Roz Barnett

Saxmundham Town Council

Town Council 11 October 2021

Item 7 76/21TC - **Minutes of the Previous Committee Meetings:**

1. To receive and note the draft minutes of the Resources Committee held on the 27 Sept 2021 (Appendix 2).

**Minutes of the Resource Committee Meeting 27 September 2021 at 2pm**

**In the Saxmundham Market Hall**

**Committee Members:**

Councillor Di Eastman

Councillor John Findlay (Chair)

Councillor Nigel Hiley

Councillor Jeremy Smith

**Apologies:** Councillor John Fisher

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

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| **137/21R** | **Apologies for Absence**  The Clerk reported that apologies were received from Councillor J Fisher. |
| **138/21R** | **Declarations of Interest**  Councillor Hiley reported a non-pecuniary interest in item 145/21R as he is a trustee of the Gannon Rooms. |
| **139/21R** | **Minutes of the Previous Meeting**  **RESOLVED:** The minutes of the 26 July 2021 were adopted as a true and accurate record. |
| **140/21R** | **Finance**   * 1. **RESOLVED:** That the Committee note and ratify the payments and receipts reconciliation reports for July and August for the Town Council (Appendix A)   2. **RESOLVED:** That the Committee note and ratify the payments and receipts reconciliation reports for July and August for the Market Hall (Appendix B)   3. The Committee noted that there were no additional approvals required for the listed payments for September for the Market Hall and Town Council. (Appendix C)   4. The Committee received the September budget and spending report for the Town Council. The Clerk alerted the Council that the printing budget was heading for an overspend. She explained that this was due to increased copying particularly the Council packs and advertising flyers for Council events and projects. The Committee noted that apart from this the budget was generally underspending and discussed whether the Council should be pushing projects this financial year or carry funding forward to the following year.   5. The Committee received the September budget and spending report for the Market Hall. |
| **141/21R** | **CIL Report**  Cllr Smith presented the CIL Report, and the Committee discussed and agreed the priorities as described. The Committee discussed the ideas of linking the Station and East Suffolk District car park and the benefits this could bring to traffic flow. It was agreed to add a reference to improving car parking infrastructure to purpose three.    **RESOLVED:** That the Resources Committee recommend to the Town Council that the CIL report be considered with the amendment to purpose three to include an example of improving carpark infrastructure. |
| **142/21R** | **Assets**  The Committee discussed the response from East Suffolk District Council (ESDC) on the Town Council’s request for them to consider the property transfer of Fromus Square. ESDC encouraged the Town Council to consider requesting the transfer of more assets. To progress a formal request, the Town Council would need to provide:   * A business plan to make sure that the Council has the resources and ambition to take responsibility for assets. * A definite commitment from Town Council to take on the assets were ESDC to approve the transfer.   It was agreed that the Town Council would have to consult with the public before we agreed to take on any additional assets. The Clerk explained that East Suffolk were open to the Town Council seeking a licence to manage Fromus Square on an interim basis while any transfer was progressed.  The Clerk was asked to seek additional information from ESDC:   * Whether the Town Council would receive a commuted sum for the management of these assets. * What the current costs were for the different sites. * What the current income was generated by the sites.   The Committee agreed to put three options forward to Full Council for an in-principle decision subject to consultation with the public and further information on costs. It was noted that the Town Council would have to consider additional staffing if options 2 or 3 were pursued.  **RESOLVED:** That the Resources Committee recommend to the Town Council that they consider three options for requesting additional assets  Option 1 – Fromus Square and walkways from the Hopkins estate.  Option 2 – Carpark and toilets.  Option 3 – Fromus Green, Fromus Play Area |
| **143/21R** | **Christmas Events Budget**  Councillor Eastman presented the Christmas Events Budget and explained the detail of the programme.  **RESOLVED: That the Resources Committed accepted the outline budget for the proposed expenditure of the £4621 delegated funding for the Christmas Event.** |
| **144/21R** | 1. The Committee considered three quotes from environmentally sustainable toilet roll suppliers.   **RESOLVED: That the Town Clerk enters an annual subscription for toilet paper from ‘Who Gives a Crap’ at £36 per 48 extra-long rolls at a predicted annual cost of £144.**   1. The Clerk reported that the inspection cover for the septic tank had been paid for by the Scouts. The Town Clerk informed the Committee that she was still waiting for the electricity invoices for the Youth Booth.   **RESOLVED: That the Clerk codes the additional electric costs for the Youth Booth from the budget for Youth once the electricity invoices have been received.**   1. The Committee considered a quote to changes to water supplier to Everflow Water.   **RESOLVED: That the Town Clerk change the water supplier for the Town House and Market Hall to Ever flow at a cost £156.11 making a predicted saving of £53.79 per annum**   1. The Clerk explained that Fire Risk Assessments had recommended that a Fire Alarm system be put into Town House. The Amenities Committee considered the three quotes but were concerned that the cost of £4166 was excessive for a small building and that the money was not in the budget for 2021/2022. The Clerk asked whether Councillors wished to put the figure in for next years budget. There followed a discussion on whether the Fire Alarm had to be installed. Councillors asked that the Clerk circulate the risk assessments and include the relevant extract on low risk within the minutes. (Appendix D)   **RESOLVED: That the Clerk consult with other Town Councils on suppliers of Fire Alarm systems and explore the appointment of Health & Safety ‘competent person’. That the Clerk also check with the insurance company to check that the building would be covered with the existing fire alarm systems within the building.** |
| **145/21R** | **Gannon Rooms**  The Clerk reported that Barclays Banks have asked that we complete new forms to change the bank signatories. The boiler has failed the safety check and we have been told that it needs immediate replacement. The Clerk was asked to organise a meeting of the Trustees with a view to opening a new bank account with Unity Bank. |
| **147/21R** | **Small Grant Applications**  **The Clerk reported that no new applications had been received.**  The Committee asked the Clerk to send a report on the small grants’ expenditure. The Clerk confirmed that the grants form and policy are on the website on the policies page. The Committee asked that the small grants be advertised in the next Town newsletter.  The Committee asked that Marie Curie Cancer charity request be reconsidered at the next meeting. |

