



Saxmundham Town Council

Market Hall

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Minutes of a meeting of Saxmundham Town Council held at the Market Hall on Monday 9th NOVEMBER 2015 at 7.15pm

Present:

Cllr R. Plant – Chairman	Cllr Mrs L Jardine
Cllr P. Dunnett	Cllr Miss P MacKay
Cllr Mrs A Eves	Cllr J Sandbach (arrived at 7.30pm)
Cllr P Ewart	Cllr Ms C Trotter-Langlois
Cllr J Fisher	Cllr M. Turner
Cllr K Howe	

In attendance:

Ms M. Gallop, Town Clerk
Imogen Green, Clerical Assistant
Richard Cornwell, EADT
9 members of the Public

PUBLIC FORUM:

- **4743** – A query from a member of the public regarding the minutes about the proposed update of the Market Hall. They thought that any funding obtained from the Heritage Lottery Fund would not be competitive with other applications for grants. This subject will be discussed later in the meeting.
- A query was raised about the provision of a litter bin in the layby opposite the A12 junction to Rendham.

REPORT FROM THE LOCAL POLICE: The Police had submitted a report which the Clerk read out – there were 15 recorded crimes in October.

REPORT FROM THE COUNTY COUNCILLOR: County Cllr M Gower sent his apologies for absence.

REPORT FROM THE DISTRICT COUNCILLORS: District Cllr John Fisher reminded the Council of the ongoing Consultation on site specific allocations but had nothing to report that directly involved Saxmundham. District Cllr Phillip Dunnett advised that the District Council had decided not to place a charge on the brown bin service but this will be reviewed on an annual basis.

AGENDA

4748. 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.
- To Consider Full/Partial Dispensations for Pecuniary Interests declared – n/a

4749. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: - All Councillors present

4750. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 12 OCTOBER 2015 TOWN COUNCIL MEETING: Unanimously agreed and signed. **Motion carried.**

4751. TO CONSIDER CORRESPONDENCE RECEIVED:

A – CORRESPONDENCE TO BE NOTED AND CIRCULATED:

- 855 The Listed Property Owners Club – losing VAT benefits
- 856 ESTA Minutes of committee meeting
- 857 EDF Energy Special Parish Update from Sizewell C Project
- 858 Community Action Suffolk Annual Review
- 859 Saxmundham Museum – end of season update: Autumn 2015
- 860 Groundwork – Tesco Local Community Scheme
- 861 email Rob Butler re Armed Forces Day & other Anniversary events 2016
- 862 email Mark Edgerley – preferred options Public Consultation

B – CORRESPONDENCE TO BE DISCUSSED BEFORE REPLY:

281 SALC – AGM 12 November 2015 – Cllr Plant to attend

C – OTHER CORRESPONDENCE RECEIVED TO DATE:

C505	Suffolk Police	Community Safety Unit	Circulation
C506	Email Sally Gallant Suffolk Constabulary	Information evening Thursday 10 th Dec at 1900 hrs at Visitors Centre Conference Room, Landmark House, Ipswich	Cllr Plant to attend
C507	ESTA	Agenda for meeting	Circulation
C508	CAB	Thank you for our donation	File
C509	Suffolk Police	Suffolk SafeKey	Circulation

4752. CHAIRMAN’S/TOWN CLERK’S ANNOUNCEMENTS:

- Updates for Neighbourhood Plan – Cllr Plant advised that we had written to both Benhall & Kelsale as our neighbouring parishes to ascertain whether they would like to be involved. To date we have not received a response.
- Additional expenditure for the Christmas Lights - the lamp post opposite the Market Hall was originally not going to have street decorations on it. However Cllr Ewart thought it should have. This lamp post is set back and it was therefore not included in the previous decision. However the Councillors agreed that although retrospective they could agree the extra expenditure. Cllr Plant proposed that we pay this additional cost, seconded by Cllr Ms Trotter-Langlois. **Motion carried on majority.** Cllr Fisher abstained and Cllr Mrs Jardine was against.
- The Clerk gave an update of actions since the October meeting as follows:-

ACTION FROM:	BY:	STATUS:
4701 White Hart – SCDC did not think it was that bad and no formal action will take place	Town Clerk	An email had been received today from SCDC who advised that she will send a further email to the agent regarding this. The Clerk has also sent another letter to Mr Graham -Enock.
4727 Bin required near Teen Shelter	Town Clerk	Ordered
Police Station	Town Clerk/Cllr Plant	Awaiting planning application decision for change of use

Trees on Memorial Field	Cllr Fisher	Due to the drainage of the Memorial Field this project was delayed and Cllr Fisher advised that he did not have a date for this project at the present time.
Remembrance Parade	Town Clerk	The Clerk thanked the Councillors for their attendance to the Sunday Parade and reminded them that there will be a short service at the War Memorial this coming Wednesday from 10.45am in Fromus Square.

