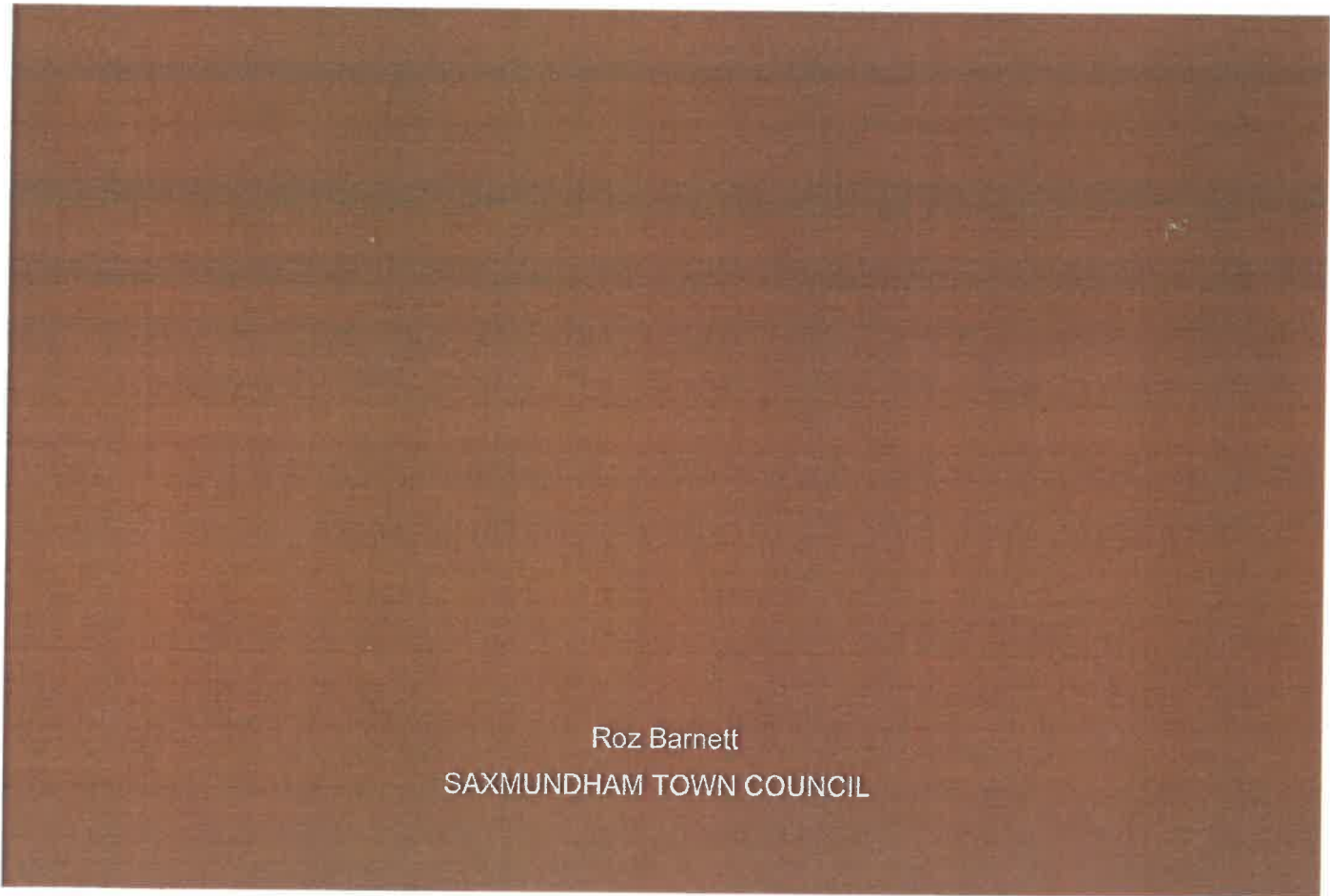




TOWN COUNCIL 12 JULY 2021



Roz Barnett
SAXMUNDHAM TOWN COUNCIL

Agenda item 3a - Appendix 2- Draft minutes of the Resources Committee 28 June 2021.

**Minutes of the Resource Committee Meeting 28 June 2021 2pm
In the Saxmundham Market Hall**

Committee Members:

Councillor. Di Eastman

Councillor. John Findlay (Chair)

Councillor John Fisher

Councillor. Nigel Hiley

Councillor. Jeremy Smith

Also Present: Rosalind Barnett (Town Clerk)

Public Forum

There were no members of the public present.

Please note all documents related to these minutes can be found in the May committee pack

<http://www.saxmundham.org/council/template1-3/>

114/20R	Apologies for Absence The Clerk reported that no apologies were received.
115/20R	Declarations of Interest None were declared.
116/20R	Minutes of the Previous Meeting RESOLVED: The minutes of the 24 May 2021 were adopted as a true and accurate record.
117/20R	Finance <ul style="list-style-type: none">a) The Committee noted and ratified the payments and receipts reconciliation reports for May for the Town Council (Appendix A) It was noted that the item listed R Barnett phone should have been recorded as salary 2 and that the caretaking payment of £50 was for a contractor.b) The Committee noted and ratified the payments and receipts reconciliation reports for May for the Market Hall (Appendix B)c) The Committee approved one payment for May for the Market Hall payable to JT Wilding for £215 as this was above agreed amount as the contractor did a temporary repair to a leaking water tank while on site.d) The Committee received the May budget and spending report For the Town Council.e) The Committee received the May budget and spending report for the Market Hall. The Committee asked the Clerk to ensure the dates were correct at the top of the report.
118/20R	Operational Matters 1097.79 <ul style="list-style-type: none">a) The Committee noted the PHS contracts for sanitary services and hand sanitisers for the Market Hall (£1097.79) and Town House (£623.65). The contracts had been finalised in July 2020 during the pandemic to secure hand sanitiser supplies when the Clerk had used delegated powers.

- b) The Committee noted that the HP Inkjet printer is not being used now that staff are in the office. HP have remotely locked the printer as we are no longer paying the monthly ink fee.
- c) The Clerk explained that the Council had been contacted regarding the rates at the Youth Booth. She has passed the demand onto CYDS who will come back to the Council if they are not eligible for a 100% reduction.

119/20R

Direct Debits and Subscriptions

List of Direct Debits

The following Direct Debits will be transacted against Saxmundham Town Council during the financial year 2021 - 2022

Supplier	Item	£ inc. VAT	
Anglian Water Business	OPS water & Sewerage	£ 60.00	Monthly
BNP Paribas Leasing Solutions	Photocopier	£ 238.80	Monthly
British Gas	OPS Electricity	Variable	Monthly
BT	Phone & Broadband	Variable	Monthly
BT	Phone	£26.40	Monthly
Corona Corporate Solutions	Paper/ink Photocopier	Variable	Quarterly
ICO	Certificate	£ 35.00	Annual
PHS Market Hall	Sanitary disposal & hand sanitiser	£ 1,316.59	Annual
PHS Town council	Sanitary disposal & hand sanitiser	£ 748.38	Annual
Opus Gas	OPS Gas heating	Variable	Monthly
PWLB	Repayment of Loan	£10,688.62	bi-annual
EON	Gas Electric	Variable	Monthly
Southern Electric	Replace Eon from Sept	Variable	Monthly

RESOLVED The Committee approved the list of Direct Debits for 2021-22.

- a) The Committee discussed the subscriptions for 2021-22

RESOLVED: The following Subscriptions were agreed

- SALC (Paid £ 1054)
- OS Maps (LY £25)
- East Suffolk Travelling association (Paid LY for 4 years)
- Data Protection Office (LY £35)
- Parish Online (Free with BHIB Insurance)
- Zoom (£159.90 Annual Subscription replaces monthly)
- Hallmaster (£187)
- Rural Services Partnership (£110)
- Society of Local Council Clerks (£220, If the Clerk decides to join)

120/20R

Laptop for Environment Co-ordinator

RESOLVED The Committee approved the purchase of a laptop for the environment co-ordinator at a cost of £570. The Committee noted that this would create an overspend in the IT budget.

121/20R

Community Signage Project

The Clerk reported that the Grant from East Suffolk of £3,024 would not cover the full costs of the project estimated at £6214. She reported that there was a shortfall of £3190. The Committee suggested that the £600 installation costs be taken from 4650 General

	Maintenance and the rest of the Project Costs be coded against a new code which included the £1000 for Noticeboard already in the budget. This would leave an overspend of £1590.
122/20R	Small Grant Applications The Clerk reported that no applications had been received.

