



## Saxmundham Town Council

the Old Police Station, Station Approach, Saxmundham,  
Suffolk, IP17 1BW, Tel: 01728 604595, VAT Registration  
No: 571060663, Email: [townclerk@saxmundham.org](mailto:townclerk@saxmundham.org)  
[www.saxmundham.org](http://www.saxmundham.org)

### Minutes of the Saxmundham Town Council Meeting held on Monday 09 September 2019 at 7.15 pm

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

**In Attendance:** Council administrative staff:  
Maddie Gallop, Town Clerk (TC/RFO) and Jenny Morcom, Assistant Town Clerk (ATC)  
Suffolk County Councillor (SCC) Richard Smith  
4 members of the public

#### **PUBLIC FORUM**

A member of the public raised the issue of the traffic bottleneck at the High Street, Chantry Road junction and mentioned that around a year ago the possibility of a box junction outside the Tesco car park had been proposed to prevent hold-ups caused by cars blocked from turning right into the car park. She also mentioned the problem of traffic enforcement on the High Street and that yellow lines needed renewing in some places.

A discussion with councillors ensued.

Cllr Smith proposed that the issue of the box junction should be considered by the Neighbourhood Plan Steering Group as the Group will be considering the Town Centre, parking and signage.

Other councillors reported problems with traffic enforcement and parking on pavements.

Cllr R Smith mentioned that he had rarely found the entrance to Tesco blocked but that he accepted the idea of a box junction. He explained that parking enforcement is currently the responsibility of the police but that East Suffolk Council (ESC) are trying to take over the role. This

requires a legal order to be laid before parliament. This had been due to occur in November 2019 with ESC taking on the enforcement role in January 2020, but the timetable may have slipped.

Another member of the public raised the issue of Blue Badge holders parking inappropriately.

Cllr R Smith added that, although Blue Badge holders may park on double yellow lines, they may not do so in such a way as to cause an obstruction.

Jenny Pink spoke in support of the application for grant funding for Saxmundham Adventure Playground, which she argued should be a high priority.

Cllr J Smith thanked Ms Pink and said the grant application would be considered later in the meeting.

#### **REPORT FROM THE COUNTY COUNCILLOR.**

Cllr R Smith informed the meeting that the Sizewell C Stage 4 Consultation closes on 27 September and that he hoped the Town Council would send a response. SCC and ESC are hoping to send a joint response. The Stage 4 Consultation is about the integrated transport scheme. EDF are placing less emphasis on rail-led options and the passing loop at Wickham Market is no longer included in the plans. EDF have already rejected the marine option. This will impact heavily on the A12 and other roads. SCC and ESC would prefer a marine and rail-led strategy but recognise that this may impact on the coastline and Minsmere.

Last week the Government published spending plans for one year putting more money into local government. As a result, SCC hope that they will not need to make further cuts to their budget for 2020-21.

The SCC Council Leader, Matthew Hicks, is planning to visit Saxmundham on 9<sup>th</sup> October between 11am and 1pm, as part of SCC's 'We are Listening' initiative. He hopes to be in Fromus Square. The date may change if a general election is called.

Cllr R Smith commended the Town Council for recruiting a full complement of councillors and explained that he would now need to focus his energies on other parishes who also meet on the second Monday of the month.

Cllr J Smith thanked Cllr R Smith for his kind words and explained that the Town Council would be discussing its response to the Sizewell C Consultation later on in the agenda. The Town Council also prefers rail and marine transport options and is likely to argue for doubling of the track between Saxmundham and Ipswich.

A member of the public asked Cllr R Smith about the proposed closure of Saxmundham Children's Centre.

Cllr R Smith explained that the County Council was looking at reconfiguring children's services to deliver a series of family hubs. It is proposed to repurpose Saxmundham Children's Centre as an early years centre. Leiston Children's Centre will remain and the services in Saxmundham currently delivered by Saxmundham Children's Centre will be delivered to people in their homes. SCC will publish a consultation document on its proposals for children's services later in the Autumn.

#### **REPORT FROM THE DISTRICT COUNCILLOR.**

Councillor Fisher reported that there was concern at the ESC Strategic Planning Meeting he had attended earlier in the day because ESC had allowed EDF to cut down Coronation Wood which is part of the Sizewell C site. The meeting then considered ESC's response to the Sizewell C Phase 4 Consultation.

