cllr's Burmicz, Chester, Furnace, Rider, Smith, Wyatt
[Cllr Rattey, Cllr R Buckmaster]

TOWN ACTION PLAN AND AMENITIES COMMITTEE

You are invited to attend a meeting of this committee which will take place on **Monday 17th April 2023 at 8:30pm** or **at the conclusion of the Finance, Policy, & Economic Development Committee 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 April 2023

AGENDA

- T22/42 APOLOGIES FOR ABSENCE**
[👏] To receive and approve any apologies for absence.
- T22/43 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Action Plan and Amenities Committee.
- T22/44 DECLARATIONS OF INTEREST**
To receive any Declarations of Pecuniary Interest by Members
- T22/45 MINUTES**
[📄] [👏] To approve as a correct record the draft minutes of the Amenities Committee Meeting held on 13th February 2023 (A03) [Attached]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- Actions from previous meetings,
- Clerk to write to Herts Highways to request the urgent repair to footpath 22.
 - Clerk to write to East Herts for an update on the bin location survey.

- T22/46** **ALLOTMENTS**
[📎] To receive Allotment Officers Report and discuss matters relating to Allotments.
- T22/47** **CEMETERY**
[📎] To note and discuss matters relating to the Town Cemetery, update from Town events manager on long term plan.
- T22/48** **FOOTPATHS & OPEN SPACES**
To note and discuss matters relating to Footpaths & Open Spaces.
- T22/49** **OPERATIONS**
To receive a verbal update on matters relating to Operations
- Sawbobus, current use, donations and sponsorship
 - Public Toilets – maintenance and recent vandalism
 - CCTV
 - Reception upgrade
- T22/50** **ECO-AUDIT WORKING PARTY**
[📎]
 - To receive an update from Cllr Furnace and Project Manager on matters relating to the Eco-Audit Working Party.
- T22/51** **TOWN ACTION PLAN**
Current plan to be finalised and new plan consultation date to be discussed.
- T22/52** **ADOPT A RAIL STATION**
Cllr Wyatt
- T22/53** **ITEMS FOR FUTURE AGENDAS**
To note items for future agendas

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 13th February 2023.**

Those present

Cllr Annelise Furnace
Cllr Ruth Buckmaster (Ex Officio)

Cllr John Rider
Cllr Reece Smith
Cllr Angus Wyatt

In attendance:

Christopher Hunt - Town Clerk
Joanne Sargent - Events manager

Cllr Eric Buckmaster
Cllr Nathan Parsad
Mr David Royle

T22/28 APOLOGIES FOR ABSENCE

Cllr Burmicz
Cllr Craig Chester
Apologies accepted [*prop Cllr Wyatt; sec'd Cllr Parsad*]

T22/29 PUBLIC FORUM

Nothing received

T22/30 DECLARATIONS OF INTEREST

T22/31 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 18th October 2022 (T02)
[*prop Cllr Smith; sec'd Cllr Wyatt*]

T22/32 ALLOTMENTS

Received and noted – Allotments Officer Report

The report was talked through by the Clerk and Cllr Furnace asked for the officer to be thanked for the detailed information.

Cllr Rider updated the meeting on the drain clearance completed over the last two weekends and asked for the Clerk to thank Thames Water and obtain drainage maps from them for any future issues.

T22/33 CEMETERY

Received and noted – Cemetery Officer Report

- Updated on the probation evening she attended to see the work community payback had successfully completed.

T22/34 FOOTPATHS & OPEN SPACES

- The Clerk read from Bob Reeds report regarding the negative impact the damage path is having to the environment and the community.

Resolved: The Clerk to write to formally to request the HCC Countryside and Rights of Way department, to consider the

repairs to footpath 22 to be graded as urgent due to the negative impact on the environment and likelihood the path will become unusable.

- Discussion was had over the behaviour of dog owners using Pishiobury Park not keeping their dogs under control and being abusive when challenged.
- Mr Royle updated the meeting on his report, he explained there was no update on the bin location survey that was carried out some time ago.

Action; Clerk to write to East Herts to request an update on the bin location survey.

T22/35 OPERATIONS

To receive, note and discuss matters relating to Operations.

The Clerk stated Sawbobus hire charges had remained static since 2015 and price increases were impacting on the maintenance of the vehicles. He proposed a price increase in hire charges to match the current cost implications.

Resolved; the proposal to raise the 'self-drive hire' charges from April 2023.

Regular Hires

From £12 per day + 90p per mile - To £15 per day +95p per mile travelled

Occasional Hirers

From £15 per day + 90p per mile - To £18 per day + 95p per mile travelled

T22/36 ECO-AUDIT WORKING PARTY

Received and noted – Eco Audit Report

Cllr Furnace advised that:

- EV chargers have been put on hold once again, communication had improved with East Herts Council in efforts to get Sawbridgeworth chargers fitted.
- Three Acorns can be requested to complete a further energy use audit at the council offices now we have a years data to assess following the pandemic.
- Water testing and quality surveys are becoming a national focus as well as local.
- The thermal imaging camera has been used locally to assess insulation effectiveness to buildings, Cllr Rider updated on the use and the accidental discovery which has gone viral in respect to assessing bee hive activity using the camera.