Meeting finished 3.40 pm

Roz Barnett Clerk/RFO

Appendix A

Saxmundham Town Council

Town Council Payments and Receipts 31/05/2021

Date	Cheque/Ref	Amnt Paid	Amnt Banke	Payee Name or Description
Expenditure				
04/05/2021	DD	£10,688.62		Public Works Loan Board - Loan Repayment
06/05/2021	DD	£ 14.40		Barclays Bank - Bank Charges
09/05/2021	DD	£ 93.46		Opus Energy - Gas
10/05/2021	DD	£ 341.23		NEST Pensions
11/05/2021	DD	£ 60.00		Anglian Water
12/05/2021	DD	£ 27.85		British Gas - Electric
13/05/2021	TRANSFER	£ 123.58		British Telecom
14/05/2021	TRANSFER	£ 31.99		British Telecom WIFI
24/05/2021	TRANSFER	£ 2,539.85		Rosalind Barnett - Phones
24/05/2021	TRANSFER	£ 934.78		Salary 1
27/05/2021	TNSFR	£ 120.00		Market Hall Refund Morgan Fire risk assessment
27/05/2021	TNSFR	£ 65.00		Market Hall Refund VC Redhead Maintenance
27/05/2021	552063	£ 60.00		Community Action Suffolk - Old website domain
27/05/2021	Grant97/20	£ 500.00		St John's Church Grant
27/05/2021	4255	£ 249.66		Red Dune Ltd. IT Support
27/05/2021	6025945	£ 47.22		Eastern Shires Purchasing -Stationery
27/05/2021	5563	£ 210.00		Herring Bone Design Ltd.- Website support
27/05/2021	INV17	£ 135.00		Judy Chesterfield - Cleaning
27/05/2021	SAX Bunt	£ 100.00		Dean Wilkins - Bunting
27/05/2021	Invoice	£ 50.00		Chris Richards - Caretaking
Income				
06/05/2021	Interest		£ 2.10	Receipt(s) Banked - Interest
14/05/2021	Grant NP		£ 9,900.00	Receipt(s) Banked Grant for Neighbourhood Plan
		£16,392.64	£ 9,902.10	

Date: 02/06/2021

Saxmundham Town Council

Page 1

Time: 17:51

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c

User: TOWNCLERK

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Current A/C	31/05/2021		238,685.54
			238,685.54
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			238,685.54
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			238,685.54
		Balance per Cash Book is :-	238,685.54
		Difference is :-	0.00

Appendix B

Market Hall payments and receipts 31 of May

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Payee Name or Description
Payments May				
23/04/2021	8854455	£ 153.06		Wave Water
04/05/2021	DD	£ 213.94		EON Gas
05/05/2021	A100188965	£ 2,064.53		PHS Annual charge (Includes Town House £748.38)
06/05/2021	DD	£ 8.10		Barclays Bank charges
11/05/2021	DD	£ 59.21		EON electric
14/05/2021	421&428	£ 95.00		V.C. REDHEAD Hand driers (Includes £65 Town House)
14/05/2021	33116	£ 53.10		East Anglia Leisure lighting clips for hanging
14/05/2021	5563	£ 30.00		Herringbone Design Ltd website update
14/05/2021	138121	£ 156.00		Cavendish laboratories -legionella testing
14/05/2021	6025946	£ 204.18		ESPO - Cleaning supplies
21/05/2021	May 21	£ 129.00		J Chesterfield Cleaning
30/05/2021	Fire Risk	£ 420.00		Morgan fire protection ltd Fire risk Assessment (Includes £120 Town House)
Income May				
06/05/2021	Interest		£ 0.53	Barclays Loyalty reward
10/05/2021	Rent-TestC		£ 1,000.00	Rental Covid Centre April
14/05/2021	RentElec		£ 300.00	Rental Elections
18/05/2021	RentESTA		£ 30.00	Rental ESTA
25/05/2021	Refund		£ 65.00	Refund from Town Council for VC Redhead Invoice
25/05/2021	Refund		£ 120.00	Refund from Town Council for Morgan Fire Invoice
		£ 3,586.12	£ 1,515.53	

Date: 02/06/2021

Market Hall

Page 1

Time: 12:12

Bank Reconciliation Statement as at 31/05/2021
for Cashbook 1 - Current Bank A/c

User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	31/05/2021		14,925.08
			14,925.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			14,925.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			14,925.08
		Balance per Cash Book is :-	14,925.08
		Difference is :-	0.00

**Minutes of the Meeting of the Amenities & Services Committee
6.00 PM 21 June 2021 at Saxmundham Market Hall**

Councillors:

Councillor D. Eastman
Councillor C. Hawkins
Councillor R. Hedley Lewis
Councillor J. Sandbach
Councillor T. Lock (Chair)

Also Present: Roz Barnett (Town Clerk) Amy Rayner (Environment Co-ordinator) Councillor J Fisher

1/21AS	Apologies for absence No apologies were received.
2/21AS	Pecuniary/Non-Pecuniary Interests There were no Declarations of Interests.
3/21AS	Minutes of the Previous Meeting It was unanimously RESOLVED to approve the minutes of the meeting 28 April 2021
4/21AS	Entrances to the Town – The Committee discussed the report on the entrances to the Town. They suggested that bulb planting, low level evergreen shrubs, perennials and some annuals for colour would make the biggest impact. They also recommended that the entrance signage should be welcoming, include a Saxmundham crest and a safety speed message. The Clerk reported that the Men's Sheds agreed to make the planters. It was agreed the officers would bring back ideas and a plan for planting. It was noted that permissions would be needed from the Highways Department and displays must not obstruct pathways. The Committee also reinforced the point that maintenance would be important and that signs would need regular cleaning and vegetation must be kept trimmed back. It was suggested that Roman numerals could be considered and new sign to mark the Queen's Jubilee be commissioned. RESOLVED: The Committee approved the report on the Entrances to the Town and asked the Clerk and the Environment Co-ordinator to develop the projects, planting proposals and obtain costs for the ideas in the report
5/20AS	Environment Co-ordinator – The Committee discussed the priorities for the Environment Co-ordinator. They raised the importance of getting the mowing regime right with a balance between wildflower meadow planting and ensuring that some areas are mowed more regularly to allow the public to enjoy the open spaces. RESOLVED: The Committee agreed the following priorities: 2) Establishing practical works party 3) Vegetation management contracts 4) Planning the entrances 5) Autumn bulb planting. 6) Planning floral displays for summer 2022
6/20AS	Environment Co-ordinator –

	<p>The Committee discussed the practical operations for the Environment Co-Ordinator and noted the need for some resources to be allocated so the post can develop the work programmes. Ideas for sustainable transport options were also considered.</p> <p>RESOLVED: The Committee agreed £500 for the equipment and promotion of the Green Team. The Committee also agreed £1000 for autumn bulb planting and material and planting cost for projects. This would be taken from general STC Maintenance (4650).</p>
7/20AS	<p>Memorial Landscape Project (Appendix 5)</p> <p>a) Councillor Hedley Lewis updated the Committee on the survey of the Memorial Field. The Clerk was asked to go back to the surveyors and ask them to complete the missed corner at the entrance to Gilbert Road.</p> <p>The Committee agreed to develop a specification for a landscape design tender. It was noted that the public should be consulted on the options, and it was suggested that some targeted research with children and young people would be useful. It was agreed that this would be looked at in more detail at the Memorial Field Working Group meeting scheduled for the 29 June. Councillors recommended exploring a new entrance on Rendham Rd, planting options, and improved seating.</p> <p>The Clerk explained that the record office is closed to the public and to get the history for the information boards the Council would have to pay.</p> <p>The Environment Co-ordinator warned that there is difficulty sourcing plants and materials. The Committee decided that it would be best to phase the improvements on the site over a few years.</p> <p>It was agreed that everyone would email their ideas to Councillor Hawkins so she could collate them.</p> <p>a) The Clerk explained that several play companies would be visiting Seaman's Avenue and providing quotes and ideas for improvements. Councillors asked that the health and safety matters of the bridge and fencing be considered. The Clerk thanked Councillor Hedley Lewis who offered to come to site meetings with contractors.</p> <p>RESOLVED: The Committee agreed £105 for the Suffolk Record Office to research the history of the Memorial Field.</p>
8/20AS	<p>Welcome Back Fund Update:</p> <p>The Clerk stated that East Suffolk District Council had given the Clerk a five-day window of opportunity to bid for funding for Saxmundham. After consulting with councillors by email and looking through the Council's agreed plans and projects she suggested the following ideas for Saxmundham:</p> <ul style="list-style-type: none"> - 8 temporary benches suggested locations required. - Improvements at the gateways to Saxmundham 4 large planters N, S, E & W gateways to Saxmundham with soil and plants, (new signage with new branding) (Costs for repainting and install) - Improvements to Fromus Square 2 days of gardening and pruning of the trees, restoration of existing street furniture, new planting plan. - 6 pop up gazebos 'for try your Market' stalls. - 4 flag banners for promoting the Market, 4 banners for promoting the events program for the Market Hall - Markers for the development of walking trails and promotional materials <p>The Clerk reported that East Suffolk District Council has submitted a bid for the whole District Council area for the Welcome Back Fund and will inform the Town Council if they secure external funding.</p>

9/20AS	<p>Youth Booth</p> <ul style="list-style-type: none"> a) The Clerk informed the Committee that the contractor will paint the Youth Booth as soon as there is a spell of dry weather. b) The Committee liked the design completed by the young people for the sign for the Youth Booth c) The committee discussed the request from CYD'S to create a small, planted area by the Youth Booth. The Committee requested that the environment co-ordinator advise CYDS on the planting. <p>RESOLVED: The Committee approved the design for the Youth Booth Sign and asked the Clerk to order and arrange installation. The Committee also approved the request for a raised bed at the Youth Booth.</p>
10/20AS	<p>Saxmundham Walking Trail</p> <p>The Clerk reported that Suffolk County Council Rights of Way Department have given their approval for us to attach trail markers to their way markers. The Committee discussed the proposal for three walks for the Town:</p> <ul style="list-style-type: none"> 1. Re- launch of the Town Trail, including redesign of current leaflet and new stickers to follow in the Town. (20mins) 2. New Family Trail route taking in play areas and all parts of the Town already approved by the Committee(40mins) 3. Saxmundham Countryside Trail to be developed (2hours) <p>The Committee recommended that a white arrow be used on a darker background and two very different colours be used to mark the two trails.</p> <p>RESOLVED: The Committee approved the way markers for the two trails and asked the Clerk to order at a cost of £115.07.</p>
11/21AS	<p>The Town House</p> <p>The Clerk explained that during lockdown the Town House had become community hub, with IP17 GNS using the building. She reported that the arrangement had been beneficial to the Town Council as lone working was an issue before IP17 GNS moved in. The Clerk agreed to set up a meeting of key individuals to discuss the logistics of shared space and whether this becomes a more permanent arrangement.</p>
12/21AS	<p>Annual Plan & Monitoring of Maintenance</p> <p>The Clerk asked the Councillors to attend some site inspection meetings in July to identify maintenance and health and safety issues. The outcome of these meetings will inform the Committee's annual plan of work.</p>
13/21AS	<p>Street Furniture Requests – No requests were received.</p>
14/21AS	<p>Correspondence - (Standing Item)</p> <p>The Committee discussed the Horsetail infestation and the Environment coordinator agreed to seek expert advice from Norse.</p>

The meeting closed at 7.15 p.m.