The planning application for Saxmundham Railway Station will be discussed by ESC's Planning Committee on 8 October 2019 at the Lowestoft office. Three minutes are allowed in the meeting to hear objections.

Cllr J Smith explained that the Town Council's objections to the application were sent to all members of the Planning Committee. So far the Town Council has not received any of the follow up information promised by Abellio Greater Anglia. **Cllr J Smith will chase this up.**

Cllr R Smith said that the joint SCC/ESC response to the Sizewell C Consultation will go to ESC's Cabinet on 23<sup>rd</sup> September and SCC's Cabinet on 24 September. The joint response will be in the public arena by around Wednesday 18<sup>th</sup> September.

Cllr R Smith left the meeting at 7.55pm.

## AGENDA

### Action

- 5452.00 TO RECEIVE DECLARATIONS OF INTEREST:**
- 5452.01 To receive amendments to the Register.  
**None declared**
- 5452.02 To receive declarations of pecuniary interest in respect of items on the agenda.  
**None declared**
- 5452.03 To receive declarations of non-pecuniary interest with respect to items on the agenda.  
**Cllr Fisher declared a non-pecuniary interest in Saxmundham Museum, and he is a Friend of the Museum and a Steward.**
- 5453.00 TO RECEIVE APOLOGIES AND CONSENT FOR ABSENCE:**
- 5453.01 Cllr Sandbach sent apologies due to work commitments.  
Cllr Hiley sent apologies as he is on holiday.  
**Consent to absence was granted.**
- 5454.00 TO APPROVE AND SIGN AS A TRUE RECORD THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8 JULY 2019 AND THE EXTRAORDINARY MEETING OF THE TOWN COUNCIL HELD 29 JULY 2019.**
- 5454.01 Cllr Hawkins proposed that the minutes be approved as correct.  
Seconded by Cllr Eastman.  
Unanimously agreed.  
**Motion carried.**
- The Chairman signed the minutes of the meeting.
- 5454.02 The minutes of the Extraordinary meeting of Saxmundham Town Council held 29 July 2019 were amended to delete the word 'three' (referring to verges) from the Report from the District Councillor on page two.
- Cllr Eastman proposed that the amended minutes be approved.  
Seconded Cllr Fisher.  
Unanimously agreed.  
**Motion carried**
- The Chairman signed the minutes of the extraordinary meeting.
- 5455.00 CHAIRMAN'S/TOWN CLERK'S (TC) ANNOUNCEMENTS.**

- 5455.01 The TC announced that the Town council had received an unqualified report from the external auditor.  
Cllr Smith thanked the TC for her hard work and said that the report from the external auditor should go to the October meeting of the Resources Committee. **TC**
- 5455.02 Cllr Smith proposed that the Town council should write to its local MP, Therese Coffee, and congratulate her on her recent appointment as Secretary of State.  
**Agreed. Cllr Smith to draft letter.** **Cllr S**
- 5455.03 Cllr Smith said that Town Councillors had met on Saturday 7 September and agreed some broad objectives for the work of the Council.
- 5456.00 TO REVIEW NOMINATIONS OF REPRESENTATIVES TO THE FOLLOWING ORGANISATIONS.**
- 5456.01 Suffolk Association of Local Councils (SALC). **Cllr Macro agreed as representative.**
- 5456.02 Citizens Advice. **Cllr Sandbach agreed as representative.**
- 5456.03 East Suffolk Travel Association (ESTA). **Cllr Eastman agreed as representative.**
- 5456.04 Neighbourhood Plan Steering Group. **Cllr Smith, Cllr Findlay, Cllr Eastman, and Cllr Lock agreed as representatives with Cllr Fisher as an observer in his capacity as District Councillor.**
- 5456.05 Saxmundham Health Patient Participation Group. **Cllr Hiley and Cllr Fisher agreed as representatives.**
- TC to contact the surgery to let them know that Cllr fisher will attend the meeting this Wednesday 11 September 2019.** **TC**
- 5457.00 TO RECEIVE A REPORT ON THE COUNCILLORS STRATEGIC PRIORITIES MEETING HELD SATURDAY 7 SEPTEMBER 2019.**
- 5457.01 Cllr Smith confirmed that Councillors had met to discuss their objectives and agreed actions for a work programme. It had been useful to meet together outside and they hope to review their progress in six months or so. One idea is to hold a series of public meetings on different themes of importance to the local community.
- 5458.00 ESTABLISHMENT OF COMMITTEES AND WORKING GROUPS.**
- 5458.01 To confirm the establishment of the Market Hall Management Committee (MHMC) and Resources Committee (RC).  
**It was agreed to establish both committees.**
- 5458.02 To confirm the terms of reference for the MHMC and RC.  
**The existing terms of reference were agreed.**
- 5458.03 To agree the membership of the MHMC and RC.
- Membership of the MHMC was agreed as follows:  
Chair and Vice Chair  
Cllr Reynolds  
Cllr Hawkins  
Cllr Findlay  
Cllr Lock  
**The Council agreed to amend the terms of reference to allow six Councillors.** **ATC**