T22/37 TOWN ACTION PLAN

The current Town Action Plan – 2020/24, had been reviewed by Cllr Wyatt and the format changed to allow for actions and results to be monitored. The plan runs in four year cycles and it was debated as to the opportunity this year to start a fresh plan to coincide with the elections and the councillors elected period.

It was agreed to place this recommendation on the the next meeting for debate and resolution.

T22/38 COUNCILLOR ENGAGEMENT

Cllr Rider updated the meeting on the good work of the Trustees at the Memorial Hall and plans were being drawn up to extend the building adding a first floor. He asked if the Town Council can support this development.

The support would need to be agreed at full council and it was agreed to assess this proposal moving forward and with further information.

T22/39 RAIL STATION ADOPTION

Cllr Wyatt updated that he was waiting on further information to questions posed to the member of staff running the project. This person covers the eastern region and will update the meeting when the information has been received.

T22/40 DEVELOPMENT TO MAXIMISE PARTNERSHIP WORKING BETWEEN TOWN, DISTRICT AND COUNTY COUNCILS

Cllr Rider raised the concerns of the local response to the recent snow fall and lack of salt available to residents. Communication and actions to climate change extreme weather events needed to be improved.

Cllr Buckmaster explained, the primary and secondary salting routes in the town. The secondary routes were not always gritted during the last snow fall due to the primary routes being treated three times per day as the temperature remained sub zero for a sustained period of time.

A list of secondary routes will be sent to the member of staff by the Clerk who determines gritting routes in the County.

Further salt bins will be purchased and the Town Rangers will replenish the salt when empty in poor weather for members of the community to use on roads near to their homes.

It was agreed 'community resilience' should be added to the next Town Action Plan

T22/41 ITEMS FOR FUTURE AGENDAS

No further items were raised.

Meeting ended at 21:30

Sawbridgeworth Town Council

Paper from the Allotments Officer

To: Amenities Committee
From: Laura Carter
Subject: **Allotment Report April 2023**
Date: 11 April 2023

Southbrook Allotment Update

After consistent rainfall at the end of March/beginning of April, the allotments at Southbrook did flood. The site did not flood until the beginning of April, coinciding with the roads in Sawbridgeworth being closed due to flooding. The flooding appeared to be caused by sheer saturation of the ground on a floodplain and subsided relatively quickly. The Clerk and Allotment Officer will continue to monitor this issue and report back at the next meeting.

Saturday 1st April 2023



Monday 3rd April 2023



Bellmead Allotments and Vantorts Allotment Update

Both Bellmead and Vantorts are benefitting from more regular maintenance from our Town Rangers. This season both sites have welcomed new tenants.

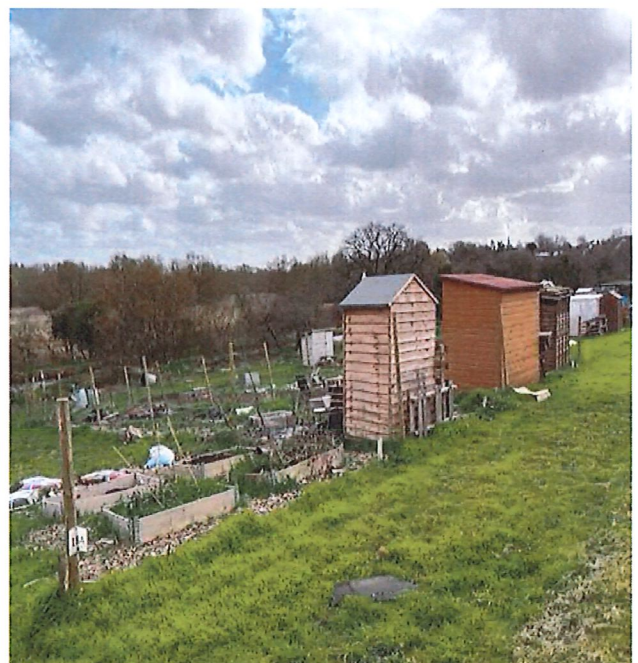
Bullfields Allotment Update

The reclaimed fallow land project that was completed last summer has been utilised well by the new tenants. The roadway around the area is now well established.

June 2022



March 2023



The next project at Bullfields allotments is ground clearance of fallow/overgrown land to then be reallocated as five plots. This work will be completed by our Town Rangers over the next couple of months.

Waiting List

There are currently 5 people waiting on the list specifically for the new site at West Road.

After the pending allocations have completed, there will be 10 people waiting on the list for non-specific plots or sites. It is anticipated that this number will be satisfied once the next project at Bullfields is completed and the new site at West Road is acquired.

