



## • Saxmundham Town Council

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### Minutes of a meeting of Saxmundham Town Council held at the Market Hall on Monday 14 NOVEMBER 2016 at 7.15pm

#### Present:

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

#### In attendance:

Ms M. Gallop, Town Clerk  
Imogen Green, Clerical Assistant  
Richard Cornwell, EADT  
County Cllr Michael Gower – arrived at 8.30pm  
Sarah Shinnie SCDC  
1 member of the Public

**PUBLIC FORUM:** Nothing to report on this month.

**REPORT FROM THE COUNTY COUNCILLOR:** Cllr Gower always has to attend a previous meeting at one of the parishes. He will report later when he arrives.

**REPORT FROM THE DISTRICT COUNCILLORS:** Cllr Dunnett reported that the Leader & Cabinet briefing had previously been circulated to all Councillors. He advised the following:-

- Devolution is slowly moving on and the next meeting at SCDC to discuss the draft Devolution Order is Monday 21<sup>st</sup> November
- Office relocation will be taking place soon
- Broadband – Discussions are ongoing regarding better broadband services particularly in rural areas
- Enabling budget – Cllr Dunnett advised he still had monies in this pot and would welcome enquiries

Cllr Fisher advised that the new building acquired for SCDC is smaller than the present one and much furniture is no longer required. Obviously electrical appliances that are not needed will be discarded due to the cost involved in testing them.

Cllr Fisher stated there is currently a consultation on the proposed merger between Suffolk Coastal and Waveney.

Cllr Sandbach arrived at 7.30pm

### AGENDA

#### 4944. 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 Dunnett and Cllr Fisher declared an interest as District Councillors regarding planning matters.

Cllr Fisher declared a further interest in payments to Fishers.

To Consider Full/Partial Dispensations for Pecuniary Interests declared – **n/a**

**4945. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE:** Cllr K Howe, holiday,  
Cllr M.Turner, illness

**4946. TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF 10<sup>th</sup> OCTOBER 2016 TOWN COUNCIL MEETING and the 28<sup>th</sup> OCTOBER EXTRAORDINARY MEETING previously circulated :**

Cllr Plant proposed the minutes of the 10<sup>th</sup> October and 28<sup>th</sup> October, correct. Seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**

**4947. TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING: previously circulated**

<b>Action</b>	<b>By</b>	<b>Status</b>
Dumped waste – contact with Flagship	Cllr Trotter-Langlois	Pending
Haydn Morris – clearing of ditches	Town Clerk	Early December depending on weather. However it appears that the contractors who are widening the path in Rendham Road have left some of their waste in the ditch but the job is incomplete. Clerk will liaise with Highways regarding this matter.
Scout Hut re-decoration during half term	Hollesley Bay	Completed. The Scout Leader, Mr Haydn Morris expressed his sincere thanks to Hollesley Bay for the excellent work on decorating the Scout Hut. He will send a card of thanks to Hollesley.
Request for controlled crossing in Rendham Road	Town Clerk	Awaiting a response from Highways for a site visit.
Windows and window sills at Police Station	Town Clerk	Unable to fill sills due to condition but have been painted
4932 – progress of Neighbourhood Plan	Town Clerk	Navigus – Neighbourhood Plan to give a small presentation before the December TC meeting

**4948. TO CONSIDER CORRESPONDENCE RECEIVED:  
A – CORRESPONDENCE TO BE NOTED AND CIRCULATED:**

946 email SALC AGM Monday 14<sup>th</sup> November 2016 – apologies sent as it is the same date as our own TC meeting

947 email Deborah Wargate Event on 19<sup>th</sup> November Orford Sports & Rec Club 12 noon

948 email Simon Amstutz AONB monthly update

949 email SALC – Highways matters- edition 9

950 Letter of thanks from Mingle for our donation

951 Letter Sax Adventure Playground thanks for donation

952 CAB Letter of thanks for our donation

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

301 To consider the annual subscription of £150.00 for 2016/17 to Sizewell Parishes Liaison Group. Cllr Fisher advised that the problem of the parishes getting together to discuss the proposed new build at Sizewell is that every parish requires different things. It was thought that the procedure of the group sometimes meeting in individual houses was not democratic.

Cllr Plant thought that we should continue to maintain an interest in this and proposed renewal of the annual subscription, seconded by Cllr Miss MacKay. However as only three Councillors voted for and the remaining six voted against this proposal was not carried. **Motion was rejected.**

### C – OTHER CORRESPONDENCE RECEIVED TO DATE:

C559	Email SALC	Free NHS Health check for those aged 40 to 74	Circulation
C560	SCDC	Removal of BT payphones – Junction Saxon Road, Rendham Road, Saxmundham	As the payphone has not worked for years Cllr Ewart proposed that it was retained for use as a store for a defibrillator as at Kelsale.
C561	SALC	Response SALC sent regarding 17/18 Local Government Finance settlement consultation	Previously circulated to Finance committee. Any comments need to be sent to the Clerk.
C562	The 3 Communities Link Project	Project details	This project is excellent.
C563	Email Simon Barnett Senior Infrastructure Officer SCC	Bus stop move from outside Tesco to the other side of the Waitrose car park entrance from Monday 5 <sup>th</sup> December. Plan attached	Circulation

#### 4949. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:

The Clerk thanked everyone who attended the Remembrance Service on Sunday particularly all the various organisations. The United Reform Church gave a beautiful service and the Contractors who marshalled the whole event were excellent.