Meeting finished 3.48 pm

**Roz Barnett Clerk/RFO**

**Appendix A**

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**Appendix A cont.**

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**Appendix B**

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**Appendix C**– No payments requiring additional approval.

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**Appendix D**

**Recommendation on the installation of a grade A L2 fire alarm system.**

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**Definition of a low rating with the report.**

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To receive and note the draft minutes of the Amenities Committee held on the 20 September 2021 (Appendix 3).

**Minutes of the Meeting of the Amenities & Services Committee**

**6.00 PM 19 July 2021 at Saxmundham Market Hall**

**Councillors:**

Councillor D. Eastman

Councillor C. Hawkins

Councillor R. Hedley Lewis

Councillor T. Lock (Chair)

Councillor J Smith (In attendance)

**Also Present:** Roz Barnett (Town Clerk)

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| **25/21AS** | **Apologies for absence**  No Apologies were received. |
| **26/21AS** | **Pecuniary/Non-Pecuniary Interests**  There were no declarations of interests. |
| **27/21AS** | **Minutes of the Previous Meeting**  **RESOLVED:** It was unanimously RESOLVED to approve the minutes of the meeting 19 July 2021. |
| **28/21AS** | **Updates from the Clerk**   * 1. The Clerk informed the Committee that Suffolk monuments have confirmed that they will do the restoration work in September ready for the remembrance ceremony.   2. The Clerk had chased the painter and he has confirmed that he will complete the painting of the Youth Booth this season.   3. The Clerk explained that the noticeboards in Fromus Square will be painted by our maintenance volunteer when there is two clear days of fine weather.   4. The Clerk reported that the outside tap has been installed at the Town House by out maintenance volunteer. |
| **29/21AS** | **Review of Amenities Priorities within the Action Plan**  The Committee discussed the proposed priorities and made the following recommendations   * 1. Actions needs to include commissioning a topographical survey for Fromus Square   2. Budget needs to be increased in line with the County Council estimates £5000 for feasibility £15000 for implementation.   2.2 Increase the budget to £1500 to allow for carpark improvements.  2.3 Defer to 2023/2024 |
| **30/21AS** | **Report on the Environmental Co-ordinators Activities**  The Clerk reported that Amy has established the Green Team and has begun to recruit volunteers. She has had two volunteer days and tackled the Trees on the Memorial Field and cleared up Fromus Square. The next activity will be based at the station, weeding the Town Council beds ready for the opening planned for the 24th of September.  The Committee noted the spending of £285.60 on spring bulbs and £215 for plants for planters. The committee also noted the proposed spending of £ 560 for volunteer equipment and the £166 on publicity for the Green Team. These items of expenditure were within the agreed delegated budget of £2010 and will leave £783.40 available to spend by the end of the financial year. |
| **31/21AS** | **Memorial Landscape Project**   1. The Committee discussed the feedback from the public. The Committee noted the concerns around anti-social behaviour and keeping a buffer zone between houses and activity areas. The Committee noted the responses on the skatepark, the ideas about solar lighting and toilets.   