Roz Barnett

Clerk to Saxmundham Town Council, Old Police Station, Approach Road, Saxmundham, IP17 1BW

Tel: 01728 604595

**Minutes of the Meeting of the Planning & Development Control Committee
6.00 PM 16th June 2021 in the Market Hall**

Councillors: Cllr. J. Fisher (Chair) Cllr. C. Hawkins Cllr. N. Hiley

Also Present: J. Morcom (Assistant Town Clerk (ATC))

28/21PD **Apologies for absence**
None have been received.

29/21PD **Pecuniary/Non-Pecuniary Interests**
None.

30/21PD **Minutes of the Previous Meeting held 2nd June 2021**
Cllr Hiley pointed out that he had not declared a non-pecuniary interest as he was not a member of Ipswich Building Society. The minutes were amended by hand to reflect this amendment. **It was then unanimously RESOLVED to approve the minutes of the meeting held on 2nd June 2021.** The minutes were signed.

31/21PD **Open Forum**
No members of the public had joined the meeting.

32/21PD **Planning Applications**

DC/21/2598/FUL: 5 Manor Gdns, IP17 1ET:	Two-Storey Rear Extension and Replacement of Existing Roofs to Single-Storey Entrance Hall, Playroom and Garage.
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It was unanimously RESOLVED to support the application as the proposed design seemed rational and sympathetic to the design of the house.

33/21PD **Recent Planning Decisions.** – none to report.

The next meeting of the Planning and Development Control Committee will be at 6pm on Wednesday 7th July 2021.

The meeting closed at 6.15 p.m.

**Jennifer Morcom, Assistant Clerk to Saxmundham Town Council
The Town House, Station Approach
Saxmundham, IP17 1BW**

Financial Matters Item 8a – Appendix 5 payments and receipts up to the 30 June 2021. (Appendix 5)

Saxmundham Town Council Payments and Receipts June 2021

Receipts

07/06/2021 BACS	£	2.80	Barclays Loyalty Reward
18/06/2021 BACS	£	150.00	Stocks Rent Memorial Field

Payments

04/06/2021 DD	£	370.94	NEST Pensions
07/06/2021 DD	£	17.20	Barclays Bank Charges
09/06/2021 DD	£	60.00	Anglia Water Town House
18/06/2021 DD	£	135.71	British Gas Electric Town House
28/06/2021 TRANSFER	£	339.08	Salary 1
28/06/2021 TRANSFER	£	991.24	salary 2
28/06/2021 TRANSFER	£	2,539.85	Salary 3
28/06/2021 DD	£	31.99	British Telecom WIFI
28/06/2021 DD	£	123.58	British Telecom Telephone
30/06/2021 TRANSFER	£	22.28	Fishers Ironmongers Maintenance
30/06/2021 TRANSFER	£	13.95	H G Crisp Stationery
30/06/2021 TRANSFER	£	96.00	RW Curle PAT Testing
30/06/2021 TRANSFER	£	580.80	Internal Audit SALC
30/06/2021 TRANSFER	£	3,424.80	Fitzpatrick Woolmer finger posts
30/06/2021 TRANSFER	£	422.46	IT Support and 360 package
30/06/2021 TRANSFER	£	245.00	Design Folk website security & hosting
30/06/2021 TRANSFER	£	146.88	ESPO Cleaning Materials
30/06/2021 TRANSFER	£	110.80	JT WILDING boiler service Town House
30/06/2021 TRANSFER	£	108.00	Town House Cleaning
30/06/2021 TRANSFER	£	99.75	V C Redhead Hanging basket stand
30/06/2021 TRANSFER	£	81.60	Leiston Press Annual Report
30/06/2021 TRANSFER	£	6,500.00	IP17 Good Neighbour Scheme Grant
30/06/2021 TRANSFER	£	1,344.00	L F Geater & Sons Ltd Hanging baskets
30/06/2021 TRANSFER	£	381.52	Refund Expenditure Clerk
30/06/2021 TRANSFER	£	264.00	Anglia fire security (Servicing, includes MH)
30/06/2021 TRANSFER	£	35.98	Refund Roger Hedley Lewis
30/06/2021 Overpayment	£	0.01	Roger Hedley Lewis
Totals	£18,487.42	£	152.80

Market Hall Payments and Receipts June 2021			
Date	Amnt Paid	Amnt Bank	Payee & Description
Receipts			
02/06/2021 BACS		£ 100.00	Rent MH25&MH26
07/06/2021 BACS		£ 0.88	Barclays Loyalty Reward
09/06/2021 BACS		£ 22.50	Rent MH24
23/06/2021 Cheque		£ 30.00	Rent MH21
Payments			
02/06/2021 DD	£ 63.04		EON Gas Market Hall
07/06/2021 DD	£ 9.50		Barclays Bank
08/06/2021 DD	£ 44.04		EON Electric Market Hall
30/06/2021 TRANSFER	£ 258.00		JT Wilding Boiler Servicing & leak repa
30/06/2021 TRANSFER	£ 67.20		RW Curle Pat Testing
30/06/2021 TRANSFER	£ 450.00		T Buxbaum Architect Drawings
30/06/2021 TRANSFER	£ 93.00		J Chesterfield Cleaning
30/06/2021 TRANSFER	£ 54.93		Refund Town Clerk storage containers
30/06/2021 TRANSFER	£ 16.59		J. T PEGG equipment understage
	£1,056.30	£ 153.38	

Financial Matters Item 8b Appendix 6 - Bank Reconciliations for the Town Council and Market Hall up to the 30 June 2021.

The Town Council transfers relates to the refund for PHS Contract which was entered into Rialtas in June but will be paid in July.)

The transfers on the Market Hall relate to the PHS refund and payments for the Insurance contribution, and quarterly broadband contribution. They were entered into Rialtas in June and payments made in July.

Date: 07/07/2021	Saxmundham Town Council	Page 1
Time: 16:18	Bank Reconciliation Statement as at 30/06/2021 for Cashbook 1 - Current Bank A/c	User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/C	31/05/2021		219,842.67
			219,842.67
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/06/2021 TRANSFER Market Hall		748.38	
			748.38
			219,094.29
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			219,094.29
		Balance per Cash Book is :-	219,094.29
		Difference is :-	0.00

Date: 05/07/2021

Market Hall

Page 1

Time: 14:49

**Bank Reconciliation Statement as at 30/06/2021
for Cashbook 1 - Current Bank A/c**

User: TOWNCLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Acc	31/05/2021		14,022.16
			<u>14,022.16</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
28/06/2021 TRANSFER Saxmundham Town Council		1,397.09	
28/06/2021 TNSFR Saxmundham Town Council		135.00	
			<u>1,532.09</u>
			12,490.07
<u>Receipts not Banked/Cleared (Plus)</u>			
28/06/2021 PHSREFUND		748.38	
			<u>748.38</u>
			13,238.45
		Balance per Cash Book is :-	13,238.45
		Difference is :-	0.00

- a) To receive an income and expenditure report for the Town Council and Market Hall up to the 30 June 2021. (Appendix 7)

07/07/2021		Saxmundham Town Council					Page 1	
17:18		Detailed Income & Expenditure by Account 01/07/2021						
Month No: 4		Account Code Report						
		Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail								
1076	Precept	0	115,385	222,999	107,614			51.7%
1090	Bank Interest	0	7	1,000	993			0.7%
1100	Market Income	0	0	500	500			0.0%
1150	Other Income	0	10,050	4,885	(5,165)			205.7%
1305	Community Partnership	0	3,024	0	(3,024)			0.0%
1900	CL Income	0	30,758	0	(30,758)			0.0%
Total Income		0	159,224	229,384	70,160			69.4%
Expenditure Detail								
4000	Staff Salaries Tax/Nt/Pension	0	11,903	69,000	57,097		57,097	17.3%
4050	Clerks Expenses	0	0	200	200		200	0.0%
4055	Other Staff Costs	0	0	150	150		150	0.0%
4095	Training	0	0	500	500		500	0.0%
4100	Chairman's Allowance	0	0	200	200		200	0.0%
4105	Councillors Expenses	0	0	350	350		350	0.0%
4110	Chairman's Reception	0	0	250	250		250	0.0%
4120	Councillor Training	0	25	1,250	1,225		1,225	2.0%
4200	Office Cleaning	0	918	1,500	582		582	61.2%
4205	Office Utilities	0	939	2,500	1,561		1,561	37.5%
4220	Hire of hall for mtgs	0	745	900	155		155	82.8%
4225	Advertising	0	0	500	500		500	0.0%
4230	Audit Fees	0	459	1,250	791		791	36.7%
4235	Bank Charges	0	47	240	193		193	19.5%
4240	Postage	0	0	30	30		30	0.0%
4245	Printing & Stationery	0	895	1,800	905		905	49.7%
4250	Subscriptions	0	1,184	1,700	516		516	69.7%
4255	IT support & Software	0	1,161	1,800	639		639	64.5%
4260	Telephone/Broadband	0	416	1,550	1,134		1,134	26.8%
4265	Equipment	0	0	1,000	1,000		1,000	0.0%
4270	Insurance	0	2,159	1,000	(1,159)		(1,159)	215.9%
4280	Supplies & Petty Cash Items	0	83	250	167		167	33.4%
4285	Consultants	0	0	1,500	1,500		1,500	0.0%
4300	Loan Repayment	0	10,689	21,400	10,711		10,711	49.9%
4400	Newsletter & Publicity	0	68	5,664	5,596		5,596	1.2%
4405	Website	0	601	1,500	899		899	40.1%
4500	Market Hall	0	8,000	16,000	8,000		8,000	50.0%
4505	Christmas Event (s145)	0	0	11,000	11,000		11,000	0.0%
4510	Other Grants	0	500	9,000	8,500		8,500	5.6%
4520	Other Events (s145)	0	441	15,000	14,559		14,559	2.9%
4550	Youth Provision	0	225	9,000	8,775		8,775	2.5%