#### 4950. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS:

- To agree the monthly Finance report to the end of October 2016 – Cllr Mrs Jardine advised she had reconciled the report. Cllr Fisher declared an interest in the payment to Fishers. Cllr Mrs Jardine proposed the October 2016 finance report as correct, seconded by Cllr Plant. Unanimously agreed. **Motion carried on majority** as Cllr Fisher did not vote.
- **TO DISCUSS THE FOLLOWING FUNDING REQUESTS FOR 2017 2018 BUDGET:**
- i. Market Hall development: £1,000 for architect services plus £ 5,500 for structural consultants/engineers. Cllr Mrs Jardine advised that we need to have quotations for any works in line with our Financial Regulations. The Heritage Lottery Fund have been approached by the Market Hall Working Group regarding funding the re-development of the Market Hall. Funding is available for the second stage but the first stage has to be funded elsewhere. However this will be a huge challenge and will take many months to complete. It is hoped that a renovated Market Hall will be a cohesive building for the whole community.

(County Cllr Michael Gower arrived at 8.10pm)

Cllr Fisher proposed that the Council decide one by one whether to include each of items i to viii in the draft budget, seconded Cllr Ms Trotter-Langlois. Unanimously agreed. **Motion carried.**

- i. The inclusion of the £6500 for the Market Hall development was agreed.
- ii. Permeable parking to Memorial field: £ 10,000 to £ 15,000. This project could take up to three years but **unanimously agreed** to look at it in the draft budget.
- iii PCSO full or joint funding: Full funding £ 36,000 or joint- share funding £ 18000. – **Unanimously agreed** not to fund a PCSO.

- iv. Saxmundham Art Station: £2,000 for art activities (Big Draw in Oct 2016) plus £ 2,000 for project management/feasibility study. The Art Station has been registered at Companies House and they intend to register as a Charity. Cllr Ewart as a Director of this company declared an interest. It was agreed by majority to include £4000 in the draft budget.
  - v. Outdoor gym equipment: Early stage of project with no funding requirements at present. Do we reserve an amount for this in the budget? Cllr Mrs Eves advised that Sarah Shinnie had kindly assisted her with a number of ideas to obtain outside funding particularly as this project would be eligible to come under promoting good health.
  - vi. Men in sheds: To be completely externally funded. Cllr Mrs Jardine advised that as we are providing the premises for this project at the Police Station rent-free we do not need to put any monies in the draft budget.
  - vii. Other grants: Currently at £ 9,000 for 2016 to 2017. Cllr Mrs Jardine proposed that we increase this amount to £10000, seconded by Cllr Fisher. Unanimously agreed. **Motion carried.**
  - viii. BFRA Music Festival – Cllr Mrs Jardine advised that BFRA would like us to underwrite £10000.00 for this project. She proposed that we include it in our budget but cap it at that amount for three years. The meeting was closed to enable Sarah Shinnie to give advice. Meeting re-opened. BFRA are in the process of forming a CIC (Community Interest Company) Cllr Mrs Jardine's proposal to include this amount in the budget was seconded by Cllr Plant. Unanimously agreed. **Motion carried.**
  - Budget 2016 to 2017:
    - Market Hall development: Cllr Mrs Jardine proposed payment of £500 for the Architects fees of £500.00. Seconded by Cllr Plant. Cllr Fisher abstained. **Motion carried on majority.** All necessary work required by the Market Hall Working Group must obtain three quotations for said work and approval by the full Council before any work is undertaken. This is in adherence of our Financial Regulations.
    - Registration of STC assets: This is with our Solicitors who have informed us that progress is slow due to a severe back log with the Land Registry
    - a). To receive an update regarding land registration of the Market Hall, Memorial Field and Seaman Avenue play area - This is in the hands of our solicitors and will take some time.
    - b). To receive an update regarding the Market Hall Trust ( review and potential application for CIO status) Our solicitors are in the process of dealing with this but it is a slow procedure due to the fact that we do not have all the original Deeds. The Town Council as a whole are the Trustee, not the individual Councillors. The renovation of the Market Hall requires clarification of the Trust under the present agreement. Cllr Plant advised that a Lottery bid would need a stable reserve for a 3 million Lottery bid..
- Dr Wil Gibson who is an experienced Consultant in matters such as these is on holiday at present but will be contacted on his return for advice.

Cllr Plant closed the meeting to enable County Councillor Michael Gower to give his report.