The Amenities Committee agreed the following priorities and suggested some indictive budgets   1. Memorial Garden, improved entrance on Rendham Road and Green Landscaping (£5000-£10,000) 2. Storage (£3000) 3. Bridge and hedge ( £5000- £10,000) 4. Improvement to the Play Equipment in Seaman’s Avenue (£10,000 - £30,000) 5. Improved parking, possibly Seaman’s Avenue (£20,000- £30,000)   The Committee agreed that the masterplan be developed after the consultation with Frederick Whyte and the end of the public consultation.   1. The Committee discussed the need for an underground utilities survey.   **Resolved: That the Clerk commission an underground utilities survey at a maximum cost of £3000.**   1. The committee discussed the revised costings on the mowing of the Memorial Field.   **Resolved: The committee agreed the revised costs for the mowing and vegetation management on the Memorial Field**   * **Annual mow cuts marked in red on maps supplied/AM on map project bumblebee =£162.5 no grass to be collected** * **No mow May- August/LM on map project bumblebee , you will need 1 cut in march 2 cuts in April, 2 cuts in September , 1 cut in October total amount 6 cuts per year no grass to be collected  =£300.00** * **Every two weeks grass cut /LM on map project bumblebee, we suggest a cut every 2 weeks from April to October 13 cuts per year =487.50 no grass to be collected  .** * **Total grass maintenance per year £950.00+ VAT** * **Pitch marking line marking = £141.00 + VAT for 3 times per year .** * **Horsetail weed control  £ 115.00+ VAT on boundary for 2 times per year** |
| **32/21AS** | **Site Maintenance Plans** – The Committee noted the template and agreed to defer to the next meeting |
| **33/21AS** | **Vegetation Management Tender -** – The Committee noted the template and agreed to defer to the next meeting |
| **34/21AS** | **Tree Inspection Tender**  **Resolved: That the Town Clerk goes out to tender for a company to conduct the tree inspections for a 5-year period.** |
| **35/21AS** | **Town House Fire Alarm**   1. The Clerk explained that Fire Risk Assessments had recommended that a Fire Alarm system be put into Town House. The Amenities Committee considered the three quotes but were concerned that the cost of £4166 was excessive for a small building and that the money was not in the budget for 2021/2022.   **Resolved: That the Town Clerk seeks further advice on the requirements of the fire alarm system and asks the company whether there is an alternative cheaper option.** |
| **36/21AS** | **Youth Booth Lights**  **Resolved:** That the Coastal Fire be awarded the contract for replacement of the Youth Booth emergency lights at a cost of £333.60. |
| **37/21AS** | **Town Gateways**  The Clerk explained that most of the gateway project would have to be completed by the Highways Department. The Highways engineer advised that the Town Council would need to submit a specification for the works. Highways would then provide the costs for designing and surveying for the scheme. The engineer advised that for the design of the scheme the council should allow an indictive budget of £5000.  **Resolved:** **That the Resources Committee recommend to the Town Council the specification for the gateway entrances in order that a quote for the design works can be requested from Suffolk County Council** |
| **38/21AS** | **High Street Floral Decorations-**  The Committee asked the Clerk to get quotes for additional planting for the station. |
| **39/21AS** | **Electrical Charging Points –** This item was deferred as the Clerk had not received the costs from the County Council |
| **40/21AS** | **Street Furniture Requests:** None received  The Clerk reported that she was still chasing the installation of the metal chieftain litter bin on Fromus Green and Rendham Rd. The costs of these bins have gone up to £690.57+ VAT to cover line search and scanning before installation. The Committee agreed to the higher cost but asked the Clerk to see if she could negotiate for the original quoted price. |
| **41/21AS** | **Correspondence -** No correspondence received |

