



Saxmundham Town Council

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Minutes of a meeting of Saxmundham Town Council at the Market Hall on Monday 9th OCTOBER 2017 at 7.15pm.

Present:

Cllr P. Dunnett, Chairman
Cllr Mrs A Eves
Cllr P. Ewart
Cllr J. Fisher
Cllr Mrs L. Jardine

Cllr Miss MacKay
Cllr R. Plant
Cllr J. Sandbach
Cllr J. Smith

In attendance: Maddie Gallop, Town Clerk/RFO
Imogen Green, Assistant Town Clerk
Richard Cornwell, EADT reporter
2 members of the public

The Chairman welcomed the public to the meeting

PUBLIC FORUM: No queries were made

REPORT FROM THE COUNTY COUNCILLOR: Cllr R Smith had sent his apologies as he was attending an Award Ceremony in Ipswich

REPORT FROM THE DISTRICT COUNCILLORS: Cllr Fisher reported the following:-

- District Councillors were given a tour of Waveney in preparation of the possible proposed merger between the two Councils
- Cllr Fisher gave a brief update from the Leader and Cabinet briefing and advised that due to housing development Wood Lane closure at Melton is planned from November to mid- April but the road will be open during the Christmas period.
- Car parking consultation is still on-going and looking for responses by Friday 13th. One response has been submitted as it was necessary to respond as to what we think of Councils taking over this responsibility of enforcing parking.
- Local Plan consultation which Cllr Dunnett will be speaking about later on
- There is a consultation on the 4 villages by-pass on 25th October. Cllr Miss MacKay asked when more information on this would be available and Cllr Dunnett responded by informing her that it is a County Council decision but advised Cllr Miss MacKay to go on-line and follow the link on the County Council website – the Assistant Clerk offered to send the link to Cllr Miss MacKay.

Cllr Dunnett would like all Councillors to give serious thought to the Local Plan Review. Members of the public can also respond. If you feel passionate about this town and the way our infrastructure is crumbling then you need to respond to this consultation because we cannot, in this town, keep accepting more development without proper infrastructure .

AGENDA

5142. 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: **None declared**
- To consider full/partial dispensations for pecuniary interests declared: **None received**

5143. TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE: Cllr M. Turner, back problems

5144. TO APPROVE AND SIGN AS A TRUE RECORD THE TOWN COUNCIL MINUTES OF 11th SEPTEMBER 2017 (PREVIOUSLY CIRCULATED) a slight proviso on 5140 from Cllr Miss MacKay which the Town Clerk had previously amended but not circulated. Cllr Fisher proposed the minutes were correct, after a minor amendment, seconded by Cllr Mrs Jardine. Unanimously agreed. **Motion carried.**

5145. TO NOTE THE STATUS OF ACTIONS ARISING FROM THAT MEETING:

Action	By	Status
5137. Cost of advice from Barrister	Town Clerk	Our Consultants advised that this would be in the region of £3,500 to £3,750 for preparation and advice on a Conference call depending on the volume of paperwork to consider. Cllr Ewart liaising with a different Barrister.
5134. Planning consent from SCDC regarding extended hours at the Police Station	Town Clerk	Pre planning application submitted.

5137. Cllr Ewart advised that no-one had formally asked him to contact his Barrister. After a lengthy discussion it was decided that Cllrs Mrs Jardine and Smith will meet to discuss this. Cllr Sandbach thought it was a lot of money for this advice as it is an opinion and he himself also has contacts that could help. Cllr Dunnett advised that we put this on hold until more information has been provided. **Agenda item November.**

5146. CHAIRMAN'S/TOWN CLERK'S ANNOUNCEMENTS:

TO RECEIVE A BRIEF UPDATE REGARDING THE SCDC LOCAL PLAN REVIEW

Cllr Dunnett had already discussed this but due to the complex nature of what has to be discussed his intention is to bring it to an Extraordinary Meeting either on the 16th or 23rd October. Hopefully as many Councillors can attend to enable us to give a full response. Cllr Dunnett requested a show of hands on holding the meeting on the 16th October 2017 at 7.15pm. 7 Councillors voted for this date. The Town Clerk re-affirmed that she will be on holiday and unable to minute this meeting. The Assistant Clerk advised that she would provide a recorder for the meeting.

