



Saxmundham Town Council

Market Hall

High Street

Saxmundham Suffolk IP17 1AF

Tel/Fax: 01728 604595

www.saxmundham.org

townclerk@saxmundham.suffolk.gov.uk

Minutes of a meeting of Saxmundham Town Council held at the Market Hall on Monday 11th JANUARY 2016 at 7.15pm

Present: Cllr R. Plant – Chairman
Cllr Mrs A Eves
Cllr J Fisher
Cllr Mrs L Jardine
Cllr Miss P MacKay
Cllr J Sandbach (arrived at 7.30pm)
Cllr Ms Trotter-Langlois

In attendance: Ms M. Gallop, Town Clerk
Imogen Green, Clerical Assistant
County Cllr Michael Gower arrived at 7.55pm
Rachel Rowe, SCC
Richard Cornwell, EADT
4 members of the Public

PUBLIC FORUM :

- Quotations for clearing the ditches are not in yet
- Query regarding the Water Board pumping water into the ditches – Chairman to investigate
- Query regarding potential use of social media. The Town Council already have a page on facebook but frequently use our own website for news updates and information regarding various activities around the town
- A volunteer has been clearing an area in Seaman Avenue for potential use as a bike track. However confirmation that this piece of land belongs to the Town Council has to be established.

REPORT FROM THE COUNTY COUNCILLOR: County Cllr M Gower had not arrived at this point due to previous committee meetings.

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Dunnett had circulated a Leader & Cabinet Briefing from SCDC and had sent his apologies for non- attendance.

Cllr Fisher was asked about Devolution which has been placed on the back-burner for the time being. He was also asked about the timescale for SCDC moving to their new site – work appears to be on schedule but it is unlikely that it will be ready until the Autumn.

AGENDA

4780. 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 – Cllr Fisher declared an interest as a District Councillor regarding planning matters.
- To Consider Full/Partial Dispensations for Pecuniary Interests declared – n/a

- 4781. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE:** Cllr P Dunnett, appointment, Cllr P Ewart, illness, Cllr K.Howe, appointment, Cllr M Turner, illness
- 4782. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 14 DECEMBER 2015 TOWN COUNCIL MEETING:** Cllr Mrs Jardine proposed these as correct. Unanimously agreed. **Motion carried.**

It was unanimously agreed that Agenda item number 9 regarding the Skate Park could be brought forward to enable Rachel Rowe, SCC to report.

- 4783. TO RECEIVE AN UPDATE ABOUT THE PROPOSED SKATE PARK: The meeting was closed to enable Rachel Rowe to give an update.**
There will be a Consultation Event in the Market Hall on Saturday 30th January, from 2pm to 4pm to enable the public to have their say.
Five companies have been contacted to showcase their ideas for what they are able to provide for £65K – a fixed price contract.
Cllr Ms Trotter-Langlois confirmed that SAVVY had £40000 earmarked from S.106 monies, £5000 in their account and around £13,000 in the TC account. The shortfall will be made up by obtaining various grants/donations. The Town Council will have complete ownership as it will be on Town Council owned land and therefore will pay for the insurance. Signage for use of the equipment will have to be erected.

County Cllr Michael Gower arrived at 7.55pm.

He advised that the focus for SCC was on budgets with the need to reduce costs in the coming year. There was a 5% increase for schools on their performance in Suffolk in the last year. Education in Suffolk needs to be highlighted and the Town Council will discuss this further later on.

Devolution has not been discussed lately but there will be an update for Cllr Gower to attend tomorrow. There is pressure from Central Government to link up with other Councils e.g. Norfolk.

4784. TO CONSIDER CORRESPONDENCE RECEIVED:

A – CORRESPONDENCE TO BE NOTED AND CIRCULATED:

- 870 copy letter from Clare Town Council to Police regarding PCSO match funding
871 email Sax United Reformed Church – Calendar of events 2016
872 ESTA news
873 Suffolk Constabulary – match funding PCSO's
874 email monthly update from Sizewell C
875 Coastline – produced by Suffolk Coastal
876 Letter from Dr T Coffey regarding her constituency office

B – CORRESPONDENCE TO BE DISCUSSED BEFORE REPLY: None received

284

C – OTHER CORRESPONDENCE RECEIVED TO DATE:

C512	Saxmundham Museum	Would the Councillors like to enter a team for the Quiz Night on Saturday 6 th February at 7.30pm. Tickets £36 per team, max of 6 players per team.	Cllr Plant offered to pay for the team and would make enquiries about attendance.
C513	Email SALC	AONB Planning & Neighbourhood Plans Event proposal –briefing 9.30am Thursday 3 March at the Royal Harwich Yacht Club in Woolverstone on the Orwell Estuary – would anyone like to attend?	Cllr Miss MacKay will attend.
C514	SALC	Meeting dates for 2016	Cllrs Mrs Jardine & R.

			Plant
C515	Email Angie Eves	The White Hart Hotel	State of hotel which is detrimental to the town – Cllr Mrs Eves will investigate as a community venture.
C516	Email Jo Jones Kelsale Parish Clerk	Neighbourhood Plan	Kelsale meeting 27 January 2016 – Neighbourhood Plan an agenda item in February.