**The meeting closed at 7.52 p.m.**

**Roz Barnett**

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

**Tel: 01728 604595**

To receive and note the draft minutes of the Market Hall Committee held on the 27 September 2021 (Appendix 4).

**Minutes of the Meeting of the Market Hall Management Committee**

**7.00 PM 27 September 2021**

**Members of the Committee:**

Councillor Di Eastman

Councillor Charlotte Hawkins

Councillor Tim Lock

Councillor. Jeremy Smith (Chair)

**Apologies**

Councillor John Findlay

Carole Cecil

**Also Present:**

Roz Barnett (Clerk)

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| **9/21MHC** | **Apologies for absence**  John Findlay, Carole Cecil, Rosie Hoare (Left at 6.20pm) |
| **10/21MHC** | **Pecuniary/Non-Pecuniary Interests**  There were no Declarations of Interests. |
| **11/21MHC** | **Minutes of the last meeting**  **It was RESOLVED to accept the minutes of the previous meeting held on the 20 July 2021.** |
| **12/21MHC** | **Finance Reports**  The Committee received the budget report for April- September 2021. It was noted that the income is exceeding expectations which will be useful for offsetting some of the additional kitchen costs. |
| **13/21MHC** | **Clerks Update**   1. The Clerk explained that the problem with the projector was probably because the electrics were put in the same conduit. (The resolution for this will be considered under the electric item) 2. The Committee noted the receipt of the £10,500 grant from Saxmundham Town Council. The Clerk stated that she was placing the order for the kitchen equipment as there is a 8-week lead in time for delivery. She explained that she had awarded the contract to DBS kitchens after receiving some verbal recommendations from other Councils. The proposal is the kitchen will be fitted in January and the building would remain open during the works. 3. The Clerk asked that grant be discussed later on the agenda. 4. There was a discussion about the current cleaning arrangements. The Clerk said she was very happy with the current contractor but wanted the Committee to be aware that she was making arrangements to cover holidays. |
| **14/21MHC** | **Emergency Electric Upgrade**  The Clerk reported that the electrics had been overloaded at the Market Hall before the recent music event. Rosie called out an emergency electrician and switched the electric off to the radio station to enable the event to go ahead. The Clerk had discussed the issues with the Chair of the Market Hall Committee and used her delegated powers to call out an electrician to split the supply so that the whole system should not short out. It is expected that the bill for these emergency works will be under £500.  The Clerk explained that four companies had been approached to quote for moving the switches and fixing the projector and only one company had provided a price. The Committee discussed the difficulties with the electrics and agreed the following:  Front of stage lighting Cost £396.00 + vat To supply, wire and fit two low level key operated isolators for the front of stage lighting, wiring to be in surface plastic mini trunking.  Stage lighting front/rear Cost £114.00 + vat To supply, wire and fit an additional isolator adjacent to the existing isolator above the distribution board and alter wiring so that both front and rear can be isolated separately  Projector signal cable Cost £168.00 + vat To install a separate surface plastic mini trunking for the projector signal cable to see if it cuts out the interference.  Floodlight Cost £124.00 + vat To replace the existing faulty floodlight with new LED floodlight.  Foyer/outside sockets fault. Cost £198.00 + vat. To further investigate and rectify the existing fault causing tripping of the foyer outside sockets circuit.  The Clerk was asked to get the company to check the loading and capacity of the circuit board  **Resolved: That Peter King Electrical be commissioned to complete the electricity works detailed above at a total cost of £1000.** |
| **15/21MHC** | **Market Hall Improvements Phase 3 – Frontage and Toilets**   1. The Clerk reported that the drainage survey has confirmed that there is sufficient capacity to move the toilets to the back of the building. 2. **Resolved**: **It was agreed to authorise the Clerk to commission the architect to do the detailed drawings and specification for the works, ready for applying for permissions for the frontage of the building and moving the toilets to rear (within the agreed budget).** It was noted that the Committee wanted a disabled toilet in the foyer. |
| **16/21MHC** | **Bookings 2021- 2022**  The Clerk reported that the bookings are going up as many people are using the online booking system.  The current regular bookings are:   * Town Council meetings, * IP17 Good Neighbour Scheme, Gather and Grow and Line Dancing. * Active Adults * ABC Radio (Licence) * Driving test centre (monthly) * Carpet Bowls, * keep fit * U3A   New Bookings received   * EDF Energy Consultation * 2 Private children’s parties * Music Workshops * Thursday Evening Belly Dancing * Funky Fridays * Geological Society. * PhotOx Photography Society |
| **16/21MHC** | **Developing the Market Hall as a venue (This item was discussed first)**   1. The Committee reviewed the guidance on the usage of the Market Hall and agreed tp raise the advisory limit to 90 people after the sell-out success of the first music evening. Those in attendance at the event felt that there was space to increase the capacity to 90. Rosie explained that she had booked a swing band for the 4th of December. She offered the Town Council advertising space on the flyer that she was arranging to be printed. The Clerk agreed to send over the flyer that has been prepared.   **Resolved: That the limit be raised to 90 people at the music events**   1. The Committee discussed a very draft programme presented by the Clerk as the basis for an award for All Lottery Bid. The committee agreed that 10-12 events for the first year would be desirable.   **RESOLVED: That the Clerk prepare an Award for All Application for activities at the Market Hall with a rough breakdown of £5000 for capital and £5000 for activities.** |