Membership of the RC was agreed as follows:

Chair  
Vice chair  
Cllr Eastman  
Cllr Findlay  
Cllr Lock

5458.04 To confirm the chairs of the MHMC and RC.  
**It was agreed that the Chair of the MHMC should be Cllr Smith (there were no other candidates).**

**It was agreed that the chair of the RC should be Cllr Fisher (there were no other candidates).**

5458.05 To propose the establishment of an Amenities Working Group.  
**It was agreed that an Amenities Working Group should be established.**

5458.06 To agree the statement of purpose for the Amenities Working Group.

It was agreed that the purpose of the amenities working group is:  
***To ensure that all facilities and land under the Council's ownership and control are managed effectively to provide and promote a pleasant and safe environment for residents, businesses and visitors to the town, and ensure that all facilities comply with present and new legislation.***

5458.07 To appoint members of the Amenities Working Group.

Membership of the Amenities Working Group was agreed as follows:

Chair  
Vice chair  
Cllr Lock  
Cllr Macro  
Cllr Hawkins.

**ATC to convene the first meeting of the Group.**

ATC

5458.08 To propose to establish a Communications Working Group.  
**It was agreed that a Communications Working Group should be established.**

5458.09 To agree the statement of purpose for the Communications Working Group.

It was agreed that the Statement of Purpose should be  
***To oversee the development and maintenance of the Town Council's websites and to ensure that residents, businesses and visitors to the town are able to access clear and relevant information about Saxmundham, its services and amenities, and the Town Council, and to ensure the Town Council's communications comply with present and new legislation and good practice.***

ATC

**The Statement was agreed with the proposed amendment.**

5458.10 To appoint members of the Communications Working Group.

Membership of the Communications Working Group was agreed as follows:

Chair  
Vice Chair  
Cllr Watson  
Cllr Hiley

**ATC to convene the first meeting of the Group.**

**ATC**

5458.11 To agree the process for councillor consultation and comment on planning applications.

**The process described in paragraph 4.1 in the Report on Committees and Working Groups was agreed.**

**5459.00 TO RECEIVE THE DRAFT MINUTES OF THE RESOURCES COMMITTEE AND AGREE THE ITEMS LISTED BELOW:**

5459.01 To receive the summary budget reports for STC and Market Hall to 31 July 2019. The STC summary budget report was noted. There were differences between the budget shown for 2019-20 and the final budget agreed by the Town Council.

**TC/RFO to clarify the baseline budget and report to the next meeting of the Resources Committee.**

**TC**

The summary budget for the Market Hall was noted.

Town Councillors noted that there were no major or unexplained items of expenditure in either budget, but income from the Market and Market Hall is falling.

5459.02 To note that the bank reconciliations for STC and the Market Hall to 31 July 2019 have been checked and authorized by the Resources Committee.

**The Town Council noted these matters.**

5459.03 To note the payments for STC and Market Hall authorized by the Resources Committee and to approve any new payments, to be listed.

**The Town Council noted Item 4.3 in the minutes for the Resources Committee Meeting held 2<sup>nd</sup> September 2019.**

**The following additional payments were agreed:**

EON gas bill £52.93

EON electricity bill £246.41

Norse Commercial Services £507.53

5459.04 To note and agree the process for setting the budget and precept for 2020-21.

**The Town Council noted and agreed the process set out in item 5.1 of the minutes for the Resources Committee Meeting held 2<sup>nd</sup> September 2019.**

**5460.00 TO RECEIVE AN UPDATE REGARDING THE NEIGHBOURHOOD PLAN.**

5460.01 Councillor Smith reported that the Neighbourhood Plan Steering Group had been focusing on the Examination in Public of the Local Plan. A first analysis of the Neighbourhood Plan Household Survey will be presented at the People and Places meeting in the Market Hall on 26 September 2019.