County Cllr Gower was pleased that the erection of our Skate Park is making good progress. He advised the following:-

- Proposed Art Station -£500 given from his Locality Budget towards a business case plus contacts at Abellio ,emailed our MP and contacted Cllr Guy McGregor.
- Given a small donation to Men in Sheds project
- Communicating with Highways regarding a controlled crossing at Rendham Road
- A12 / Rendham Road junction – shortcomings in a couple of areas – ongoing discussions

Cllr Plant thanked Cllr Gower for his attendance and report and re-opened the meeting.

**4951. TO RECEIVE AN UPDATE FROM THE PLANNING COMMITTEE:** Cllr Plant advised that the application for the following had previously been approved by the Planning Committee:-

DC/16/4093/FUL	Mr W Peall	Part rear garden 22 Rendham Road, Sax	New residential dwelling
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A ten minute break ensued.

- 4952. TO DISCUSS THE RESPONSE FROM SCDC REGARDING THE PAINTING OF THE YOUTH BOOTH:** Cllr Plant advised that the Clerk had received a response from her email requesting a variation of the condition to paint the Youth Booth green which has been refused by SCDC planning. The Town Council purchased special paint for this but it would not adhere hence the request from the Clerk. Cllr Plant will contact the suppliers of the Portacabin for their advice.
- 4953. TO RECEIVE A REPORT FROM THE MARKET HALL MANAGEMENT COMMITTEE:** Cllr Miss MacKay advised they had not had a formal meeting recently but the following points needed attention:-
- Replace white strip on stage
  - Door on front of stage needs a darker stain
  - Problem with position of gas meter as it is in the Fire Escape – Appointment already made for Gas Engineer to visit
  - Fire alarm – faulty battery replaced but obtaining quotations for inspection of the whole system as it is extremely old
  - The last fire risk assessment was completed in 2008/9
  - Cllr Mrs Jardine will write a Fire evacuation procedure
- 4954. TO RECEIVE A REPORT ON THE PROGRESS OF THE ERECTION OF THE SKATE PARK:** Cllr Ms Trotter-Langlois reported that completion of the Skate Park will be this coming Friday. There will be an official hand-over this Friday, subject to the RoSPA report, to Cllrs Plant and Cllr Ms Trotter-Langlois. Notices will have to be erected with regard to Terms of Use.
- 4955. TO RECEIVE AN UPDATE ON THE PROPOSED SAXMUNDHAM BIKE TRACK:** Cllr Ms Trotter-Langlois advised that she had met up with the Design and Construction team led by Rob Coxage. SAVVY will apply for external funding. Cllr Plant proposed that he will send written support from the Town Council for this project. Cllr Ms Trotter-Langlois seconded this. Unanimously agreed. **Motion carried.**
- 4956. TO RECEIVE AN UPDATE REGARDING THE PROPOSED MEN IN SHEDS PROJECT:** - Cllr Turner was unfortunately not present as he is ill. However the project is progressing and they are obtaining external funding.
- 4957. TO RECEIVE A REPORT REGARDING THE PROPOSED ART STATION:** Cllr Ewart confirmed that the Arts Station would be applying for charity status and they would be developing a Business Plan.
- 4958. TO RECEIVE AN UPDATE ON THE POSSIBLE INSTALLATION OF OUTDOOR GYM EQUIPMENT:** Cllr Mrs Eves advised that she had met with Chris Lucas of the Running Club. They intend to split the equipment between four sites creating a fitness trail. At present they are awaiting permission from landowners. Sarah Shinnie will kindly assist her with this including seeking funding and project planning.
- 4959. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:** Cllr Mrs Eves confirmed that unfortunately the original plan for a tea party in the Market Hall will not occur. However there will be a Nativity Paly at Saxmundham Primary School on Wednesday 14<sup>th</sup> December with tea and cake, entertainment and refreshments. Cllr Ewart advised that the Christmas Lights afternoon/evening will be on Saturday 3rd December. The lights will be switched on at 4.15pm. The route this year will be from St. Johns Church across the road

through Fromus Square, under the arch opposite Trawlers Catch and proceed down the High Street for the switch on and on to Fromus Square for the Carol singing. Rev Andy Wolton is assisting with this. Marshalls will be needed and Cllr Ewart would like as many volunteers as possible. Mr Bob Jardine has kindly offered to assist with the electrics and Waitrose are also being very helpful. The Scouts are assisting with the marshalling. The Clerk will provide the marshalls with high viz jackets.

**4960. DATE AND TIME OF NEXT MEETING: 12 DECEMBER 2016 AT 7.15pm**

**4961. To exclude the public** under the Public Bodies (admission to meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the following business being transacted

**4962. TO RECEIVE A REPORT FROM THE PERSONNEL COMMITTEE AND CONSIDER ITS RECOMMENDATIONS:**

**Meeting closed at 9.35pm**

**Signed.....**

**Dated.....**