Detailed Income & Expenditure by Account 01/07/2021

Month No: 4

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4555 S137 Purchases	0	0	500	500		500	0.0%
4560 Other S137 Grants	0	0	1,000	1,000		1,000	0.0%
4599 Covid 19 Emergency Fund	0	6,500	13,000	6,500		6,500	50.0%
4605 Notice Board	0	2,507	0	(2,507)		(2,507)	0.0%
4650 General STC Maintenance	0	569	15,000	14,431		14,431	3.8%
4670 OPS building maintenance	0	764	3,500	2,736		2,736	21.8%
4675 Youth Booth Maintenance	0	40	2,500	2,460		2,460	1.6%
4705 NP Other Costs	0	0	6,000	6,000		6,000	0.0%
4800 Youth Booth	0	911	0	(911)		(911)	0.0%
4805 Events	0	49	0	(49)		(49)	0.0%
4810 Saxmundham In Bloom	0	1,203	3,000	1,797		1,797	40.1%
4815 Grounds Maintenance	0	0	2,000	2,000		2,000	0.0%
4820 Play Inspection	0	0	400	400		400	0.0%
4825 Market rubbish	0	26	1,500	1,475		1,475	1.7%
4830 Street Furniture	0	0	2,000	2,000		2,000	0.0%
4835 Markets and Tourism	0	268	1,000	732		732	26.8%
Total Overhead	0	54,294	229,384	175,090	0	175,090	23.7%
Total Income	0	159,224	229,384	70,160			69.4%
Total Expenditure	0	54,294	229,384	175,090	0	175,090	23.7%
Net Income over Expenditure	0	104,930	0	(104,930)			
plus Transfer from EMR	0	0					
less Transfer to EMR	0	30,758					
Movement to/(from) Gen Reserve	0	74,172					

Detailed Income & Expenditure by Account 05/07/2021

Month No: 4

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1000 Hall Hire	0	1,483	4,120	2,638			36.0%
1020 Grants	0	8,000	16,000	8,000			50.0%
1050 Other Income	0	789	1,600	811			49.3%
1090 Bank Interest	0	2	0	(2)			0.0%
Total Income	0	10,273	21,720	11,447			47.3%
Expenditure Detail							
4000 Staff Salaries Tax/NI/Pension	0	222	3,500	3,278		3,278	6.3%
4205 Utilities	0	599	3,000	2,401		2,401	20.0%
4235 Bank charges	0	27	100	73		73	27.1%
4240 License Fee	0	0	300	300		300	0.0%
4260 Telephone/Broadband	0	135	1,250	1,115		1,115	10.8%
4270 Insurance	0	1,397	1,500	103		103	93.1%
4280 Consultancy	0	450	2,070	1,620		1,620	21.7%
4300 Refurbishment costs	0	0	2,000	2,000		2,000	0.0%
4310 Cleaning and general materials	0	2,309	500	(1,809)		(1,809)	461.9%
4320 General repairs	0	786	5,000	4,214		4,214	15.7%
4400 Marketing & Publicity	0	0	500	500		500	0.0%
4405 Website	0	30	750	720		720	4.0%
4410 Events	0	0	1,250	1,250		1,250	0.0%
Total Overhead	0	5,956	21,720	15,764	0	15,764	27.4%
Total Income	0	10,273	21,720	11,447			47.3%
Total Expenditure	0	5,956	21,720	15,764	0	15,764	27.4%
Net Income over Expenditure	0	4,318	0	(4,318)			
Movement to/(from) Gen Reserve	0	4,318					

Agenda Item 9– Appendix 8 – Design ideas for the Memorial Field



Item 13a – Appendix 10 Town Centre Co-ordinator

Item 13	49/21TC
Report dated:	Friday, 09 July 2021
To the:	Town Council
Meeting on:	12 July 2021
Subject:	Town Centre Co-ordinator
Author:	Town Clerk

Town Centre Co-ordinator

1.0 Summary.

- 1.1 In April, the Town Council adopted the Saxmundham Town Centre Forward framework.
- 1.2 A Zoom meeting was held with some representatives of the Business Community, and they strongly suggested that the Town Council appoints a Town Centre co-ordinator.
- 1.3 East Suffolk has invited the Town Council to bid for up to £10,000 to take forward the recommendations in the Saxmundham Town Centre Forward framework and provided sample job descriptions for the post.
- 1.4 The wider Business Community would need to be consulted about the details of the Town Centre co-ordinator and their role.

2.0 Key Actions to be taken forward from the Saxmundham Town Centre forward framework.

Below is the key actions from the Saxmundham Town Centre Forward framework that The Town Council would be recommending that the Town Centre Co-ordinator delivered against.

MARKETS		
The Wednesday market is struggling (even absent COVID) with less than a handful of regular stalls and the Neighbourhood Plan evidenced wide support to enhance it. In doing so, it will be important to continue to promote and enhance activity in way that helps boost footfall across the town centre. The following potential improvements to the markets should be considered in developing the future approach:	Increased number of market stalls at different markets. Evidence of increased foot-flow around the town.	STC 2021-22
<ul style="list-style-type: none"> actively promoting the market as part of the town centre offer, highlighting opportunities to use neighbouring businesses changing the day of the market and/or change the venue (e.g. to Fromus Square), with 11 regular stalls compared to 5 for neighbouring towns. organising periodic, specialist markets to attract new customers into and across the town centre including Market Hall supporting existing traders and seeking to add to the mix 	Improved business confidence in re-survey including market & street market traders.	
COMMUNICATIONS AND MARKETING		
<p>Improvements to Saxmundham town centre that are already in the pipeline along with other relatively short-term actions proposed here, provide early opportunities to boost the town's image and sense of progress. An immediate opportunity is to draw supermarket shoppers to undertake linked-trips or revisit on other occasions. Promotion of the town's hospitality and specialist businesses will be an important part of this, alongside a hopefully enhanced market. Events at the Market Hall and the Museum can be promoted to widen the appeal, while the Art Station provides a greater opportunity to add to the town's identity & increase foot-flow around the town centre.</p> <p>Effective coordination between organisations and clear communication of proposals and achievements to the wider community will be important in creating positive local sentiments and creating a basis for wider promotion. It will be important to engage businesses through their proposed new network as part of this and reach out especially to younger generations including families. As part of this it makes sense to highlight the complementary identity and offer of Saxmundham alongside Leiston and Aldeburgh, especially for visitors.</p> <p>It is proposed that a communications and marketing plan should be developed as part of work to revitalise Saxmundham town centre (especially post-COVID lockdowns) alongside its neighbouring towns. This plan can be developed alongside the proposed Smarts Towns programme and targeted at key stakeholder groups, the wider community and potential visitors. Its roll-out could include:</p> <ul style="list-style-type: none"> collective marketing of product and place through the promotion of specialist businesses, hospitality offer and attractions bank of images, artwork, itineraries and agreed narrative about town and attractions for web sites such as Suffolk Coast and accommodation providers events programmes targeted at residents and potential visitors integrated visitor marketing plans with Leiston and Aldeburgh 	<p>Positive community & business perceptions shown in re-survey including improved experience of town centre.</p> <p>Evidence of increased foot-flow around the town & repeat visits connected with events & marketing.</p> <p>Tracking of positive social media activity.</p>	<p>All partners with coordination & communications core group, including business representatives</p> <p>2021></p>
EVENTS		
<p>As part of bringing the town to life, there is the opportunity to work with local organisations and businesses, to develop an annual programme of events. Steps towards achieving this can include:</p> <ul style="list-style-type: none"> identifying, enhancing and promoting the use of key town centre spaces including the Market Hall, Fromus Square and the Market Place. bringing together interested organisations such as community and culturally-based organisations to develop a year-round programme that might include specialist markets, concerts, exhibitions or street food 	An annual programme of events created with monitored increases in footfall and repeat visits; improved positive customer sentiments and increased business confidence.	STC with key venues & stakeholder groups including Market Hall, Museum & Art Station

3.0 Budget for the project

Item / Activity	Cost
18 months 1 day a week Town Centre Co-ordination	£ 8316
Laptop and software programmes for co-ordinator	£650
Operational budget for co-ordinator Promotional material and events. (The Town Council to consider match funding this budget so total operating budget will be £2000)	£1000
Total cost	£9966

4.0 Recommendations

- 4.1 It is recommended that Saxmundham Town Council agrees to the concept of a one day a week Town Centre Co-ordinator Post.
- 4.2 It is recommended that Saxmundham Town Council agrees to consult with the business community on the concept and details of a one day a week Town Centre Co-ordinator Post.
- 4.3 It is recommended that Saxmundham Town Council agrees to submitting a bid to East Suffolk District Council for £9966 (Depending on the feedback from the Business Network).
- 4.4 It is recommended that the Town Council provides £1000 match funds to the operating budget from existing funds (4400 newsletter and publicity & 4520 other events)
- 4.5 It is recommended that the Town Council reviews the draft job description and refer the matter to the Resources Committee to manage appointment if the grant funding is secured.

Legal power to make decision.

Local Government Act 1972 s.144

Power to encourage visitors and provide conference and other facilities, encourage persons, by advertisement or otherwise, to visit their area for recreation, for health purposes, or to hold conferences, trade fairs and exhibitions in their area

Local Government Act 1972, s.145(1) and (2).

Power to provide entertainments and facilities for dancing in or outside of the council's area, and power to provide or contribute to entertainment, dancing, theatre, concerts, bands, orchestras, arts, and crafts etc.

SAXMUNDHAM TOWN COUNCIL

Job Description

Job Title:	Town Centre Coordinator
Place of work:	The Town House, Saxmundham
Hours of work:	8 hours of work per week – may include evenings and weekends.
Salary:	(SCP scale 6 point 19)
Pension	Option to join the NEST pension scheme
Responsible to:	Town Clerk
Responsible for:	Volunteers
Objective:	The post holder will be responsible for working with the business community, promoting and marketing the town of Saxmundham, as a place to live, work, visit and invest. The role will support the delivery of the Council's Saxmundham Town Centre Forward Framework.

