



Saxmundham Town Council

Market Hall

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Minutes of a meeting of Saxmundham Town Council held at the Market Hall on Monday 12 OCTOBER 2015 at 7.15pm

Present:

Cllr R. Plant – Chairman
Cllr P. Dunnett
Cllr Mrs A Eves
Cllr P Ewart
Cllr J. Fisher

Cllr Mrs L Jardine
Cllr Ms P MacKay
Cllr Ms C Trotter-Langlois
Cllr M. Turner

In attendance:

Ms M. Gallop, Town Clerk
Imogen Green, Clerical Assistant
County Cllr Michael Gower arrived at 7.50pm due to previous meeting
PCSO Jamie Newson
PCSO Kevin Mann
Richard Cornwell, EADT
10 members of the Public

PUBLIC FORUM:

- Memorial Field – clippings from the grass are causing a problem for the Scouts as they take all these into the Scout Hut from their shoes. Also it will cause a serious problem with the newly expensive drainage system implemented recently.
- The footpath at the top of 39 Park Avenue to the Fire Station has overhanging trees which are blocking the street lights making it difficult to walk along due to the darkness. In addition there is no street lighting at the top of Mill Rise where there are a number of sheltered housing bungalows. This is undoubtedly down to Flagship Housing who are responsible. Clerk to investigate.
- The problem of litter continues in the layby opposite the A12 junction to Rendham. Clerk to report once more.
- A member of the public questioned whether a list of membership of committees is available to the public. The Clerk advised that this was the case and her Assistant, Imogen Green, reaffirmed this by confirming that the Council has to publish information to the public under the Freedom of Information Act 2000.

REPORT FROM THE LOCAL POLICE: The Police had previously sent a report with 22 recorded crimes in September. PCSO Jamie Newson read out the various crimes, one of which is causing concern as a victim was threatened with a knife to hand over money and is connected with various crimes in the area. This is an ongoing situation.

The next SNT meeting will be held this coming Wednesday, 14th October at 2pm in the Market Hall.

REPORT FROM THE COUNTY COUNCILLOR: County Cllr M. Gower had not arrived at this point and will undoubtedly report later on. He attends Bramfield Parish Council before coming on to us.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Dunnett had previously circulated a SCDC Cabinet Briefing together with a paper on Devolution in Suffolk. (previously circulated to all Councillors). Cllr Fisher had nothing to add.

AGENDA

4731. TO RECEIVE DECLARATIONS OF INTEREST:

- To Receive Amendments to the Register – **None declared**
- To Receive Declarations of Pecuniary Interest in Respect of Items on the Agenda – **None declared**
- To Receive Declarations of Non Pecuniary Interest in Respect of Items on the Agenda Cllrs Dunnett & Fisher declared an interest as District Councillors regarding planning matters. Cllr Ewart declared an interest as the Chairman of the Businesses of Saxmundham.
- To Consider Full/Partial Dispensations for Pecuniary Interests declared – n/a

4732. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr K Howe, holiday, Cllr J Sandbach, work commitments

4733. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 14 SEPTEMBER 2015 TOWN COUNCIL MEETING. Unanimously agreed and signed. **Motion carried.**

4734. TO CONSIDER CORRESPONDENCE RECEIVED:

A – CORRESPONDENCE TO BE NOTED AND CIRCULATED:

- 851 Suffolk Constabulary – Attendance of SNT at Town Council meetings will be reviewed as the numerous meetings take up a great deal of their time which could be deployed more effectively.
- 852 Communication Action Suffolk – Their CEOP Melanie Chew is leaving by the end of the year
- 853 EDF Energy – Sizewell C – Update on Nuclear New Build
- 854 ESTA Bulletin & Christmas lunch menu

B – CORRESPONDENCE TO BE DISCUSSED BEFORE REPLY: **None received**

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C – OTHER CORRESPONDENCE RECEIVED TO DATE:

C503	Email Mark Turner	Men in Sheds – Project idea!	Cllr Turner advised that when men get to a certain age they feel isolated. Both Leiston Steam Museum & Halesworth are organising this for themselves. Often the retired men are talented and the scheme can be self-funding as they can generate money. Agenda item for November
C504	Email response from Cllr Plant to C. Lucas	Facilitating a Neighbourhood Plan	There had been a meeting at Stratford St Andrew a couple of weeks ago – this topic is already an agenda item later on.