**The meeting closed at 7.55pm.**

**Roz Barnett**

**Clerk to Saxmundham Town Council,**

1. To receive and note the draft minutes of the Planning Control Committee held on the 15, 29 September 2021 (Appendix 5).

**Minutes of the Meeting of the Planning & Development Control Committee**

**6.00 PM 15th September 2021 in the Market Hall**

**Councillors:**

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| Cllr. John Fisher (Chair) |  | Cllr. Roger Hedley-Lewis |
| Cllr Nigel Hiley |  | Cllr Charlotte Hawkins |

**Also Present:** Jenny Morcom,(Assistant Town Clerk (ATC).

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| **66/21PD** | **Apologies for absence**  There were no apologies for absence. |
| **67/21PD** | **Pecuniary/Non-Pecuniary Interests**  None declared. |
| **68/21PD** | **Minutes of the meeting held 25th August 2021**  **It was unanimously RESOLVED to approve the minutes of the meeting held on 25th August 2021.** The minutes were signed by the Chair. |
| **69/21PD** | **Open Forum**  No members of the public had joined the meeting. |
| **70/21PD** | **Planning Applications**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | DC/21/4181/FUL | 91 Lincoln Ave, Saxmundham, IP17 1BY | Two Storey rear side extension |  |  |   **It was unanimously RESOLVED that there were no objections to the application.** |
| **71/21PD** | **Recent Planning Decisions.**  **The Committee noted the following decisions:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | DC/21/3252/FUL and DC/21/3253/LBC (listed building consent) | Hurts Hall, South Entrance, IP17 1ER | Erection of a single storey tennis pavilion | P and D 21 July 2021  30/7/2021  STC does not wish to object to the application it would like the following to be noted:   * We are concerned about the number of trees to be removed. * We note that the Pavilion will be visible from the Layers on the approach road to Saxmundham. | **permitted** | | DC/21/3319/LBC | 11 Albion St, IP17 1BN | Paint exterior of brick built outbuilding and rear of 1970s extension. | P and D 4th Aug 2021  5 Aug 2021 – STC supports the application. | **permitted** | |
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| **72/PD21** | **Next Agenda**  The Hopkins Estate consultation report will be on the agenda for the next meeting of the Planning committee |
|  | **Provisional dates for the next meetings of the Planning and Development Control Committee are**   * **Wednesday 29th September 2021** * **13th October 2021**   **Meetings begin at 6pm and are held in the Market Hall** |