Key Tasks:

- To assist in delivering marketing activities to promote Saxmundham as a visitor destination and as a 'location to do business'.
- To update the Town Website to encourage visitor engagement and increase interaction.
- To populate social media pages generating news, discussions and engagement from residents, businesses, and visitors from the town.
- To liaise with local businesses to develop information materials for visitors.
- To market the Town through appropriate media opportunities including local, national press and social media.
- To establish and maintain information on local events.
- To support the Events Working Group organising events and professional marketing initiatives to increase the footfall in the Town.
- To work with the Events working Group, local organisations and businesses to develop an events programme for 2022 to mark the 750th anniversary of Town 's Market Charter.
- To promote Saxmundham's outdoor markets and increase the number of stall holders/shoppers.
- To organise specialist indoor/outdoor markets to attract new stall holders and customers.
- To ensure all assigned tasks and duties are completed in a safe manner and comply with safety rules/procedures.
- To seek additional appropriate funding from public and private sources where possible.
- Be prepared to undertake any other duties as directed by the Town Clerk.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Qualifications & Training BTEC/diploma/degree or equivalent.	<ul style="list-style-type: none">• Tourism, Marketing or Events Planning Qualifications• Health and safety or first aid.
Knowledge and Experience <ul style="list-style-type: none">• Organising public Events.• Promoting events using social media• Ability to write press releases and good news stories.	<ul style="list-style-type: none">• Experience of using word press and updating websites.• Completing risk assessments.• Understanding of Town Centre regeneration• Knowledge of developing retail markets.
Skills / Abilities <ul style="list-style-type: none">• Excellent communication and a friendly and welcoming demeanour.• Word processing and experience using the internet and social media.• Good organisational and administration skills required.	<ul style="list-style-type: none">• Skills related to applying for grant funding would be beneficial.
Personal Characteristics <ul style="list-style-type: none">• flexibility is essential as the work may include some evenings and weekends.• Demonstrate a passion for the regeneration of Saxmundham's Town Centre.• Be a team player.• enthusiastic with a willingness to learn.	<ul style="list-style-type: none">• Attention to detail, and an ability to proofread communications.

Agenda Item 15 – Appendix 12
Correspondence Log June 2021

Item Number	Correspondence received.	Action Taken	Outcome
1.	Seven residents wrote to the Town Council to complain about the vegetation management in the Town. (Fromus Green, East Suffolk Play Areas, Adventure play area)	Clerk explained how to report the issues.	Resolved
2.	Resident asked if the football pitch at the Memorial Field could be mowed more regularly.	Clerk contacted Norse.	Referred to Amenities Committee
3.	Request for Rickshaw operator to be licenced in Saxmundham	Clerk referred to the Amenities Committee	Ongoing
4.	Sixteen residents responded to the survey on Prior's Grange Survey	Noted in correspondence	Ongoing
5.	Resident requested copies of three years of bank statements	Clerk Responded	Ongoing
6.	East Suffolk Lines have asked the Council to help with railway signage in the High Street	Clerk Responded	Ongoing
7.	Public Health thanked the Council for their support on the Community Lateral testing programme	Noted in correspondence	Resolved
8.	Citizen's Advice Service wrote to the Council asking to terminate their licence as they are moving to the Fromus Centre and thanked the Council for their support over lockdown.	Clerk Responded agreeing to the termination of the licence.	Resolved

Saxmundham Neighbourhood Plan

A Vision for Saxmundham (to 2037):

A thriving and prosperous town....

- which acts as a key service centre and transport hub for the town and surrounding area
- with the physical and community infrastructure to support growth.
- with new and varied employment opportunities which take advantage of the connections offered by rail and the A12.
- with a vibrant and viable Town Centre and a bustling weekly market, with strong retail and hospitality sectors
- and adequate and convenient parking provision.

A safe and healthy town.....

- with good social, cultural and leisure provision contributing to the health and wellbeing of all ages.
- with well used green open spaces and an enhanced network of green infrastructure providing access to nature and improvements to biodiversity
- with ease of movement throughout the town
- with safe routes for pedestrians and cyclists.
- with good quality housing which meets the current and future needs of residents.
- enjoying enhanced medical and educational facilities, which support healthy lifestyles.
- Where services and employment choices are local.

An attractive and distinctive town....

- which is friendly and inclusive,
- where new and existing development is successfully integrated forming a holistic and sustainable community.
- which has a strong, wide ranging cultural identity with well-equipped public venues and programmes of events and activities.
- with a well maintained and valued historic town centre, enjoyed by visitors and residents alike.

Overall Aim

To improve and protect Saxmundham, in the interests of its people, as a lively, attractive, successful, and sustainable 'heritage' market town,

- playing its full role as employment and service centre for the surrounding area, and gateway to Suffolk's attractions,
- promoting and implementing future-looking policies for economic development, social cohesion, and enhancement of our local environment
- ensuring the successful physical, environmental, and social integration of new development in the Garden Neighbourhood with the existing community
- working with partners in public, private and community sectors to ensure coherent policy making and delivery for our town, and access to the required resources.
- addressing the challenges posed for our future by climate change and the need for environmental protection and improvement, across the range of policies and activities.

A thriving and prosperous town...

The Local Economy

Objective 1: To promote a strong and diverse local economy, building upon the town's advantages as a service centre market town with a strategic location.

SAX1 Expansion of existing businesses.

Proposals for the expansion or intensification of existing businesses (including change of use) will be supported where:

- a) they strengthen the economy of the town by retaining or increasing the number of jobs in the neighbourhood plan area,
- b) they enhance the viability and vitality of the town, and
- c) they provide quality jobs and skills development particularly for young people.
- d) they do not have a significant adverse impact upon the character of the area or the amenity of local residents, for example, through their built form or traffic generated.

SAX2 New businesses

Development proposals which enable the establishment and growth of the following types of new businesses will be supported:

- a) traditional service industries
- b) small and medium sized companies.
- c) the Energy Sector (including renewable energy, green energy and carbon neutral energy) and those businesses associated with supporting those sectors,
- d) Creative and Cultural industries including those that combine modern technology and the arts.
- e) Digital industries.
- f) Health, social care and community support services

SAX3 Designated employment sites.

Designated employment sites will be protected from change of use to non-employment uses (in order to retain a variety of employment sites within the town).

Proposals for new business, commercial, service, and industrial uses (B2,¹ B8² and Use Class E (g)³) will be directed to existing employment areas within the town and to areas proposed for future employment uses (see Zonal Policies).

MAP OF EMPLOYMENT SITES FROM LOCAL PLAN

[Supporting text to this policy will need to recognise that much of the employment provision lies outside of the town boundary but will have an impact upon the town]

¹ Industrial

² Storage and distribution

³ Offices/administration, industrial processes

(See the Zonal Policy Section for details of site-specific economic policies e.g. The Station Area, Town Centre, and Garden Neighbourhood TBC)

Local Economy Projects/Actions

<i>ECON1</i> Re-invigorate the Saxmundham Business Network

A safe and healthy town...

Community, social and recreational provision

Objective 2: To secure for the community of Saxmundham a full range of physical and community infrastructure to meet the growing need of the town and its environs.

SAX4 Protecting valued local community facilities and amenities.

Proposals for change of use, involving the potential loss of an identified community facility or amenity of local value⁴, will only be supported where an improved or equivalent facility can be located elsewhere in the town in an equally convenient, safe, and accessible location.

SAX5 New Community Facilities

Development proposals for new or improved community facilities will be supported. This includes:

- a) fuller range of local health services, for example, new or expanded health and social care facilities,
- b) entertainment facilities⁵
- c) fully functioning indoor sport and leisure provision within the town (including the Garden Neighbourhood).
- d) improved social provision, particularly for the young and the socially isolated

Proposals should not have a detrimental impact upon:

- a) the amenity of surrounding residents.
- b) the local natural environment,
- c) the local road network.

Community Support Actions:

COM1: To support voluntary and other organisations which provide community and social facilities, such as, but not limited to, the Market Hall, the Fromus Centre, IP17 Good Neighbours and the Library.

COM2: To secure for the community of Saxmundham a full range of public and community facilities and services to meet the growing population of the town and its environs, including: -

- a) the necessary education facilities, including early years provision to support the growing town.

COM3: Undertake consultation with the community on what indoor sports provision is required and what form it should take.

⁴ These will need to be defined and shown on a map.

⁵ Defined as uses falling with Use Class (F) i) – e.g. museums, galleries, public halls, exhibition halls and some uses falling within the Sui Generis Use e.g. music venues, cinemas, concert, bingo and dance halls.

Transport and Movement

Objective 3: To improve transport and safe accessibility for the people of Saxmundham by foot, bicycle, mobility scooter and public or private transport resulting in environmental and health benefits.

SAX6: Improving connectivity.

All new developments should contribute to the health and wellbeing of residents by increasing levels of walking and cycling through the provision of safe and attractive pedestrian and cycle routes and crossings, suitable for all users.

Development that will improve connectivity for all users both within Saxmundham, and in and out of Saxmundham to neighbouring towns and villages will be supported.

New routes should form a cohesive network for users and allow for access both within the town but also to the wider countryside, where opportunities should be taken to create green corridors connecting with neighbouring villages. New developments will be supported only where they provide safe, convenient, and pleasant pedestrian routes to the town centre, to community facilities (schools, police station, library etc) and also to the wider countryside.

Proposals that would improve connectivity between the town and the river frontage, including those that would provide for a comprehensive riverside walk will be supported.

(See also Saxmundham Design Guidelines and Code for the Garden Neighbourhood)

SAX7: Footpaths and rights of way.