4734. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:

The Clerk advised that there will be a Parade and Service on the 8th November for Remembrance Sunday. Those on parade will form in the Market Place at 2.15pm – marching to St. Johns Church, Church Street, Saxmundham for a 3pm service. The Parade will march back for dismissal around 4pm when refreshments will be served in the Market Hall by the Saxmundham WI. It is hoped that many

residents will attend. The Clerk also reminded everyone of the normal short service in Fromus Square at the War Memorial beginning at 10.45am on Wednesday 11 November 2015. Both Cllrs Mrs Eves and P. Ewart gave their apologies for non- attendance for the 11th November due to work commitments.

4736. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE:

- To consider approval of the monthly finance report to the end of September 2015 (previously circulated) Cllr Mrs Jardine advised that she had signed off the reconciliation, previously completed by the Clerk, with the bank statements for August and September. She reiterated that the £190,000 in the bank account is the loan for the proposed purchase of the Police Station. Repayments on this will commence next month and two payments will be payable every year until the loan has been repaid.
- To review expenditure on the Youth Project – Cllr Mrs Jardine advised that £30000pa has been set aside for the next two years. However things are more expensive and our best option is to purchase a Youth Porta-Kabin rather than lease one. The purchase will cost approximately £26k but with various service costs this will mean an overspend without any monies remaining for a Youth Worker. External funding will be applied for setting up this facility. We will be requesting funding from the District Council and have already received £1000 from Cllr Dunnett's Enabling Budget. Our County Councillor has also confirmed he will donate £2000 from his Locality Budget. Cllr Mrs Jardine advised that a preliminary meeting to discuss the budget has taken place and caution is needed with regarding expenditure.
- To consider requests for the following donations.
 - a) Citizens Advice Bureau – recommendation £1000 . CAB always give us a comprehensive report and statistical analysis into how the money is used and spent. Cllr Mrs Jardine proposed that we donate £1000, second by Cllr Ms MacKay – Unanimously agreed. **Motion carried.**
 - b) Home Start – recommendation £200. This charity help young families in a number of ways with home visits by volunteers. The shortage Health Visitors has resulted in a distinct lack of support for families. Cllr Mrs Jardine proposed we give £200, seconded by Cllr Ms Trotter-Langlois. Unanimously agreed. **Motion carried.**
 - c) S.A.F.E. – recommendation £200. Cllr Mrs Jardine confirmed that this is a previous application and the charity have now supplied more information for their request for a donation. She proposed we donate £200, seconded by Cllr Miss MacKay. Unanimously agreed. **Motion carried.**

Cllr Mrs Jardine advised that the budget for giving donations is diminishing and there is £1400 remaining for the rest of the financial year. Cllr Miss MacKay thought we should consider raising the budget by £1000. However the grant given by Local Government will cease from next year and we will not get any further funds. Unfortunately , owing to reductions in outside donations to charities the Town Council is receiving more calls on its grant funds. The drainage of the Memorial Field was very costly, not surprisingly, as this had not been done since the 1920's. Cllr Mrs Jardine advised that we are embarking on a number of projects at present and everything will be reviewed in the budget.

The meeting was closed to enable County Councillor, Michael Gower, to report.

- Cllr Gower had been in at a SCC Budget meeting all day – numerous savings to be made and very difficult decisions to be made
- Devolution – Various aspects have been discussed –responsibility to Scotland, greater linkage has been suggested between Suffolk and Norfolk although not clear. Cllr Gower will inform us when specifics come forward
- 3 short term Gypsy sites are required – Landowners have been asked. There have been numerous unauthorised encampments and we must expect SCDC to designate sites in the area
- The summer reading competition went well –book tokens and certificates were issued and medals presented at Saxmundham Library
- Roadworks are a contentious issue becoming more difficult over the next 2/3 years
- Traffic Management – Due to the Health and Safety culture roads are more likely to get closed way ahead of the actual repairs – causing diversions and long delays

The meeting was re-opened.