The Clerk gave a reminder for the following:

The AGM for SALC is on 7th November with a buffet beforehand. If anyone would like to attend please let the Town Clerk know. Cllr Miss MacKay sent her apologies for non-attendance.

This year Remembrance Sunday Parade is to be held at Kelsale on the 12 November. We will assemble about 2.15pm for the parade to Kelsale Church service at 3pm. Kelsale Parish Council will provide the refreshments this year.

5147. TO RECEIVE AN UPDATE ON THE NEIGHBOURHOOD PLAN:

Cllr Smith advised the following:-

- Following the meeting in September with about 25 people representing different sectors of the community and a further meeting of the working party on the 25th September a few days ago it was decided to hold a Public Meeting on Saturday 4th November between 10am and noon at Saxmundham Free School to launch a major information campaign. A Public Meeting is being held for those interested in the production of a Neighbourhood Plan. Leaflets are being prepared by Cllrs Mrs Jardine and the Assistant Clerk. They will then be printed and distributed by either the Royal Mail or by Town Councillors. Update on that option needed.
- Broadly speaking the meeting will have a general introduction from the Chairman and then those present will break into working groups who will give general views on the future of the town and what key issues we should take forward. This is the first stage and early next year there will be a much more intensive phase. Working groups needed to cover Employment of the Local Economy, Housing, Social cohesion of Community Services, Recreation, Leisure, Culture and Heritage, Transport and Access and Mobility, Environment and Energy, Communications and Community engagement. The aim is for a public engagement and the wish is to produce a website, designs of Logo to look at, Social Media facebook page to ensure everyone will be informed at every stage. Cllr Mrs Jardine and the Assistant Clerk will apply for grant aid in the future for up to £9k or a complex plan £15k for the lifetime of the Neighbourhood Plan. One key issue will be that we are entitled to have a view on where some places are allocated in the town as long as it is in accordance with the SCDC Local Plan but the difficulty at present is that they are also reviewing this. We need some ideas of the scale of housing that we may be faced with. SCDC will try and agree the housing plan in the next year or so. The Public Meeting is an essential one and although we have agreed a steering group we need more volunteers. We look forward to receiving an update at the November Town Council meeting.

5148. TO RECEIVE A REPORT FROM THE FINANCE COMMITTEE AND CONSIDER ITS RECOMMENDATIONS ON THE FOLLOWING:

- To approve the expenditure to the end of SEPTEMBER 2017: Cllr Mrs Jardine confirmed that she had checked the reconciliations earlier and proposed them as correct. Cllr Mrs Jardine proposed approval of the expenditure, seconded Cllr Ewart. Unanimously agreed. **Motion carried.**
- To agree the expenditure of up to £500 for a 3D presentation to assist the MHWG. Cllr Miss MacKay advised that this will make it much easier to understand the proposed development of the Market Hall. A meeting will be held and this will enable the Council to give the public a better idea of the proposed development - rather than the architect plans which many people cannot understand. The Town Clerk received a quotation from Robin Don to undertake up to five working days for Saxmundham Market Hall Trust at a rate of £100 per day. The result of which he will produce not less than 8 computer generated images drawn from plans provided by Tim Buxbaum, the architect. Cllr Plant proposed payment up to £500 for this, seconded by Cllr Ewart. **Motion carried on majority.** Cllr Fisher abstained because although he thought the project was a good idea he was concerned that there has been too much expenditure which has not been previously budgeted for. Cllr Mrs Jardine advised that costs for this development of the Market Hall had cost £1650 so far this year and in the previous year £2525. Cllr Miss MacKay said that we are extremely fortunate in having an Architect and Graphic Designer who both charge us minimal costs and we have the goodwill of their expert friends.
- To agree the tabled expenditure as circulated: Cllr Fisher declared an interest in the payment to Fishers. Cllr Mrs Jardine proposed agreement and the cheques were duly signed. Seconded by Cllr Miss MacKay. **Motion carried on majority as Cllr Fisher did not vote as he declared an interest.**
- To receive an update on the budget forecast 2017/2018: Cllr Mrs Jardine advised the Councillors to email the Clerk with any queries they may have on this. Cllr Mrs Jardine advised that the working party had met and she recommended that the CIL money of around £1400 is moved into earmarked reserves and towards the end of the financial year it is moved into property maintenance category to cover the Skate Park and we can inform SCDC how we have spent the CIL and also put this information onto our website. Cllr Mrs Jardine proposed we do this, seconded Cllr Plant. Unanimously agreed. **Motion carried.** We will be applying for about £4500 to £5500 for the Neighbourhood Plan and the website and Consultants costs will be paid for out of this eventually. £6500 has been allowed for asbestos removal at the Police Station. Work