Existing Public Rights of Way, including bridleways and footpaths should be protected and enhanced. Enhancement can take the form of new routes, connections, improved surfaces and/or signage increasing access to the countryside and connectivity between parts of the town.

Public Rights of Way should be retained, however where they are to be unavoidably impacted or lost, appropriate diversions or new routes will be provided that are safe and convenient for users.

(See also Garden Neighbourhood Policy SAXGN2)

SAX8 Parking Provision

Parking provision (including cycle parking) for all new development in the Neighbourhood Plan area shall be in accordance with the adopted parking standards of East Suffolk District Council.

Residential Parking

Parking in new housing developments should be located to be discreet, accessible, and appropriate to the character of the proposed development. New parking surfaces should use permeable materials to minimise the occurrence of flooding.

Taking into account the proposal and its location, individual parking provision should include adequate off-street parking for the size of the dwelling. Where garages are proposed they should be of a size to accommodate and provide easy access to and from a range of modern vehicles.

Parking areas should not be disconnected from the dwelling and be located to promote natural surveillance and security; where appropriate, specific provision should also be made for layby parking and visitor parking.

Non-Residential Parking

Non-residential development including, commercial, retail and leisure development should provide adequate parking for the intended users of that development, including staff and customers to avoid creating parking problems such as parking on pavements and verges.

Electric Charging Points

New housing developments and new public parking will be required to provide electric charging points for both bicycles and cars.

(See also Saxmundham Design Guidelines and Code for the Garden Neighbourhood)

Transport and Movement Projects

TRA1: Provision a safe cycle link from Benhall to Saxmundham and on to Kelsale, using existing Public Rights of Way and/or inside the existing hedgerow along the B1121.

TRA2: Footpath widening measures to improve pedestrian safety along Rendham Road.

TRA3: Support will be given to improved bus services and an intra town service.

TRA4: Investigate the potential for improving short term parking in the town centre through the use of parking bays for quick pull-in and deliveries.

TRA5: Consideration of the introduction of Residents Parking Permits, where there is support from residents.

TRA6: Improve accessibility for commuters through the creation of link between Railway Station Car Park and the East Suffolk District Council Car Park off Market Place

Housing

Objective 4: To promote the development of high quality, energy efficient, housing to meet the needs of the people of Saxmundham.

SAX9 Housing Mix.

Proposals for new housing should provide for a range and mix of housing, which, creates a balanced and inclusive community, and which meets both current and future local needs.

The mix of new housing in the parish will be provided in accordance with the latest evidence of need⁶. Particular support will be given to the provision of:

- a) Smaller 1-2 bedroomed properties suitable for first time buyers or those wishing to downsize (across all tenures)
- b) Housing suitable for older people, such as bungalows
- c) Housing that provides accommodation suitable for vulnerable people or those with special needs
- d) Affordable Housing

Where affordable housing is proposed it should be indistinguishable from other tenures in external form, quality, and character. In order to encourage both physical and social integration, affordable housing should be spread throughout any new development.

SAX10 General Design Principles – See also Policy SAX12 for proposals within the Conservation Area)

The design of all new development in Saxmundham should reflect the town's local distinctiveness and character and seek to enhance its quality.

Proposals for new development should be consistent with the principles laid out in the Saxmundham Design Guidance and Codes for the Garden Neighbourhood June 2021

All proposals for new development should:

- a) respect the existing settlement pattern in order to preserve its character.
- b) integrate with existing paths, streets, circulation networks, as well as natural features such as tree groups, hedgerows and public rights of way.
- c) reinforce the established character of streets, greens and spaces.
- d) harmonise and enhance the existing settlement in terms of physical form, architecture and land-use.
- e) retain and incorporate existing features within the new development.
- f) respect surrounding buildings in terms of scale, height, form and massing.
- g) adopt contextually appropriate materials and details.
- h) incorporate necessary services and drainage without causing harm to retained features.
- i) Ensure all component e.g., buildings and landscapes and access routes, parking, open space are well related to each other.

⁶ The Strategic Housing Market Assessment for Ipswich and Waveney 2017 and Part 2 2019 Update (or successor document)

- i) aim for innovative design and eco-friendly buildings whilst respecting the architectural heritage and tradition of the area.

Consideration should be given to the specific guidance contained in relevant zonal policies. e:
(See also Zonal Specific Policies)

- a) South Saxmundham Garden Neighbourhood
- b) Saxmundham Town Centre
- c) Station Area

SAX11 Windfall and Infill Development

Proposals for windfall or infill development in the form of individual dwellings or small groups of houses will be subject to the criteria in **Policy SAX10** above.

Additionally, proposals for windfall and infill development should:

- a) be located within the defined settlement boundary
- b) not have an adverse impact upon the historic or natural environment or highway safety
- c) have a close functional relationship with the existing built-up area of the town and the existing pattern of development
- d) be self-contained with logical, natural boundaries
- e) be appropriate in size and scale to the site, its setting, and the town.

Proposals for back land, tandem⁷ or the development of gardens will only be supported in exceptional circumstances, where specific justification is provided .

Housing Projects TBC

⁷ **Backland development** (often referred to as tandem development) refers to land set back behind existing properties often existing houses, utilising brownfield or garden land generally with limited street frontage.

An attractive and distinctive town...

Heritage and the Natural Environment

Objective 5: To protect and enhance the conservation area, the town's heritage, green spaces, natural features, and surrounding environment.

Policy SAX12: Historic Town Centre and Conservation Area

The special character of Saxmundham Conservation Area and its setting will be protected and enhanced. This will be achieved by:

- a) Encouraging the retention and maintenance of traditional buildings which contribute to the overall character of the Conservation Area, whether listed or not.
- b) Ensuring that new development is sympathetic to the special qualities, character and appearance of the Conservation Area and takes account of its historic significance.
- c) Protecting the setting of the Conservation Area from development which adversely affects views into or out of the Conservation Area
- d) Ensuring that new development complements the shape, form and layout of the settlement itself and the attractive relationship which exists between the older buildings and the spaces between and around them.
- e) Encouraging the maintenance and enhancement of features and details which contribute to the area's local distinctiveness e.g., important landscape features such as trees and shrubs, old walls, and railings.
- f) Requiring the use of high-quality traditional building materials and detailing, including but not limited to:
 - i) local Suffolk bricks, e.g., hard whites largely on the rear elevations and soft reds on the front facades),
 - ii) render
 - iii) pantiled roofs
 - iii) decorative details such as pargetting or ashlar scored lines/stone blocks

The use of non-traditional materials such as concrete tiles, artificial slates, plastic and aluminium windows and doors, cement render and modern bricks, should be avoided.

Signage

Where new or reconfigured advertising signage (including highways and directional signage) is proposed, consideration must be given to its size, design, and siting to ensure that it does not detract from the character and appearance of the Conservation Area. Proposals that seek to rationalise or reduce the amount of signage within the Conservation Area will be supported.

Street Furniture

Proposals seeking to enhance the streetscape and public spaces through appropriate use of street furniture and would result in the provision of wider pavements which preserves and enhances the area will be supported.

See also Town Centre Policy SAXTC1 and (See also Saxmundham Design Guidelines and Code for the Garden Neighbourhood)

MAP OF CONSERVATION AREA/LISTED BUILDINGS

SAX13 Non- Designated Heritage Assets

The following historic buildings and features (shown on Map X) are identified as Non-Designated Heritage Assets due to their locally important character and historic features:

- a) The Chapel, Chapel Road
- b) Post Mill House
- c) The Old Fire Station, Rendham Road
- d) Toll Gate Cottage.
- e) The Layers
- f) Milestone on the B1121

Development proposals should avoid harm to these heritage assets having regard to their character, important features, setting and relationship with surrounding buildings or uses.

Proposals should demonstrate that consideration has been given to retaining:

- i. The important asset or historic feature itself.
- ii. Its most distinctive and important features.
- iii. The positive elements of its setting and its relationship to its immediate surroundings.
- iv. The contribution that the building or historic feature and its setting makes to the character of the local area.

NDHA MAP

SAX14 Gateways, views and the landscape setting of Saxmundham

The visual scenic value of the landscape and countryside in the parish outside of the defined settlement boundary will be protected from development that may adversely affect this character. The existing clear landscape break that physically separates different settlements shall be maintained in order to prevent coalescence and loss of individual settlement distinctiveness and identity.

~~Development of any scale in these locations, should be positioned appropriately within the landscape, having regard to its visual impact on the character of the immediate area.~~

Development proposals within or which would affect an important public local view should take account of the view concerned. Developments, which would have an unacceptable adverse impact on the landscape or character of the view concerned, will not be supported.

Important Local Views

The following views/vistas (as shown on Map X) are identified as important local views which shall be conserved and enhanced.

- a) From the B1121 looking across to Hurts Hall and the Church
- b) Along Chantry Road towards the Church
- c) From Clay Hills looking down into the town
- d) View from the high point of The Layers across the river to Hurts Hall and the Church

Green Gateways

Proposals that would enhance the visual appearance of an entrance or 'gateway' to the town will be supported, however where 'green' gateways or substantially undeveloped entrances

currently exist, these should be maintained as 'soft' entrances to assist with the urban to rural transition. The following are identified as important 'green' gateways:

- a) Southern entrance – The Layers, to be maintained as a green gateway to the town with the provision of accessible natural green space suitable for recreation.
- b) Northern entrance (on Main Road)– Proposals that would enhance the existing gateway feature in this location will be supported in principle, subject to other criteria in this policy.
- c) Western entrance at Rendham Road. The existing landscape buffer north of this entrance between the built-up edge of the town and the A12 shall be retained and enhanced.
- d) Eastern entrance – Leiston Road. The existing landscape buffer and tree line at this entrance shall be retained.

Where gateway enhancements are proposed, schemes should be designed to ensure that gateway enhancements do not detract from highway safety and visual amenity and should minimise the need for additional lighting.

Opportunities to improve the public realm at entrances to the town, through the use of appropriate hard or soft landscaping measures will also be supported where they include the use of vernacular materials and native planting.