- 4737. TO CONSIDER WHETHER THE TOWN COUNCIL WILL BE CELEBRATING THE QUEEN'S BIRTHDAY NEXT YEAR IN JUNE:** It was suggested that a tea for our elderly residents could be provided and held in our Market Hall. An email had been received at SALC from Lady Euston who was encouraging our town and parish councils to join in the celebrations for Her Majesty The Queen's 90th birthday next year. There will be major national events taking place in London over the weekend of 11 and 12 June, which will include a 'street party' style lunch for 10,000 guests in The Mall. Cllr Miss MacKay proposed we hold the tea party in our Market Hall for the elderly residents, seconded by Cllr Mrs A. Eves. Unanimously agreed. **Motion carried** Cllrs Miss MacKay and Mrs Eves will ascertain costs to enable the Finance Committee to include them in the budget.

A ten minute break ensued.

- 4738. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE:** - Cllr Dunnett to advise the recommendations of the Planning Committee to the Council regarding the applications below:-

Cllr Fisher will abstain from voting on all planning.

DC/15/3674/FUL	Mr Steve Smith	21 Manor Gardens, Saxmundham	Proposed Bay window with extended lean to roof and single storey kitchen extension to replace existing conservatory	Unanimously agreed to give support. Motion carried.
DC/15/3532/FUL	Mr Gobbitt & Ms Warne	38 Park Avenue, Saxmundham	Single-storey rear extension to form enlarged sitting room with attached garden room	Unanimously agreed to give support. Motion carried.
DC/15/3777/FUL	Mr Bird	10 Wordsworth Close, Saxmundham	The works are to build a new garage in front of the existing and create a covered porch across the house to the front door, in order to re-develop the existing garage into living space.	Unanimously agreed to give support. Motion carried.
DC/15/3969/FUL	Mr & Mrs Nicholas & Sandra Stebbings	17 Manor Gardens, Saxmundham	Conversion & extension to existing loft space to provide new bedroom and en- suite.	Cllr Dunnett advised that this plan had been received this morning he asked Cllrs for their opinions as they could not actually vote at short notice. Cllr Miss MacKay however was not willing to give an opinion due to lack of time to go through the application.

Cllr Plant advised that the Clerk is permitted to make decisions on the Council's behalf on minor applications. The Clerk hoped to receive opinions from all Councillors and as this was not possible Cllr Plant suggested another Planning Meeting as soon as possible. Cllr Dunnett confirmed the date as Monday 19th October to discuss the application DC/15/3969/FUL

There are 2 World of Planning events arranged by SCDC on either 7pm Thursday 12th November at Melton Hill, Woodbridge or 2-4pm Tuesday 17th November at the Riverside Centre, Stratford. The Clerk will attend Stratford.. Any Councillors wishing to attend should inform the Clerk.

4739. TO RECEIVE A RESPONSE FROM COUNCILLORS REGARDING THE PREVIOUSLY CIRCULATED DRAFT ON SAXMUNDHAM CONSERVATION AREA APPRAISAL:

There were various opinions on the subject as the conservation area stays the same. Buildings have been changed in the past and we would hope that there will not be any dramatic changes to them in the future. They need to be in-keeping with the area with no in-fill with preservation of some open space between buildings.

4740. TO RECEIVE AN UPDATE ON THE BOS CONTRIBUTION TO THE CHRISTMAS EVENT:

Cllr Ewart advised there will be a best dressed tree competition with carols at the church. Following that there will be a Lantern Parade from St. Johns Church along Fromus Walk and over the bridge into Fromus Square. There will be a few stalls in Fromus Square with carol singing and mulled wine together with Santa's Grotto. It is hoped that the businesses and Councillors will all assist.

4741. TO CONSIDER THE NAMES OF ROADS FOR THE HOPKINS HOMES DEVELOPMENT, LAND EAST OF WARREN AVENUE:

Hopkins Homes have requested that the Town Council suggest suitable road names for the above new site. Having looked at the layout, there are four new road names required – one for the main road through, and three for the smaller roads off. Another will be a continuation of Warren Avenue. An idea that has been given is the following:-

- Main Road: Britten Road
- Road 1: Peter Grimes Way
- Road 2: Albert Herring Way
- Road 3: Gloriana Close

After lengthy discussions Cllr Plant proposed that the roads should have tree names and would be named as follows:-