**The meeting closed at 6.15 p.m.**

**Jennifer Morcom, Assistant Clerk to Saxmundham Town Council**

**The Town House, Station Approach**

**Saxmundham, IP17 1BW**

Item 8

77/21TC  **Financial Matters**

1. Graphical user interface, text, application

   Description automatically generatedTo note and ratify the payments and receipts up to the 30 September 2021. (Appendix 6)

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

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Item 9 -78/21TC **Town Council Action Plan -** To consider and approve draft action plan (Appendix 8).

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| **Aim/Priority**  **1 - To define an effective strategy for sustainable development and regeneration for the future of our town** and benefit of our citizens, through the local and neighbourhood planning processes and other relevant means, working with partners in all sectors, seeking to attract external resources, community facilities and infrastructure. | | | | | | |
| **Objective/Project** | | **Budget**  **2022/23** | **Actions** | | **Lead Committee, Councillor, Officer and Partner Organisations** | |
| * 1. To complete an adopted Neighbourhood Plan with planning policies and projects that will enhance the development of Saxmundham for the next twenty years. | | £3000 | * Prepare draft Neighbourhood Plan by July 2021 * Complete public consultation by Winter 2021. * Hold referendum Spring 2022. * Adopt the final by Spring/Summer 2022. | | Neighbourhood Plan Steering Group (NPSG)  Chair of the NSPG  Assistant Town Clerk | |
| * 1. To influence the development of a new Garden Neighbourhood which is physically, environmentally, and socially integrated with the existing Town and community of Saxmundham. | |  | * Respond to Pigeons and District Council Consultations * Promote the AECOM masterplan and design codes * To set up mechanisms that allow close co-operation between neighbouring parishes. | | Neighbourhood Plan Steering Group (NPSG)  Chair of the NSPG  Assistant Town Clerk | |
| * 1. To influence the provision of a community pub, leisure, and sports facilities | |  | * To review the research available and consult with residents in the Town to inform which facilities should be prioritised by the Town Council. | | Neighbourhood Plan Steering Group (NPSG)  Chair of the NSPG  Assistant Town Clerk | |
| * 1. To complete the regeneration of Fromus Square and the White Hart public house area for retail, hospitality and as a focal point for the community, and to encourage people to venture from the supermarket area to enjoy the independent shops and hospitality settings on the High Street. | | £1000 Survey  £1500 Designs  £15000  Implementation | * Develop a brief in consultation with East Suffolk and businesses on the layout and design. * Complete topographical survey * Commission a design for the area winter 021/22. * To seek transfer of ownership from East Suffolk District Council winter 2021/22. * To develop and implement an improvement plan and events programme to attract shoppers 2022/23. * To develop plans for improving access routes from the Hopkins estate (lighting and surfacing) Spring 2022. | | Amenities Committee  Chair of Council  Town Clerk & Town Centre Co-ordinator  East Suffolk District Council | |
| * 1. To install eye-catching gateway entrances at each of the four main access routes with a view to promoting the Town and slowing traffic. | | £5000, Designs  £4000 Planting & Signage  £15,000 New entrances | * Start planting for the North Entrance Winter 2021/2022 * Seek permissions for planting improvements to North and South Entrance by December 2021. * Commission Gateway designs and surveying of sites in Winter 2021/22. * To take costed proposals for the new Gateways to the Town Council by February 2022 * To procure signs and installation contracts by April 2022 * To include maintenance of the entrances in maintenance contract winter 2021/22. * To explore instigating Town Speed and Lorry watch Schemes | | Amenities Committee  Chair of Amenities & Cllr. Headley Lewis.  Town Clerk & Environment Co-ordinator  County Councillor  Suffolk County Council | |
| **Aim/Priority**  **2 - To improve the environment of Saxmundham, in all its dimensions**, working to make our town more attractive and sustainable, promote biodiversity, and address the challenges that climate change poses for our town and planet". | | | | |
| **Objective/Project** | **Budget**  **2022/23** | **Actions** | **Lead Committee, Councillor, Officer and Partner Organisations** | |
| * 1. To improve the environment, promote biodiversity, and meet the challenges presented by climate change. | £3000 | * To establish the Environment and Climate Working Group * To commission an environmental audit by December 2021 * To complete and publish Saxmundham’s Environment and Climate Action Plan by Winter 2022. * To enable all Council Committees to implement the Action Plan. * To protect the existing biodiverse land within the Town | Environment and Climate Working Group  Chair of the Environment Working Group  Environment Co-ordinator | |
| * 1. To make the Town centre more attractive by working with local businesses to create a bespoke and sustainable planting display. | £5000  £5000 | * To survey and engage with businesses in winter 2021/22 to develop options. * To develop plans based on business’s ideas for the Town for consideration of the Town Council by January 2022 * Commission and tender planters/maintenance February 2022 * Installations March-September 2022 * To explore ways of supporting town centre business to ensure shop fronts are in a good state of repair. | Amenities & Services Committee  Chair of Amenities & Vice Chair of the Council  Town Clerk & Environment Co-ordinator  Town Centre Co-ordinator | |
| * 1. To reduce emissions by installing electric charging points in Saxmundham and explore the possibility of an electric community bus. | £2000 | * Install two electrical charging points at the Town House by March 2022. * Lobby Greater Anglia Railways and East Suffolk District Council to install electric charge points at the station and town centre carparks winter 2021/22. * To seek costed proposals for a community electric bus and undertake business case research Autumn 2023. | Amenities & Services Committee  Chair of the Amenities Committee  Town Clerk | |
| * 1. To explore the cost and possibilities of securing additional open space for allotments/community garden/platinum jubilee park |  | * To consider the recommendations on East Suffolk’s audit on open spaces and consult with residents in the Town to inform which open spaces should be prioritised by the Town Council. * To explore the land available for use as allotments * To secure the future of community gardens in Saxmundham. * To investigate the ownership of the Anglian Water Land | Resources Committee  Chair of the Council Chair of Resources Committee Town Clerk | |