VIEWS MAP

GATEWAYS MAP

SAX15 Protection and enhancement of natural assets.

Development proposals will be expected to protect and enhance existing ecological networks and wildlife corridors. Proposals should retain existing features of biodiversity value, associated with the Rolling Estate Claylands Landscape Character type.⁸ where possible to do so, (including ponds, trees (including veteran trees), woodland, hedgerows, and verges).

Development proposals will be supported where they provide a net gain in biodiversity through, for example:

- a) the creation of new natural habitats.
- b) the planting of additional trees and hedgerows and restoring and repairing fragmented biodiversity networks.

Where loss or damage is unavoidable, the benefits of the development proposals must be demonstrated clearly to outweigh any impacts and the development shall provide for appropriate replacement planting or appropriate natural feature on site together with a method statement for the ongoing care and maintenance of that planting. Where development proposals cause damage to identified natural features, wildlife corridors around the interruption will be constructed.

Proposals for new buildings (including non-residential development) should incorporate measures to protect and enhance wildlife species including the incorporation of wildlife friendly measures e.g., bat, swallow and swift boxes, hedgehog doors and insect bricks etc, new garden hedgerows and trees.

⁸ Suffolk Landscape Character Assessment

Proposals to enhance and increase the biodiversity of important spaces, including green spaces will be supported.

SAX16 Community Gardens and Allotments.

The existing community gardens within Saxmundham, will be protected (See **Policy SAX17** below).

All new major residential developments within or partly within Saxmundham should make provision for land for a community garden or allotments to allow for the opportunity for residents to grow their own food.

Where land becomes available, the provision of allotments in principle will be supported.

COMMUNITY GARDENS MAP

SAX17 Protection of existing Local Green Spaces.

The following are identified as Local Green Spaces.

- a) The Layers.
- b) The Memorial Field
- c) Seaman Road Playground
- d) Chantry Road Playground
- e) Thurlow Close Playground and adjacent green area.
- f) Fromus Green and play area
- g) The Community Garden at The Fromus Centre off Seaman Avenue.
- h) Garden of Sax'cess House
- i) Carlton Park.
- j) Gull Stream Path
- i) Saxon Road Allotments

LGS MAP

Heritage and Natural Environment Projects

Project 1 – Development of an overall green infrastructure plan for the town and immediate surrounding area. To be completed with support from local groups and East Suffolk District Council (ESDC)

Project 2 – Renovation and greening of the 32 High Street commercial property and archway approach to the riverside in the town centre.

Project 3 – Improvement to and greening of the pathway connecting Fromus Square to the Fromus Walk bridge.

Project 4 – Retention of the community garden on the existing Fromus Centre site. The site is scheduled for redevelopment by SCC for housing.

Project 5 – The three villagers cycle route to be reviewed including a route(s) from the SSGN.

Project 6 – Support for the Saxmundham and Leiston Men in Sheds project to provide raised planting beds within the town centre where possible.

Project 7 – To ensure that sufficient and safe storage cycle facilities are available within the town centre.

Project 8 – To support the establishment of The Layers and the land to the east of the railway line as a public open space/country park/SANG (suitable Alternative Green Space) for use by the whole

community. It will increase biodiversity through natural greening of the whole site. (Included within the ESDC Local Plan)

Project 9 – Creation of a comprehensive circular walk around the town

Zonal Policies

South Saxmundham Garden Neighbourhood

(See also Policies SAX6,7,10, 11 and 15)

SAXGN1: South Saxmundham Garden Neighbourhood (See also the AECOM Master Plan/Design Guidelines and Codes for the Garden Neighbourhood)

The primary objectives for the development of the new Garden Neighbourhood are:

- i) To create a high quality, well designed new development which has the feel of a country estate and will be an asset to the Town,
- ii) To successfully physically, environmentally, and socially integrate, the new neighbourhood with the existing town and community of Saxmundham (and Benhall).

This will be achieved through the adoption and implementation of the following key development principles for the area:

- a) the creation of a rural countryside feel for the area where pedestrian and cycle movement is prioritised over vehicular movement.
- b) the provision of a wide range of green infrastructure including, informal green spaces, parks, public squares, sports pitches, allotments or community gardens, the use of large trees and hedgerows.
- c) strong connections and access to and from the north of the area with the existing settlement of Saxmundham.

GARDEN NEIGHBOURHOOD MAP



South Saxmundham Garden Neighbourhood – Indicative draft masterplan

Note: indicative draft masterplan assumes new primary school within the residential / mixed use areas.

SAXGN2 Connections

Development proposals for the Garden Neighbourhood will be expected to ensure that excellent connectivity both between the existing Town and the Garden Neighbourhood and within the Garden Neighbourhood itself is provided. This provision will be in the form of both new high quality, accessible vehicular, pedestrian and cycle linkages and the enhancement of existing routes including making new connections and links where appropriate.

New and enhanced pedestrian and cycle connections will include:

- i) **Connections between the Garden Neighbourhood and the town centre and railway station.** This will be achieved through a new route via the cemetery and an improved route via the existing bridge and the Layers.
- ii) **Connections to the surrounding residential areas and school.** This will be, where possible, via Lincoln Avenue, Seaman Avenue/Mill Road.
- iii) **Circular green route.** The creation of a circular green route around the Garden Neighbourhood which enhances its rural character and promotes walking and cycling. Part of this route will use iv) below.
- iv) ~~Insofar as it falls within the Neighbourhood Area, new vehicular access from the A12 shall serve both the new community and the employment area to the west of the A12.~~
- v) Where it passes through the Garden Neighbourhood, proposals to provide a safe cycle link from Benhall to Saxmundham (and on to Kelsale⁹) using existing Public Rights of Way and/or inside the existing hedgerow along the B1121 will be supported.
- vi) Existing rail crossing points (including bridges) to be retained and upgraded; new points to be included where appropriate.
- vii) Existing rights of way are preserved and enhanced to promote walking and cycling.

⁹ Outside of the Neighbourhood Area

Where new routes are to be provided and existing routes enhanced, careful consideration should be given to ensure their safety and attractiveness, for users and adjacent occupiers, including proposals for minimising light pollution.

CONNECTIONS MAP – COULD BE ON MAP ABOVE

SAXGN3 Green Links

The provision of high quality, well designed and accessible green links, spaces and green infrastructure shall be provided in order to achieve the 'country estate' feel for the new neighbourhood.

Development proposals which are consistent with the approved masterplan for the site in accordance with the Local Plan policy, and which meet the following criteria will be supported:

- i) Green links will connect to the wider countryside, to the west to the employment area, Benhall Green, to the south and to the Layers to the east.
- ii) A green zone to be created along the northern boundary of the Garden Neighbourhood to create opportunities for pedestrian routes between the existing and new communities and to provide a visual and amenity 'buffer' between existing and new properties.
- iii) The Layers (and other area east of the railway line) is allocated as an area of SANGS and open space to mitigate the potential impacts of recreational disturbance on the SPAs (See also Policy SAX17).
- iv) All existing trees, hedges and hedgerows to be retained and incorporated into the design and layout of proposals, in so far as is reasonably practicable.
- v) Provision of significant landscaped area along the western boundary of the site adjacent to the A12, to ~~act as noise attenuation barrier to mitigate noise from the A12 as well as~~ provide a soft landscaped edge to the development and the opportunity for recreational pedestrian routes.
- vi) Proposals that provide allotments with the new neighbourhood will be supported.

GREEN LINKS MAP – AGAIN COULD BE ONE MAP WITH ABOVE

SAXGN4 Community Facilities

The creation of the new Garden Neighbourhood will be supported by the provision of the following key pieces of community infrastructure.

Primary School to be located to the north of the site to allow for physical and social connectivity with the existing community and secondary school and affording opportunities to enhance the proposed northern landscape buffer (see **Policy SAXGN3 ii)** above);

Local Centre/Community Hub to be located either next to the A12 to create a connection with the employment area and act as a gateway to the development or be located centrally within the site with easy access from all parts of the new neighbourhood. This would also allow for existing and proposed green links to come through the local centre creating a well-connected walking network.

Proposed Housing Areas should ~~reflect the desire~~ to create a well-connected neighbourhood where all housing types and tenures are equally distributed and take their form based on the

locations of green spaces, green links as well as the location of the primary school and the local centre.

Proposals for additional **Indoor Sports Provision** within the Garden Neighbourhood will be strongly encouraged. This could either be co-located with the school(s) or the Local Centre/Community Hub.

Proposals for the provision of **allotments and/or a community garden** would be particularly encouraged.

MAP

Saxmundham Town Centre

SAXTC1: Town Centre¹⁰

Proposals will be supported that enable a vibrant and bustling town centre comprising a healthy mix of retail, service sector, business, and residential uses.