Beech Road, Elm Close, Holly Way and Willow Way. Seconded by Cllr Ms Trotter-Langlois. Unanimously agreed. **Motion carried.**

4742. TO CONSIDER THE TOWN COUNCILS SUPPORT OF THE RAILWAY STATION: Cllr Plant proposed that the Council should wholly support the Railway Station being made into an Arts Station but currently cannot do anything financially for this excellent project. Cllr Plant will write a letter to The Art Station. Seconded by Cllr Mrs Jardine . Cllr Plant advised that as a Council we need to have between a third and a half of our Annual Precept as reserves and at present we only have a third. There will be a new franchise for the station in eighteen months. The original proposal by Cllr Plant to support a community project was unanimously agreed. **Motion carried.**

4743. TO CONSIDER THE MARKET HALL BUDGET:

The Town Council agreed to set aside £5000 in October 2014 for a Feasibility Study on the possibility of a refurbishment of the Market Hall. £875.00 had been previously paid for architect fees. However Cllr Mrs Jardine proposed that we now remove the balance and put it back into reserves. Cllr Plant advised that the Feasibility Study had been completed. Apparently this is not the case and the work submitted was not complete. The proposal for a refurbishment would need £2 million from Lottery funding. Cllr Plant advised that although £5000 was put aside it does not mean that there is £5000 to spend. It is purely for budgetary purposes. Cllr Fisher clarified that a budget does not authorise expenditure and any purchase must be authorised by the full Council before an order is placed. The meeting was closed to enable a conversation with a member of the public.

The meeting was then re-opened after a five minute break. The Clerk was asked when the next Market Hall committee would meet and she responded it would be 2nd November when a Chairman will be

appointed. However the Market Hall committee members cannot make decisions on any projects- they are appointed to recommend only.

- 4744. TO CONSIDER SITING A GEOCACHE ON THE MEMORIAL FIELD:** This would be used for an electronic treasure hunt. Cllr Plant proposed we give permission for this to be sited, seconded by Cllr Mrs Eves. Unanimously agreed. **Motion carried.**
- 4745. TO RECEIVE PROGRESS ON FACILITATING A NEIGHBOURHOOD PLAN:** Cllr Plant attended a meeting at Stratford St. Andrew regarding Neighbourhood Plans. He advised that it is important that we do have one and 18 or 19 people would need to be involved. Areas have to be established and we have written to both Benhall and Kelsale to ascertain whether they would be interested in joining us to be part of the plan. It would take two to three years of intense commitment to establish and would need a strong team with a strong leader.. We need to engage with other towns who either have got a Plan or are in the middle of producing one. Cllr Ewart thought it would be a fascinating project and to be able to see the development of our town in twenty to thirty years' time. It would need to be Council led and join with the District Council. A steering group would need to be formed from a nucleus of a working party. Our budget is tight if we do embark on a plan although grants can be sought. This needs to be a standing item on our agendas from now on. If we decide to go ahead we cannot retract and decisions regarding what we require have to be agreed at the onset. The Council would need a regular progress update.
- 4746. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:**
- Cllr Fisher attended a SALC meeting regarding proposals to change planning rules by SCDC. Cllr Fisher also went to the ESTA meeting in Aldeburgh representing the District Council as well as ourselves as Cllr Ewart was unable to attend
 - Cllr Plant advised that the Health and Safety hazard on Seaman Avenue Play Area had been removed today and the area will need to be re-seeded.
 - Cllr Mrs Jardine regularly attends meetings at SCDC regarding Site Allocations. They have agreed their preferred options for development up to 2027. Comments will be requested from the public after they finalise the plan and give it to the Inspectorate by mid 2016.
 - Cllr Mrs Eves will attend the meeting regarding the Youth Club at 5pm this Wednesday.
 - Cllr Ewart advised that BOS had a social evening at Saxmundham Museum which was very successful. He explained that the Museum was excellent and BOS gave them a donation. He also gave an update on the arrangements for the Christmas event of Carol Singing, Switching on of lights and Santa's Grotto on 5th December this year.
- 4747. DATE AND TIME OF NEXT MEETING: 9 NOVEMBER 2015 at 7.15pm**

Meeting ended at 9.45pm

SIGNED _____

DATED _____