on the play areas had not been completed in the last financial year for around £6500 so we have included this in the property maintenance for the forecast. Expenditure categories have been examined and we have added some of the expenditure under Health & Safety to the property maintenance. Property maintenance has gone up and we have not finished in that category yet. We need quotations for additional hedge cutting this year and the next year will need further ditch clearance. We need a review of the Terms of reference for committees because we need control of our assets. Other grants – we have spent £7200 donated to various organisations and the next donations will be granted in December. We would like to allow £10000 for those type of grants but would like to put £3k into for the forecast for the Market Hall redevelopment fund. Cllr Mrs Jardine would like to propose we do that for other grants, seconded by Cllr Miss Mackay. **Motion carried on majority.** Cllr Fisher abstained. The newsletter and website – we are going to use some of that funding for the time being on the Neighbourhood Plan but will get a grant. When we come to the budget for the Neighbourhood Plan this will not be cost neutral. Other Councils have spent up to £22k. The Skate Park will eventually disappear off the finances altogether as future work will come under property maintenance. There is a retention fee due in December. The general reserve is due to increase at the end of the year but the earmarked reserves will decrease. We need to plan a maintenance budget which Cllr Mrs Jardine has begun already. Cllr Plant said that one of ditches is shared with a Water company who discharge water into our ditch and he thought we should speak to this authority to see if they would help us. Cllr Fisher thought our reserves are going down this year.

- To receive the recommendations resulting from the review of the effectiveness of the Internal Audit procedure: Town Clerk to look at the recommendations to contact appropriate companies. The Town Clerk knows what the overall cost is. Cllr Plant said that we know the costs of the Auditors but they do not know the depth of the work required. A wider range of different issues would be than a normal internal audit. The whole process is that the needs of the Council are covered. A lengthy document was created which the Town Clerk had circulated. Cllr Plant explained that the document prepared by the working party were the specifics for the tender. We are awaiting a response. Town Clerk to follow this up.
- To agree retrospectively ratification of the work completed on clearing the ditch on the Memorial Field: This had been spoken about on a number of occasions but we didn't actually formally agree it. Cllr Plant proposed the payment retrospectively, seconded Cllr Ewart. Cllr Fisher abstained and stated that we don't have any choice but to pay yet another expenditure not budgeted for. **Motion carried on majority.** Cllr Dunnett advised that as Chairman of this Council he did not wish to ever be put into this situation again i.e. retrospective payments, voting on things that have previously been completed. Cllr Dunnett expected our procedures to be far tighter and draw a line tonight and never make that mistake again.