4785. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS: The Clerk advised that upon reading an article in her local newspaper she contacted Halesworth's Men's Shed who are running a successful venture. They have responded and would like to liaise with us to assist as they have a special interest in getting more sheds open within the region. The Clerk will forward this literature to Cllr Turner who is spearheading this.

4786.

- **To note actions from the December meeting:-**

ACTION FROM:	BY:	STATUS:
Public Forum – Security Fencing erected on Memorial Field	Cllr Plant	Cllr Plant had met the developers and they promised to complete the agreed access to the Memorial Field within 2-3 weeks.
4774 Clearance of ditches	Town Clerk	Awaiting quotations
4777 Neighbourhood Plan – contact with Kelsale and Benhall	Town Clerk	Reminders have been sent to both Parishes.

4787. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE:

- To approve the monthly Finance Report to the end of December 2015: Cllr Mrs Jardine had previously signed off the reconciled accounts and proposed approval, seconded by Cllr Plant. Unanimously agreed – **Motion carried.**

A date needs to be confirmed for a meeting regarding the Management Risk Assessment, suggestion received from Cllr Ewart - 1st February 2016. Cllr Mrs Jardine proposed that the small team necessary should consist of herself, Cllr Plant and Cllr Ewart. Unanimously agreed. **Motion carried.** Cllr Sandbach agreed that he would be requesting a copy of the previous risk assessment and, based on his working experience, advise the Town Clerk and team accordingly. Cllr Mrs Jardine welcomed any comments regarding Risk Assessment and any comments/suggestions should be forwarded to the Clerk, e.g. Cllr Mrs Jardine thought IT password security should be included into the Risk Assessment already in use.

4788. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE: - Cllr Dunnett to advise the recommendations of the Planning Committee to the Council regarding the application below:-

DC/15/4997/LBC	Mr A Good	Church House, Church Hill, Saxmundham	Position spiral staircase in barn	The committee supported this application
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To discuss the following planning application:

DC/15/5099/FUL	Mrs S Bell	33 Park Avenue, Saxmundham	Removal of conservatory, and erection of kitchen extension – rear of property	The Town Council unanimously supported this.
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- 4789. TO CONSIDER THE PROPOSED SAXMUNDHAM BIKE TRACK:** - Cllr Ms Trotter-Langlois had been in touch with the gentleman who has volunteered to assist and has already completed much work. She went on to say that she has a meeting this coming Friday at the Free School to ascertain whether the children supported this venture as there is already a track at Carlton Park which is heavily used. Cllr Plant queried Risk Assessments and Child Protection but Cllr Ms Trotter-Langlois confirmed that SAVVY will not only be spearheading this venture they have all equipment to clear the land and all necessary policies and procedures in place with regard to working with the youth. However as to the query of land ownership Cllr Fisher will liaise with the Clerk and a letter will be sent to the Land Registry.
- 4790. TO RECEIVE AN UPDATE ON THE MEN IN SHEDS PROJECT:** - Clerk had previously given an update. Cllr Turner will be able to report further in February.
- 4791. TO DISCUSS THE CAPACITY AT THE LOCAL PRIMARY SCHOOL:** Cllr Mrs Jardine advised that she had attended a meeting alongside Cllrs Plant, Fisher and County Cllr M Gower regarding the possible effect of further developments in the town. The local Primary School are currently nearing capacity and lack of infrastructure has a huge impact on schools ability to cater for an increasing influx of children. Saxmundham Town Council need to take a more active interest in this and Cllr Plant will draft a letter.
- 4792. TO DISCUSS THE POSSIBILITY OF RESTRICTING VEHICULAR ACCESS TO THE MEMORIAL FIELD:**
Cllr Plant advised that we have insufficient capacity for the increasing number of cars using the Memorial Field. As a result a number of vehicles are driving on the actual grass and churning it up. Cllr Fisher thought that we could set the gate back further into the field and provide a surface on the outside. A permeable surface will be required and the Clerk will obtain quotations for this after liaising with Cllr Plant.
- 4793. TO RECEIVE AN UPDATE ON PROGRESS ON FACILITATING A NEIGHBOURHOOD PLAN:**
We are unable to progress this until after the next meetings of Benhall and Kelsale Parish Councils to ascertain whether they will be joining us.
- 4794. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:**
Cllr Miss MacKay advised that she had sent out letters regarding the proposed Queen's 90th birthday celebratory tea. Cllr Mrs Eves is assisting with this project.
Cllr Mrs Jardine attended a working party meeting of the SCDC Development Plan. The public consultation has taken place but there are a few more stages to go through before SCDC adopt this in November. Total housing was set at 7900 but many housing developers and estate agents thought that this number was insufficient and needed 11000. SCDC confirmed that the total housing requirement remains at 7900 for the district. The proposed building of further housing in Saxmundham, Benhall and Kelsale has an impact on Saxmundham 's infrastructure. We need to ascertain what the developers have land-banked in this area and it is essential that we liaise with Benhall and Kelsale.
- 4795. DATE AND TIME OF NEXT MEETING: 08 FEBRUARY 2016 at 7.15pm**

Meeting closed at 9.34pm

SIGNED _____

DATED _____