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| **Aim/Priority**  **3 - To communicate effectively and engage positively with all parts of the local community**, keeping them informed and involved, and as active partners in our policy-setting and activities (to include new town and council website, and range of communication channels)  . | | | |
| **Objective/Project** | **Budget**  **2022/23** | **Actions** | **Lead Committee, Councillor, Officer and Partner Organisations** |
| * 1. To complete and promote the new website | £2000  Consultancy | * The Town Clerking team to maintain the Town Council pages. * Recruit 2 volunteers to update the news feed. * The Town Centre Co-ordinator to maintain the events, business, and community sections. * To employ consultants for key updates on the website. * Campaign to promote the use of the website. * The development of additional pages and sections e.g. The Green Team. | Communications Working Group  Town Centre C0-ordinator  Chair of the Communications Working Group  Town Clerk |
| * 1. To use existing media channels to promote the Town and the work of the Town Council. | £ 4000  Noticeboards  £3000 Newsletters | * To develop a clear community engagement and communications policy. * To provide training for staff and councillors on the production of press communications. * To arrange at least monthly press releases for publication. * To renovate noticeboards and ensure information is kept up to date. * To complete and deliver regular newsletters * To invest in promotion materials, branded, gazebos, fly banners. * To ensure Town Council information is shared on existing social media sites. * To increase the number of noticeboards in the Town. | Communications Working Group  Chair of the Communications Working Group  Town Clerk |
| * 1. To consult and engage with the public creatively. | Staffing Budget | * To develop a clear community engagement strategy including use of publications, social media, meetings, surgeries, and face to face canvassing. * To develop an agreed process for consulting with different parts of the Town so their views can be considered in the annual planning process. * To provide training for staff and councillors on effective consultation. * To provide education to residents so problem can be reported quickly online. | Communications Working Group  Chair of the Communications Working Group  Town Clerk |