**5461.00 TO AGREE GRANTS TO COMMUNITY ORGANISATIONS.**

5461.01 There was discussion about the level of funding to Saxmundham Adventure Playground for which a higher sum had been requested. Town Councillors felt that, with a limited budget for grants, grants should be spread between organisations.

The following grants were agreed as recommended by the Resources Committee. Cllr Fisher abstained due to a non-pecuniary interest.

<b>1<sup>st</sup> Saxmundham Scouts Group</b>	<b>£500.00</b>
<b>Saxmundham Adventure Playground</b>	<b>£1,000.00</b>
<b>Saxmundham Museum</b>	<b>£1,000.00</b>
<b>CATS</b>	<b>£1,000.00</b>
<b>Disability Advice Service</b>	<b>£1,000.00</b>
<b>Saxmundham Welfare Charities</b>	<b>£250.00</b>
<b>EACH</b>	<b>free hall hire for one event</b>
<b>Suffolk Libraries</b>	<b>£100.00</b>

Further information had been received from SAVVY and the Town council agreed to award £300.00 to wards the costs of the Skate Jam.

Total sum awarded £5,150 leaving £3,850 for the next funding round.

Legal powers to make decision are set out in the report on this item.

**5462.00 TO RECEIVE AN UPDATE REGARDING THE LOCAL PLAN.**

5462.01 The main examination of the issues around Saxmundham was on 5 September and several town Councillors attended. Cllr Smith presented the Town council's issues to the Inspector. The Inspector seemed concerned about the lack of clarity about the settlement boundary especially in relation to the Layers. The Layers is still shown as mixed use in the local Plan and Hopkins Homes have stated that they are only interested in developing the south Saxmundham site under their control for housing purposes, not as open space.

The Inspector's report will be published in later October/Early November.

Cllr Findlay proposed a vote of thanks for Cllr Smith for all his hard work.  
**Agreed.**

**5463.00 TO DISCUSS ANY PLANNING APPLICATIONS RECIEVED**

5463.01

DC/19/3421/FUL	Construct 2 bed bungalow in garden of 84 Fairfield Rd IP17 1EG
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Town councillors agreed to oppose this planning application as the council is not generally in favour of building in gardens.

**TC to inform the planning authority**

**TC**

**5464.00 TO RECEIVE AN UPDATE ON SAXMUNDHAM RAILWAY STATION**

5464.01 The planning application from Abellio Greater Anglia will be considered by the East Suffolk Planning committee on 8 October 2019. The town council has already written to all members of the committee expressing its objections to the application.

**5465.00 TO RECIEVE A REPORT ON STREET FARM ROAD AND DISCUSS THE POTENTIAL MOVE OF THE TOWN COUNCIL OFFICE TO STREET FARM ROAD.**

5465.01 The Town Council agreed with one abstention, not to move the Council's Offices to Street Farm Road, and to inform the County Council's agent accordingly. The Town Council asked the Amenities Working Group to consider and report on the long-term maintenance costs of the Old Police Station.

**AWG**

TC to inform the County Council.

TC

**5466.00 TO RECEIVE A PROGRESS REPORT ON THE OUTDOOR GYM.**

5466.01 The report was noted.

**It was agreed that the Amenities Working Group (AWG) should consider the Outdoor Gym and report to the Resources Committee.** AWG

**5467.00 TO CONSIDER THE TOWN COUNCIL'S SUPPORT FOR WILDFLOWER VERGES**

5467.01 The Town Council agreed to support these in principle.

**5468.00 TO AGREE THE TOWN COUNCIL'S RESPONSE TO EDF ON SIZEWELL STAGE 4 CONSULTATION.**

5468.01 The Town Council noted the draft response from Cllr Hiley.

**It was agreed that Cllr Hiley, Cllr Sandbach, Cllr Smith and Cllr Findlay would be invited to meet before the deadline of 27 September to put the finishing touches to the Response.** ATC to convene

**5469.00 TO RECEIVE REPORTS FROM REPRESENTATIVES OF VARIOUS OTHER BODIES INCLUDING WORKING PARTIES.**

5469.01 Cllr Fisher advised that the SALC meeting on 2 September had alerted members to new accessibility rules for town and parish websites.

**To be considered by the Communications Working Group (CWG).** CWG

**5470.00 The next meeting of Samundham Town Council will be on Monday 14 October 2019 at 7.15pm.**

The meeting ended at 10.05pm

Signed ..... 

Date ..... 14<sup>th</sup> October 2019