4753. TO CONSIDER THE RECOMMENDATION OF THE TENDERS FOR YOUTH PROVISION :

Cllr Ms Trotter-Langlois declared a non-pecuniary interest in this as a member of CYDS who had submitted a tender for this.

Cllr Plant closed the meeting to enable Rachel Rowe the Building Community Capacity Officer Coastal and Ipswich N&E who had compiled the tender and provided full support and guidance to the Town Council in the process of providing Youth provision to the Town. After a brief presentation from Rachel she advised that herself and the Youth Advisory Board recommended Access Community Trust as the Youth Providers.

The meeting was re-opened.

Cllr Plant thanked Rachel Rowe for all her professionalism and excellent work which has enabled the Council to vote on this. He then proposed Access Community Trust be appointed as the Youth Provider for the next two years, seconded by Cllr Ewart. **Motion carried** on majority as Cllr Ms Trotter-Langlois could not vote.

4754. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE: Cllr Mrs Jardine advised that she had agreed the Clerk's reconciliation this afternoon of the finance papers. She informed the Council that we had received donations of £2000 from the County Councillor, Michael Gower towards the Youth project and a further £1000 from our District Councillor, Philipp Dunnett. The application for change of use to enable us to finalise the papers for the purchase of the Police Station should be agreed within the next 2 to 3 weeks.

- To approve the monthly Finance Report to the end of October 2015: Cllr Mrs Jardine proposed this as correct, seconded Cllr Plant. Unanimously agreed. **Motion carried.**
- To note the requests for future donations recently received – Eastfeast, 2016 Saxmundham Music Festival & Headway – these are discussed quarterly.
- To consider the previously circulated Terms of Reference - It was agreed that the Councillors needed more time to study them before they are adopted.

4755. TO CONSIDER THE DRAFT BUDGET FOR 2016/2017 – papers previously circulated:

Cllr Mrs Jardine advised that she and the Chairman will attend a finance meeting in Woodbridge on Monday 16th November. This will cover town and parish councils that will no longer receive the local government grant. In 2015-2016 it was thought that we would receive an income of around £10,000 from renting part of the Police Station out but due to the purchase being delayed this was not possible. The drainage costs for the Memorial Field were far higher than we had envisaged due to the fact it was last drained in the 1920's together with the additional cost of draining the Play Area. Although it was more cost effective to purchase a building for the Youth provision it obviously increased our expenditure. The provision of Christmas lights for the next three years is also an additional expense on the Precept. However our Clerical Assistant, Imogen, has applied for funding from Reaching Communities and we hope this will be successful. According to information from SCDC, every additional £1000 of precept equates to £0.81 per year for a Band D property. This means that the potential increase in Saxmundham

precept will be approximately £23.00 per year or £0.43 per week for a Band D property. Cllr Mrs Jardine recommended that the Councillors go away and study the circulated finance papers and send any enquiries to the Town Clerk to enable us to make a decision for the budget in December. Saxmundham Precept has been historically artificially low when comparing it with neighbouring towns of a similar size. We have a number of projects in hand and we intend to have a three year business plan in place as soon as possible. Cllr Fisher has introduced a further sheet within the budget to assist us with our planning and we intend to research a different software package.

10 minute break ensued.

4756. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE: - Cllr Dunnett advised the recommendations of the Planning Committee to the Council regarding the application below:- He proposed approval of the modified agreement, seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**

DC/15/4176/VLA	Saffron Housing Trust Ltd	48,50,52,54 & 46 Montagu Drive, Saxmundham	Application to modify a section 106 agreement dated 26/3/13 to convert shared ownership units to affordable rented units	Committee approved this modified agreement.
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- To consider the previously circulated Terms of Reference agreed by the committee – as with the Finance terms these will also be studied and re-assessed at the next meeting.

The Town Council have been notified of the following application below and we can or cannot make observations if we so desire as near neighbours: The Town Council supported the application but thought we should make an observation that there was insufficient street lighting for youngsters to walk/cycle to and from the venue.

