



## Saxmundham Town Council

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### Minutes of the Saxmundham Town Council Meeting held on Monday 14<sup>th</sup> October 2019 at 7.15 pm

**Present:** Cllr J Smith, Chairman  
Cllr J Fisher, Vice Chairman  
Cllr J Findlay  
Cllr N Hiley  
Cllr D Eastman  
Cllr C Hawkins  
Cllr T Lock  
Cllr G Watson  
Cllr J Macro  
Cllr J Sandbach

**In Attendance:** Council administrative staff:  
Maddie Gallop, Town Clerk (TC/RFO) and Jenny Morcom, Assistant Town Clerk (ATC)

11 members of the public

#### **PUBLIC FORUM**

##### **a. Environmental issues for Saxmundham.**

Representatives of Greener Sax presented their report which had been circulated to councillors. Councillors Smith and Hiley declared a non-pecuniary interest as they are members of Greener Sax. Discussion points included:

- Responses to the Household Survey evidence interest in allotments. The Neighbourhood Plan Steering Group will consider this.
- Disappointment about the neglected state of the station and the small garden behind it.
- A suggestion for islands of flowers in the station car park and for an extension of Sax in Bloom throughout the year.

##### **b. Other matters raised.**

- Concern about grass cutting and hedge trimming at the A12 end of Rendham Road.
- Getting foot paths cleared.

Q. Are builders of estates always responsible for them for 10 years?

A. Every development is different.

- Greener Sax autumn fair is in the Market Hall on Saturday 2<sup>nd</sup> November.

**REPORT FROM THE COUNTY COUNCILLOR.** – Cllr R Smith sent his apologies as our meeting clashed with meetings of other local parish councils.

**REPORT FROM THE DISTRICT COUNCILLOR.**

Cllr Fisher explained that the proposal for wildflower verges was for a pilot in Southwold and Saxmundham. Representatives of Greener Sax will liaise with Cllr Fisher over this.

**AGENDA**

**Action**

- 5471.00 TO RECEIVE DECLARATIONS OF INTEREST:**
- 5471.01 To receive amendments to the Register.  
**None declared.**
- 5471.02 To receive declarations of pecuniary interest in respect of items on the agenda.  
**None declared.**
- 5471.03 To receive declarations of non-pecuniary interest with respect to items on the agenda. Councillors Smith and Hiley declared a non-pecuniary interest in item 5 as they are members of Greener Sax.
- 5472.00 TO RECEIVE APOLOGIES AND CONSENT FOR ABSENCE:**
- 5472.01 Cllr Reynolds sent apologies due to another engagement.  
**Consent to absence was granted.**
- 5473.00 TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9 SEPTEMBER 2019.**
- 5473.01 The minutes were noted and unanimously agreed.
- The Chairman signed the minutes of the meeting.
- 5474.00 CHAIRMAN’S/TOWN CLERK’S (TC) ANNOUNCEMENTS.**
- 5474.01 The Town Clerk announced Remembrance Day arrangements:  
Sunday 10<sup>th</sup> November
- Form up behind the British Legion in the Market Place at 2.30pm to parade to St. John’s Church for a service at 3pm (or go straight to the church)
  - After the service, parade back to the Market Place for dismissal.
  - Refreshments will be served by the Women’s Institute at 4.30pm in the Market Hall.
- Monday 11<sup>th</sup> November
- There will be a short service at the War Memorial in Fromus Square – arrive at 10.45 am for 11 am start.
- 5474.02 Cllr Smith suggested that Health and Wellbeing should be the focus for the Public Forum at the November meeting of the Town Council.
- Cllr Sandbach joined the meeting at 7.55pm
- 5475.00 TO CONSIDER THE ‘CLIMATE EMERGENCY’ RESOLUTION FORM CLLR HILEY.**
- 5475.01 Cllr Hiley proposed:



That Saxmundham Town Council, having noted that other local councils in Suffolk have already done so, declares a climate emergency. In doing so, it pledges to work with local organisations and other local and national authorities

(a) to help achieve East Suffolk District Council's ambition to become carbon neutral by 2030 and to maintain Suffolk's claim to be the 'Greenest County', and

(b) to develop, carry out and support a programme of action here in Saxmundham for a better environment and to play our town's part in meeting the climate emergency challenge.