5149. TO CONSIDER AN EXTENSION OF THE CURRENT YOUNG PEOPLES SERVICE LEVEL AGREEMENT: Cllr Plant advised that our current agreement for our young peoples provider expires in December and said that the Councillors have been provided with lots of paperwork already together with a template which ACT have filled the details in. ACT have been reporting to the Town Council every quarter and there have been no objections. Cllr Plant stated that he would like to say that they have met most of their provisions apart from Friday nights Youth Club which is partly down to us and partly down to ACT. There is a problem with our building and our electricity supply so they are unable to provide a service on the same night as the Scouts as the electricity trips out resulting in the non- provision on Friday evenings. In general terms as ACT supplies every year Cllr Plant proposed that we extend the SLA for a further 12 months, pending their performance, as it would be unfair to ask any provider to provide for under one year. Cllr Fisher wished to propose having a review from someone like Rachel Rowe – Cllr Dunnett explained that Rachel Rowe is not responsible for anything in this part of the county. The position that she used to hold is not in her remit anymore. We could request anyone to do this but Cllr Dunnett explained that he did not wish to be in a position of not having provision for our youth for a few months or longer. Cllr Plant stated that to postpone the decision will be outside our 2 year agreement with ACT and that delay could result in us being without a youth provider. Cllr Sandbach thought it was entirely reasonable to extend this for a year but we could then use the year wisely to collect the data we need and make an informed decision at that time for youth provision. Cllr Miss MacKay thought we had been provided with all necessary reports and had been impressed with ACT and encouraged by what they are doing and didn't understand why we need to hesitate about a further 12 months. Cllr Smith supported the next 12 month extension but hopefully in the next six months the proposed Neighbourhood Plan would enable us to talk to more young people generally.

Cllr Fisher stated that ACT would hardly say they are doing a terrible job so a report from them is not adequate and we haven't been ensuring they have done what we wanted them to do. We also need to review is to see if

what they are doing is what we now require them to do. Cllr Fisher advised that he is sure they have not made provision for Friday nights and we need to review the contract. Cllr Dunnett said that he heard what he was saying but as previously stated it wouldn't matter who the provider was if electricity cannot be used on a Friday night. Cllr Dunnett does not wish to see a break in youth provision as we have not got time for the kind of review Cllr Fisher was suggesting. Cllr Fisher asked why there is no electricity and Cllr Dunnett reiterated what had been said earlier – as the Scouts are using their facilities on a Friday it is impossible for both to have electricity as it has something to do with the transformer which cannot supply enough power to both organisations. The Assistant Clerk reaffirmed this fact as she had written information on this and said she would circulate it to all Councillors. Cllr Plant reiterated that ACT liaise with the Scout Hut and are doing an amazing job. He went on to say that we are at maximum capacity for electric on the Memorial Field as there were plans to put lighting up for the Skate Park which is impossible unless the supply is updated. Curles were called in and we are at the ceiling of our supply in the Memorial Field, 100 amp 3 phase supply and the only alternative would be to have a mains supply which would cost in the region of £4k-£5k. STC did ask ACT to liaise with several different partners which they have done and brought in some money from other charities and it is worth the year extension. ACT have been to our Council every time we have asked them on a quarterly basis and the Council have never said they were not doing a good enough job. Cllr Dunnett brought everyone back to the actual wording of the proposal of the extension of one year, Cllr Ewart proposed we agree, seconded by Cllr Mrs Eves – interjected by Cllr Fisher – again reiteration for 12 months with the same terms and conditions. **Motion carried on majority.** Cllr Fisher voted against. Cllr Mrs Jardine explained that if we are having a review of this in the future we need to set out costs in advance. The family representative is Zoe Botten and she is already dealing with our anti-social problems. Cllr Fisher queried again about asking Rachel Rowe doing this but Cllr Dunnett explained that we have to accept Rachel is doing a different job now but she had recommended ACT in the first instance. Cllr Smith reminded the Council that we did not have to do this immediately but could wait until further integration with the young people over the proposed Neighbourhood Plan.