Sawbridgeworth Town Council

Cemetery Paper by J Sargent

Subject: Cemetery Report

Date: 11 April 2023

Burial Data: March 2022 – March 2023

Full Burials = 17

Created Remains = 15

Scattering = 2

Probation Service:

Returned to assess the site on Sunday 9th April and carry out some work. They will return weekly in May to assist with cemetery maintenance but will predominantly undertake painting work and perimeter boundary work.

Ground Maintenance:

Grass cutting has commenced, in the older sections of the cemetery there is a beautiful abundance of wild flowers.



Memorials:

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

Wildflower Meadow:

Some additional seeds will be placed shortly to provide a further and more diverse display for 2023.

Eco-Audit Working Group Meeting via Teams, 28 March 2023 at 12.00

Teams meeting attendees: Cllrs Annelise Furnace (AF), Eric Buckmaster (EB); Mr David Royle (DR), Mrs Hazel Mead (HM); Mr Bob Reed (BR), Mr Chris Hunt (CH), Town Clerk; notes taken by David Royle. Apologies from Cllr Ruth Buckmaster (RB), Ms Sarah Brown (SB); Joanne Sargent (JS) Town Projects Manager.

1 STC Eco-Audit 3 Acorns update (JS)

- JS reported via TH that the 3 Acorns review form had been completed and sent off; we await a review date.

2 River Day 3 June (AF/JS)

- Discussed at Council on 27 March; Canal and River Trust very keen to repeat.
- Arrangements in hand: toilet; safer relocation of boats

3 Citizen Science activities and Nature Walks (BR)

- BR has materials for 60 tests [funded by Sustainable Sawbridgeworth] to be done on the same day in 20-30 places during settled weather between Spellbrook and Harlow Mill. Not a huge response from volunteers.
- **Nature walks:** six done; six more to follow when less muddy; link to be put on STC website

4 Sustainable Sawbridgeworth activities (DR)

- SS has some established events: bi-monthly Repair Café (five done); Eco Cafés linked to international climate change events; Tidy Up Sawbridgeworth litter picks
- Focus areas: **air quality** (customising the HCC Clear the Air Campaign; monitoring AQ with sensors; worked with EHDC on DEFRA funding application; May Fayre stall; Bell Street stall for Clean Air Day in June) **cycling and walking** (proposed leisure routes out of town to link with Harlow/Gilston and Stortford; await EHDC Local Cycling and Walking Improvement Plan in 2024); **energy efficiency** (thermal imaging camera loan scheme); **waste management/recycling** (SS has worked with Duncan Jones of HCC/HWP and local primary schools on a joint waste management contract and has surveyed Bell Street businesses about their waste management procedures); **water quality/saving** (see River Day and Citizen Science above); **food waste** (future focus to be renewed once government confirms core set of waste materials to be collected by all authorities). **Communication/engagement:** new website being developed; meetings arranged with primary school eco councils; report to STC Annual Meeting.

5 Clean Air Campaign (AF)

- SS members have met with Emily Clowry the Project Manager, Air Quality Sustainable Hertfordshire to customise the campaign for Sawbridgeworth; next meeting 30 March.
- Backpack sensor being used to monitor AQ; hand-held sensors to come for interested schools to use etc. AF to check how data is collated/shared and if it includes location, NO2 and particulate measurements.
- BR mentioned a previous acid drop' project to measure rainfall and wind direction; might be worth revisiting.
- CH reported to STC on 27th re idling and limited opportunities for enforcement by local authorities. EB suggested new STC could organise email to highlight idling issue, link to school location data?
- EB: DEFRA funds should cover support for the three Herts AQMAs. Need to ensure that Sawbridgeworth gets its fair share of funding. AF to follow up (Jonathan Geall/Linda Meehan).

- DR mentioned the West Road developers' travel plans and monitoring of S106 cycling and walking commitments. Need to revisit sites. AF to contact Sarah Elliot re travel plans.

6 Allotments (HM/BR)

- HM reported that the smaller eco plot on Southbrook allotment ready for wildflowers; large plot to be developed and/or left wild; coffee/spring flower competition planned; BR has put up information boards.

7 Water saving (AF)

- Important issue still to be fully explored; support from Affinity?

8 Civic Amenities use restrictions (AF/EB)

- Reciprocal arrangement being explored between HCC and ECC.

9 Herts community groups update (DR)

- EHDC Forum in abeyance.
- Representatives of Herts-wide group sustainability community groups meeting HCC officers on April to discuss improved engagement and information sharing, implementing behaviour change.

10 AOB

- EB reported that he had responded to SS member Gilly Squire's question about access to approved suppliers to support energy efficiency measures. The intention is to fund an application to include case studies, procurement process, retrofitting/insulation etc. working with the University of Hertfordshire and Building Research establishment. There is also to be a solar panel Round 2.

Next meeting: TBC before next Amenities meeting on 17 April; agenda items to AF

DR 290323