**The proposal was unanimously agreed.**

**5476.00 TO RECEIVE AN UPDATE REGARDING THE NEIGHBOURHOOD PLAN.**

5476.01 The Neighbourhood Plan Steering Group is working on Town Centre and Housing policies using the results of the Household Survey. The Town Council will publish the Household Survey Report shortly.

5476.02 East Suffolk Council have presented the results of their research into Saxmundham Town Centre and are making a short film about Saxmundham. The Town Council will continue to work with East Suffolk Economic Development officers to develop Town Centre policies for the Neighbourhood Plan.

**5477.00 TO RECEIVE AN UPDATE REGARDING THE LOCAL PLAN.**

5477.01 The examination in public is complete and we are awaiting the Inspector's report. The Inspector has insisted on further consultation about the methodology for calculating housing need, so the report is not expected until late autumn/early winter.

**5478.00 TO RECEIVE AN UPDATE ON THE SIZEWELL C CONSULTATION.**

5478.01 The Town Council's response to the Stage 4 consultation has been circulated to Town Councillors, East Suffolk Council and Suffolk County Council. The Town Council's response re-iterates our earlier criticisms, requests further information about why the marine strategy has been rejected, argues for a robust rail strategy with a minimum of two passing loops and, ideally, doubling of the track, and draws attention to possible noise nuisance in Saxmundham caused by nighttime freight traffic.

**It was agreed that the Town Council's response should go up on the Town Council's website.** TC

**5479.00 TO RECEIVE AN UPDATE ON THE PLANNING APPLICATION FOR SAXMUNDHAM RAILWAY STATION.**

5479.01 Despite the written and oral representations from the Town Council, the planning application from Abellio Greater Anglia was approved on 8<sup>th</sup> October 2019. There will be a detailed planning application before the work finally goes ahead and build will take around 6 months, probably March-October 2020.

**5480.00 TO RECEIVE AN UPDATE ON THE CHRISTMAS EVENT.**

5480.01 A question has come up about the position of the stage.

- It cannot be positioned near the traffic lights for safety reasons.
- It has traditionally been positioned at the other end of the High Street, but this restricts access to the shops at the far end of the High Street.
- It could be positioned in the Market Hall forecourt, but this is where the Christmas tree goes, and it has been ordered.

Cllr Smith proposed that:

- The stage should remain in its previous year's position in the High Street this year, but there must be no barriers preventing people from visiting the shops behind the stage.
- The Town Council will give additional publicity to the shops behind the stage.
- The Town Council will review the event in January with High Street businesses and give serious thought to doing away with the Tree and positioning the stage in front of the Market Hall in 2020/21.

**The proposal was agreed unanimously.**

5480.02 The Xmas project has received a grant of £2,500 from the Town Council and £500 from EDF with other funding bids in the pipeline. At present the project is within budget, but Saxmundham Music and Arts CIC has submitted a request for a higher budget to be considered for next year.

**The Town Clerk will email SMACIC with the costs of road closure.**

TC

**5481.00 TO RECEIVE THE DRAFT MINUTES OF THE RESOURCES COMMITTEE AND AGREE THE ITEMS LISTED BELOW:**

5481.01 The draft minutes of the October Resources Committee meeting were received and noted.

5481.02 The summary budget reports for the Market Hall and Saxmundham Town Council were received and it was noted that these had been scrutinized in detail by the Resources Committee. There were no comments or questions.

5481.03 It was noted that Cllr Fisher had checked the bank reconciliations for October 2019, and that, in future, bank reconciliations would be checked by Cllr Eastman, designated by Resources Committee for this purpose as she is not a cheque signatory.

5481.04 The payments agreed by the Resources Committee were noted and the following **additional payments were agreed:**

From the STC account

- £120.00 for Remembrance Day wreaths.
- £140.16 to EBE for Microsoft 365 subscription.