5150. TO CONSIDER THE INSTALLATION OF A CAFÉ ON THE MEMORIAL FIELD TO BE RUN BY ACCESS

COMMUNITY TRUST: ACT Emma Ratzler came along with a proposal to install this café which is a portaKabin type building with no cost to the Town Council or people of the town. The proposal was no cost to the Town Council i.e. no services. Someone will provide the building and transport it here. The first idea would be on the spare piece of land near the water authority and not in the actual field. There are services underneath this but Cllr Plant said that nothing prevents anything being built on top of services. He thought that as someone else is paying all they are requesting is our permission to be erected on our Memorial Field. Cllr Mrs Eves thought this was a brilliant idea and any problems will be the responsibility of the person who has the building placed there. Cllr Dunnett confirmed that the placing of this building on top of surfaces is not our problem but permission will have to be granted. Cllr Fisher thought we could not do this where there are pipes. Cllr Smith proposed that we agree this installation subject to all legal requirements have been met for its siting and use. Cllr Mrs Eves seconded. Cllr Dunnett reiterated that this will not cost the Council a penny and seconded the proposal as amended. **Motion carried on majority.** Cllr Fisher voted against.

5151. TO CONSIDER THE RESPONSE FOR FEEDBACK REGARDING VIEWS OF ANTI-SOCIAL BEHAVIOUR IN PUBLIC

OPEN SPACES WITHIN OUR TOWN: Papers previously circulated. Cllr Fisher briefed the Council and said that prior to this the Government has just brought out Public Space protection orders, a new legislation, which has replaced Alcohol Consumption in designated public space orders, agreed by us in 2008. We only have to comment at this stage as they are reviewing all orders that are currently in existence. We can decide to replace the orders but Cllr Plant queried how this would be enforced? When Guy Richardson worked there in 2008 it gave the Police extra powers to be able to confiscate alcohol. Cllr Dunnett asked whether we wanted this Order or not and what were the original powers the Police have? The new orders cover more than alcohol. Only comments are needed at present. If we agree to this we have to provide new signs. Cllr Plant advised that there is a problem with dogs and fouling particularly as a wide spectrum has to be considered regarding reprimanding all dog owners from young to old. Cllr Dunnett asked whether we are minded to carry on with the status quo and most Councillors agreed.

5152. TO AGREE TO RE-TENDER A THREE YEAR CONTRACT WITH OUR APPROVED CHRISTMAS LIGHTS CONTRACTOR: We have received a quotation for re-tender of our Christmas lights. There were 2 options and Cllr Dunnett asked whether we wished to continue with this contract. Cllr Ewart proposed that we accept option 1 for 3 years as a measure of cost saving- £6000 plus vat. Seconded by Cllr Mrs Eves. Unanimously agreed. **Motion carried.** Cllr Dunnett suggested we have buckets circulated on the night of the 2nd December and request Waitrose and Tesco for any contributions.

A ten minute break ensued.

5153. TO CONSIDER APPOINTING A DATA PROTECTION OFFICER: papers previously circulated. Cllr Smith couldn't find any papers on this. The Clerk advised that there are new rules coming out from Data Protection and we should appoint an Officer. She is attending a course on this next month. Cllr Ewart proposed the Clerk is the Data Protection Officer for this Town Council, seconded by Cllr Mrs Eves. Unanimously agreed. **Motion carried.**