Development proposals in and around the High Street will be supported where they:

- a) Reinforce the area's distinctiveness and attractive character as a location where pedestrian activity dominates the space and users have a high sense of safety and belonging.
- b) Ensure the impact of vehicular traffic is relatively low and frontage servicing is **kept low key/minimised**.
- c) Maintain good connectivity between the different areas of the town centre with a pedestrian friendly environment. **In a cruciform pattern focussed on the centre of the High Street, thereby linking the railway station, the High Street and Fromus Square on an east/west axis and the historic High Street/Market Place on a north/south axis.**
- d) Reinforcing the focal point of The Bell Hotel at the intersection of these routes close as a desirable meeting place.
- e) **Enable the visual enhancement of the appearance of the frontage of the Market Hall as an important landmark building, which contributes to the character of the town centre.**

Proposals that improve accessibility and safety for pedestrians, cyclists and other town centre users will be supported that:

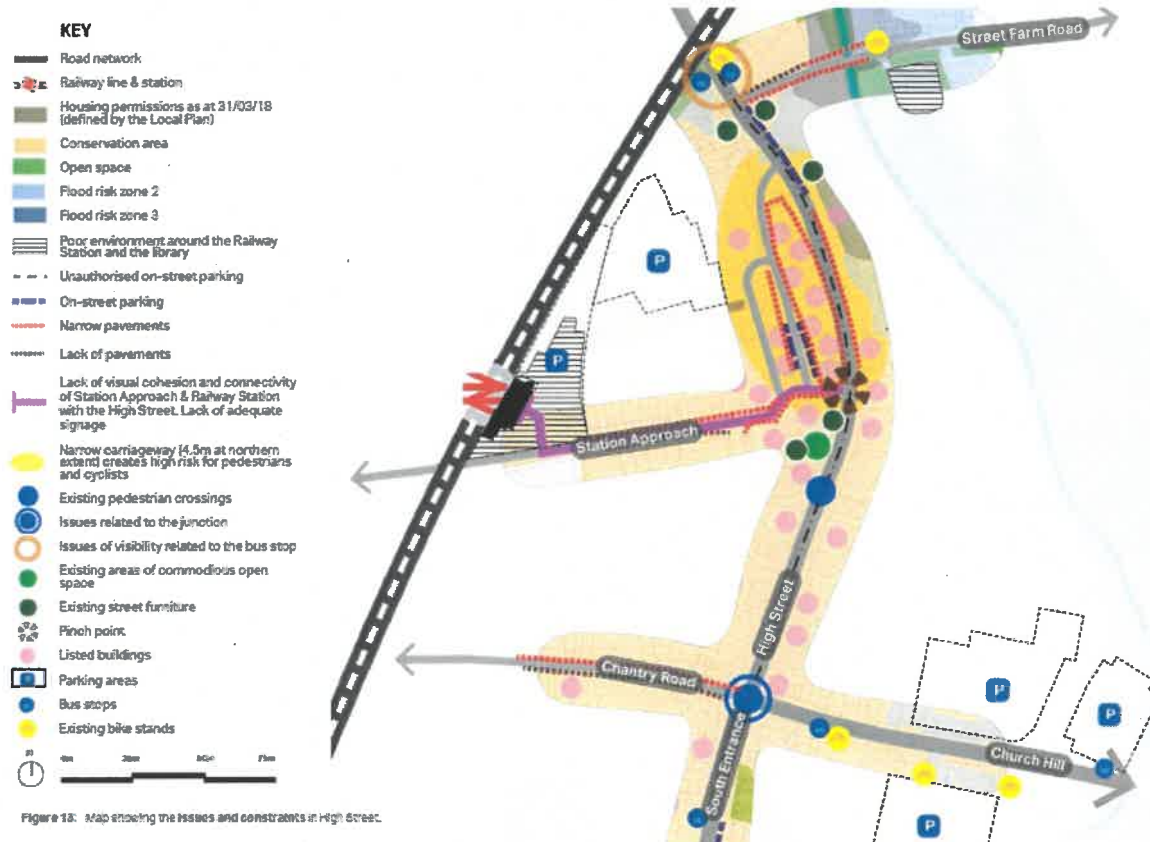
- i) Reduce non-essential use of the High Street by motor vehicles and prioritise the movement and safety of pedestrians including the widening of pavements and re-prioritisation of areas for pedestrians,
- ii) Enhance the visual and physical character of the North Entrance and South Entrance as the gateways to the High Street and Station Approach as a link to the Town Centre.
- iii) Provide for an appropriate signage system to efficiently navigate people around the town.
- iv) **Rationalise existing parking or increase parking attractiveness and capacity at the station, such as a link between the existing railway station car park and the car park on Market Place. This link would also have the benefit of reducing traffic on Station Approach and Market Place – PROJECT?**
- v) Encourage people to park their cars to the nearest car parking area and continue on foot.

¹⁰ High Street, Market Place, Market Hall, Chantry Road, Church Street, Church Hill and Station Approach up to the Station

- vi) Provide for parking within easy walking distance from the town centre to encourage walking.
- vii) Improve provision for cyclists both in terms of access and for cycle parking.
- viii) Enhance the visual appearance of the High Street through the use of an increased number of 'Street trees'.

See also Policy SAX12

TOWN CENTRE MAP (FROM AECOM masterplan)



Town Centre Projects

TC1 TBC etc

Reduce traffic speeds in the town centre

Reduce the number of HGVs using the town centre (except deliveries and loading)

Remove illegal parking in the town centre (pavement parking)

Station Area

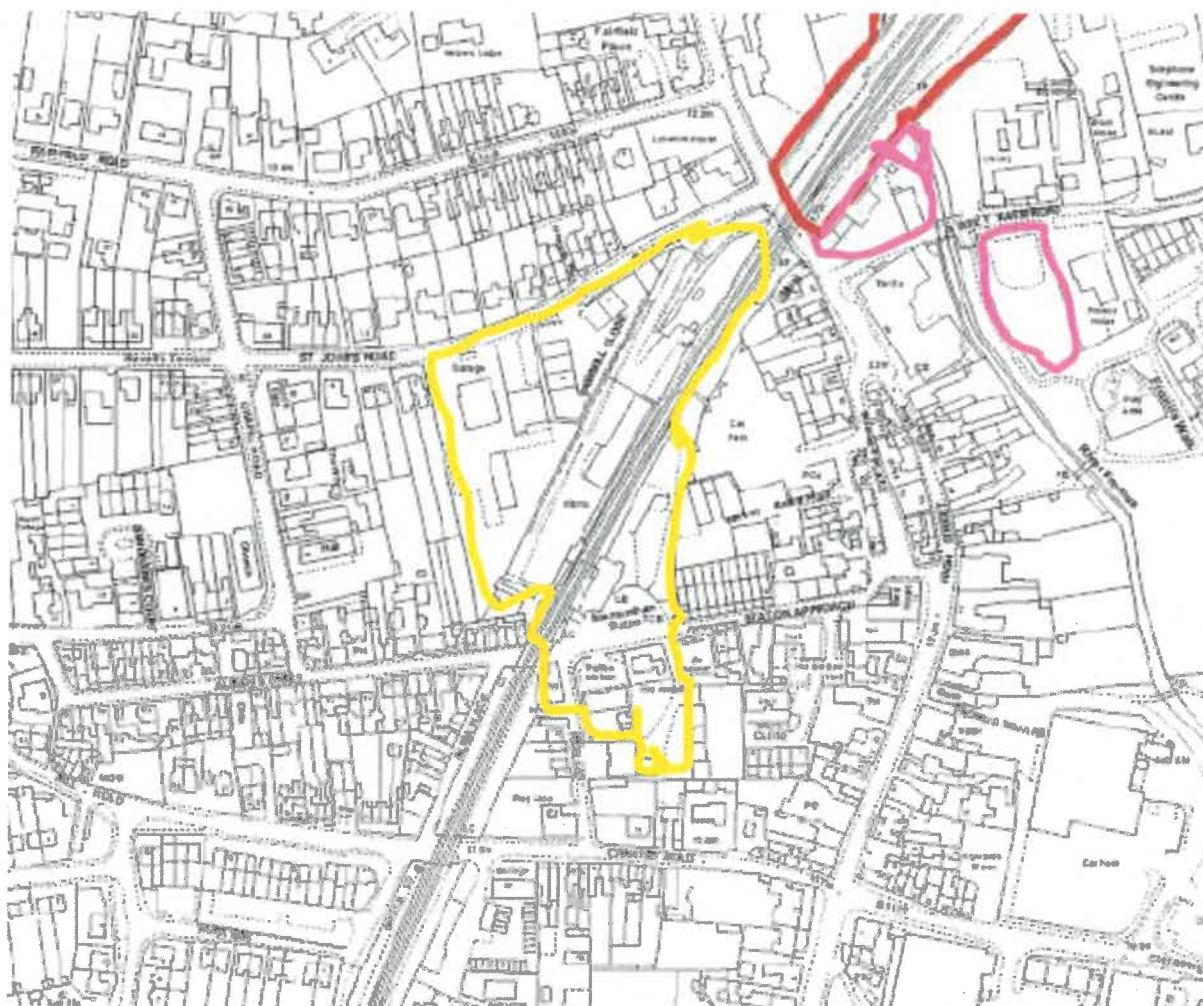
SAXSA1: Station Area

The area around the Saxmundham Railway Station (as shown on Map X) will be enhanced as a key gateway to the town and promoted as a key redevelopment opportunity for mixed uses including housing, commercial and community uses . Proposals that would result in visual and environmental improvements to the area will be supported together with proposals that would increase its connectivity with the town centre and the remainder of the town.

(Need some input from Jeremy in here re: St John's Road, MR King Site etc)

In addition, proposals will be supported that would:

- a) Include public realm improvements, including improvements to the carriageway and the incorporation of traffic calming measures that would enable the creation of a more comfortable and welcoming space.
- b) Provide for an outdoor meeting space/sitting space/public square adjacent to the railway station.
- c) Improved provision for cyclists for example, covered cycle parking, storage etc
- d) Include new mixed uses (including commercial/office/workshops) and an information point adjacent to the railway station.
- e) Visual improvements to the area in the form of increased provision of street trees, use of soft landscaping and rationalised signage.
- f) Improved directional signage to link the Railway Station and the Town Centre for pedestrians.



Street Farm Road

SAXSF1: Car Parking and Mixed Uses Development Opportunity at Street Farm Road

An area of XX acres at Street Farm Road , including the site of the former Bus Garage, the BT car park opposite the library, is identified for mixed use development primarily for additional car parking, and with commercial, employment and community uses.

Proposals that would provide environmental and visual enhancements to the overall character of the area will be supported.

Fromus Square

SAXFS1:

Proposals that would provide environmental and visual enhancements (including hard and soft landscaping improvements) to the overall character of Fromus Square will be supported.

Proposals which would enhance the retail and leisure of the area including those for provision of restaurant, café/bar use, improve access to the square from Waitrose and ~~improve the quantum and~~ overall visual quality will be supported.