DC/15/4250/COU	Units 4,5 & 15 Carlton Park Industrial Estate, Main Road, Kelsale cum Carlton	Change of use and alterations of units 4,5 & 15 Carlton Park Industrial Estate from current Class B8 (storage) to proposed Class D2 (Children's soft play & leisure centre) stationing of portakabin toilet block & associated car parking
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Decision pending from SCDC on Saxmundham Town Council's application for change of use from Saxmundham Police Station to Saxmundham Town Council offices and miscellaneous meeting rooms. Including a small information centre for visitors and residents. (No alterations to building).
DC/15/4250/COU

Cllr Dunnett advised that we had been requested to give 2 more names for the roads east of Warren Avenue. It was unanimously agreed that we would like them named as Oak and Yew.

4757. TO RECEIVE A REPORT FROM THE MARKET HALL COMMITTEE: Cllr Howe had been appointed as Chairman of this committee at the meeting last Monday.

- To consider the previously circulated Terms of Reference – deferred until Councillors have had more time to study them.
- Ventilation in the toilets – Clerk has requested the work to be assessed
- Cllr Mrs Jardine declared a non-pecuniary interest regarding the Library. Cllr Fisher also declared an interest as a member of Saxmundham Library Friends. The meeting was then closed to enable Mr Jardine to speak about the Library as the Chairman of Saxmundham Library Friends. The meeting was re-opened.
- It was felt that it would be advantageous for Mr Jardine together with Christopher Lucas and the architect, Tim Buxbaum to attend the next meeting of the Market Hall Committee. Consideration should be given for the Library to be housed within the Market Hall as their premises are totally inadequate. This could increase footfall to this end of the town as the centre of growth at present has moved to the Church Street end. It was felt that all organisations should work together particular with the proposal of a Neighbourhood Plan.

- 4758. TO CONSIDER THE PROVISION OF A BIKE TRACK ON THE SEAMAN AVENUE PLAY AREA:** Cllr Mrs Eves advised that two gentlemen had offered to clear an area in Seaman Avenue to make a bike track. She proposed that we accepted this offer. Seconded by Cllr Ms Trotter-Langlois. Unanimously agreed for SAVVY to spearhead this together with Cllr Mrs Eves. **Motion carried.**
- 4759. TO CONSIDER THE SITING OF A SKATE PARK:** Cllr Ms Trotter-Langlois gave a brief history of what SAVVY had been considering. Cllr Mrs Eves had also been investigating costings and siting of a Skate Park. However Cllr Mrs Eves suggested an alternative site would be within Seaman Avenue Play Area and not the Memorial Field. Cllr Plant requested that both Cllrs Mrs Eves and Ms Trotter-Langlois bring their separate proposals to the next Council meeting with full costings of each prospective project. It was suggested that we could involve the newly appointed Youth Providers to assist.
- 4760. TO CONSIDER AN EVENT FOR EITHER THE CELEBRATION OF QUEEN ELIZABETH'S BIRTHDAY NEXT APRIL OR ST. GEORGES DAY 2016:** Cllr Mrs Jardine proposed we celebrate the Queen's birthday on either the 11th or 12th June. However it was decided to hold an event on her actual birthday, 21st April. Cllr Miss MacKay offered to assist with a special birthday tea for residents within the same generation as the Queen. Cllr Miss MacKay thought that younger children could assist with the teas for the older generation. Christies Care have already kindly offered to donate £500 towards this. Cllr Mrs Jardine proposed we hold the event in the Market Hall on Thursday April 21st, seconded by Cllr Plant. Unanimously agreed. **Motion carried.** It was agreed not to hold an event for St. George's this coming year.
- 4761. TO DISCUSS THE POSSIBILITY OF A MEN IN SHEDS PROJECT:** Cllr M Turner advised that Leiston have one of these. It is an excellent project for older men who have great talent that can be used together with them forming various new friendships. Cllr Turner will research this and bring back his findings to the next Town Council meeting.
- 4762. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:**
- Cllr Ewart advised that the Christmas Carol event has been extended to begin at 10am in Fromus Square. Volunteers for marshalling would be welcome. Various ideas for who should officially switch on our Christmas lights were discussed and Cllr Ewart will investigate.
 - Cllr Mrs Jardine urged Councillors to read the circulated documents regarding Help shape the future of your Community and send their comments and thoughts to Suffolk Coastal District Council.
- 4763. DATE AND TIME OF NEXT MEETING: 14th December 2015**

Cllr Plant again thanked Rachel Rowe for all her hard work and assistance in securing the services of a Youth Provider.

Meeting ended at 9.43pm

SIGNED _____

DATED _____