5154. TO RECEIVE AN UPDATE ON WORKS AT THE POLICE STATION: The Assistant Clerk had circulated a brief report on the work at the Police Station and gave a brief synopsis of said report in the meeting. Cllr Fisher queried why we were having two doors widened and the Assistant Clerk responded that the Building Control Officer measured all the doorways on site and confirmed that we need two doors widening. Cllr Dunnett informed Cllr Fisher that the toilets need to have a certain amount of millimeters clear so it would be prudent to have both of them done together particularly with regard to the disturbance of asbestos. The cost of doing two doors instead of one will not cost too much. Cllr Plant said that this is about diversity as some women do not wish to use universal toilets, to ensure everyone's integrity and provision of what the public want. Cllr Dunnett clarified that we have to be very careful what we do and as important as the toilet facilities are we do not wish the pipes to burst this winter due to the asbestos in the boiler room and that work is essential. The detailed work will be done in an orderly fashion to enable us to spend as little as possible. The Assistant Clerk advised that for widening the doors and removing the asbestos from the boiler room is about £5500 including vat. All work should be completed by mid- November. Cllr Sandbach thought that we needed a project plan for the Police Station with planned work to be done and completed work listed together with any users of the Police Station. Cllr Dunnett requested a mini update from the working party on this as the Police Station car park is not being used effectively and the building is not being used at all. The Police Station is not for anyone to use the car park because it is empty, particularly the Art Station. Cllr Dunnett explained that he had previously asked a group of Councillors to report in 12 weeks time and requested the Town Clerk to convene a meeting of the working party. Four weeks have already gone and there are eight weeks left. Cllr Dunnett suggested that the Town Clerk arrange a date for the working party to meet and come back to the Council with their results. Ideas of what we can sensibly use the building and land for is essential. Cllr Plant advised that the Police Station was bought but the business plan was changed completely as it was originally supposed to be used for a Youth Centre. If we continue to change business plans then it could be sold on. Cllr Dunnett re-iterated that we need a sensible plan and the Clerk will give a date to the members of the working party for their meeting - Cllrs Ewart, Fisher, Miss MacKay, Smith and Turner and report back in 12 weeks and produce ideas of what we can sensibly use the Station for and the land around it.

5155. TO RECEIVE A REPORT FROM THE PLANNING COMMITTEE : Cllr Dunnett advised that there had been three applications to discuss at the recent planning committee meeting.:-

- Erection of higher rear garden fencing at 1 Lincoln Avenue, Saxmundham – STC approved
- Variation of S106 Deed for the former County Primary School, Fairfield Road, Saxmundham – STC strongly objected to this as we were concerned about a reduction of affordable housing
- Use of existing C2 resident building to C2 residential care for 5 young people with physical and/or learning difficulties at The Dhamma House, Saxon Road, Saxmundham – STC approved

5156. TO RECEIVE AN UPDATE REGARDING THE PROPOSED MEN IN SHEDS PROJECT: Unfortunately Cllr Turner was unable to attend the meeting. There is a problem with the bank account situation and the Clerk needs to liaise with Cllr Turner as soon as possible. Cllr Turner is having a meeting with Zoe Botten next week.

5157. TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES:

Cllr Miss MacKay confirmed that the Market Hall Working Groups will be doing a presentation in the Market Hall on Thursday 23rd November in the evening. A meeting of the Trustees will be held before that date.

Cllr Ewart reported on Christmas in Saxmundham - awaiting formal confirmation of road closure – SABRE award a meeting to review this is necessary – Cllrs Ewart, Cllr Sandbach and Cllr Mrs Eves to take over from Cllr Ms Trotter-Langlois. The Clerk explained how this has worked for a number of years and she said that this particular project had always been on an informal basis and the three representatives report back to the Council after they have met. The Clerk had circulated a list of those who had won in previous years. Cllr Smith thought it was a lost opportunity to do this presentation in the way it has been done in the past. However we can think about this for the future. Cllr Ewart thought it would be good to have the presentation at either the Annual Meeting or before the Carol singing at the Christmas event as we would be able to engage with far more people.

Cllr Mrs Jardine advised that the Finance committee working party would be meeting on the 27th October at 10am to discuss the budget. She urged Councillors to let her know of any ideas/projects that we need to spend our funds on.

Cllr Sandbach advised that the next CAB board meeting is next week. Cllr Dunnett reminded everyone that all Councillors will receive the Notice of an Extraordinary meeting at 7.15pm on the 16th October regarding the Local Plan very shortly.

5158. DATE AND TIME OF NEXT MEETING: 13th NOVEMBER 2017 at 7.15pm

Meeting closed at 9.45 pm

Signed.....

Dated.....