Form the MH account

- £80.00 to AS Peers for investigation of various leaks to the Market Hall.

5481.05 It was noted that progress towards setting next year's budget has been limited but will begin in earnest at the November meeting of the Resources Committee.

5481.06 The draft Reserves Policy Statement was noted and agreed.

**5482.00 TO CONFIRM THE FINAL MEMBERSHIP OF THE RESOURCES COMMITTEE.**

5482.01 With the addition of Cllr Hiley, the membership of the Resources Committee was confirmed as:

Cllr Fisher – chair.

Cllr Smith.

Cllr Eastman.

Cllr Findlay.

Cllr Lock.

Cllr Hiley.

**Membership of Committees and working groups to be circulated to Councillors.**

ATC

**5483.00 SAXMUNDHAM MARKET: TO CONSIDER PROPOSALS REGARDING SUSPENSION OF FEES TO MARKET STALL HOLDERS.**

5483.01 It was noted that income from the market this year is likely to be in the region of £1,500 rather than the £5,000 estimated income in the budget, and that the reduced estimated income is uncertain as the remaining stall holders advise that they will leave as business is so slow.

It is proposed that fees should be suspended until 31 March 2020 when fees should be reviewed, to attract more stall holders and re-invigorate the market.

**The proposal to suspend the fees to market stall holders until the end of March 2020 and then review was unanimously agreed.**

**5484.00 TO DISCUSS ANY PLANNING APPLICATIONS (IF RECEIVED)**

5484.01 Planning application DC/19/3840/FUL for the erection of a porch in Heron Road has been circulated and was available in the meeting.

The application was noted. Councillors wishing to comment must contact the Town Clerk by 23 October 2019 which is the deadline for response.

**5485.00 THE OUTDOOR GYM: TO DECIDE ON THE RECOMMENDATION NOT TO PROCEED FROM THE AMENITIES WORKING GROUP.**

5485.01 The Town Council agreed the recommendation from the Amenities Working Group not to proceed with the Outdoor Gym at this time and to:

- Ask the Amenities Working Group to look at other options including an indoor gym facility.
- Hold a public session about sports and gym facilities.

**5486.00 COUNCIL COMMUNICATIONS STRATEGY: TO APPROVE THE STRATEGY AND AMENDMENTS PROPOSED BY THE COMMUNICATIONS WORKING GROUP.**

5486.01 The draft Communications Strategy was noted and agreed.

**5487.00 TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES.**

5487.01 Amenities Working Group (AWG)- Cllr Lock.

The AWG has held its first meeting and is inspecting the Town Council's physical assets starting with the Market Hall. The following issues have been identified:

- ATC is working on hirers' agreements and booking systems in consultation with the Market Hall Committee and Development Working Group to ensure hirers sign to say they have read the fire and evacuation procedure.
- Cllr Lock has inspected the health and safety procedures and ATC will archive old material, index health and safety folders, review procedure for contractors using proformas sent by Cllr Macro, and review the COSHH risk assessment.
- Cllr Lock is getting budget costs for a new boiler and addressing issues regarding the leak to Crisps and leak to the Market Hall roof.

The next meeting of the AWG is on 21 October and will focus on the play areas.

Once the AWG has inspected all the Town Council's assets the group will work towards developing planned maintenance programme.

5487.02 Saxmundham Patient Participation Group – Cllr Fisher.

It is difficult to recruit young GPs to rural practices. A range of health practitioners now share the work that a GP would have done in the past. The Town Council has agreed to hold a public forum on health and wellbeing. It would be useful to have someone from the GP practice there, but this should be explored with the surgery first.

The Town Clerk will contact Saxmundham Surgery to ensure they know that both Cllr Fisher and Cllr Hiley have been nominated as representatives to the Patient Participation Group. TC

5488.00 The next meeting of Samundham Town Council will be on Monday 11 November 2019 at 7.15pm

The meeting ended at 9.35 pm

Signed ..... 

Date ..... 11/11/2019 .....