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| **Aim/Priority**  **4 To promote our town and its interests effectively as a great place to live, work, invest in and visit**, and also to decision-makers who decide on issues affecting our town and community. | | | |
| **Objective/Project** | **Budget**  **2022/23** | **Actions** | **Lead Committee, Councillor, Officer and Partner Organisations** |
| * 1. To work with business to promote the town centre | £2000 | * To support the development of an informal business network * To create regular markets using various sites (Wednesday & Saturdays). * To commission a commercial company to support the development of the Market special events. * To work with highways to review the traffic flows to create a more pedestrian friendly centre. | Town Council  Town Centre Co-ordinator  Town Clerk  Vice Chair of the Council |
| * 1. To develop an events programme that involves everyone in the community. | £15000  £20000HLF | * To develop festival programme and lottery bid for 750th anniversary of the market charter * To work with businesses to plan an annual programme of events and decorations to encourage people to visit the high street * To explore creating Sax Artists week during Suffolk Open Studios month. * To explore setting up Saxmundham Open Gardens. * To instigate car free days for special events/markets | Events Working Group  Chair of the Events Working Group  Town Clerk |
| * 1. To raise the profile of Saxmundham as a visitor destination | £1500  Branding  £1500  Town Guide  £500  Town Trails | * Create a branding for the Town and events. * Develop a corporate design for use on communications * Ensure the Town attractions are listed on national and international search engines. * Develop a town guide * To promote and develop 3 Town Trails * Develop historical signage and information boards for the Town Centre | Communications Working Group  Chair of the Communications Working Group.  Town Centre Co-ordinator |

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| **Aim/Priority**  **5 To help create a stronger sense of community cohesion and self-confidence**, working with local organisations and (within our means) supporting their activities, and developing joint measures that support cohesion.2021 – 2022 | | | |
| **Objective/Project** | **Budget**  **2022/23** | **Actions** | **Lead Committee, Councillor, Officer and Partner Organisations** |
| * 1. To develop a sense of pride in the Town by developing a civic programme to encourage residents to get involved in local democracy. | Staffing Budget | * To develop a Civic Policy which outlines the Town Council’s civic programme. * To create a mayoralty by May 2022 * To explore options for Town Twinning/ international partnerships * Build links with Schools (Schools Councils) | Resources Committee  Chair of Resources |
| * 1. To co-ordinate and provide support to organisations within the Town | £6000CB | * Meet the organisations event, hold a meeting the organisations open evening and promote opportunities for the Community to come together and volunteer. * Identify with organisations action that will support their existence. * Display day at the Market Hall * Grant support and practical support * Provide councillor surgeries * To create a no wrong door policy to ensure the vulnerable people receive support on their first phone call. * Provide suggestion boxes * Administer grants fund (grab a grant information page on website) | Events Working Group  Resources Committee  The Chair of the Events Working Group  Town Clerk |
| * 1. To provide ongoing support community organisations to ensure the most vulnerable are supported | £6500CB | * To licence the use of office space with IP17GNS * To jointly organise inclusive events in the Town. * To continue the development of the strong links between the supermarkets, IP17 GNS and the Community Fridge. | Resources Committee  Vice- Chair  Town Clerk |
| * 1. To work closely with CYDS to develop young people’s involvement in Town Activities. | £3000 | * To consult directly with young people on the Town Council projects and the Neighbourhood Plan, * To develop an active involvement project in partnership with CYDS | Resources Committee  Vice Chair  Town Clerk |

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| **Aim/Priority**  **6 To be a good, forward-looking steward of our community assets and facilities**, and – within our means - to provide and develop good local public services. | | | | |
| **Objective/Project** | **Budget**  **2022/23** | | **Actions** | **Lead Committee, Councillor, Officer and Partner Organisations** |
| * 1. Regeneration of the Market Hall as a community project and venue, and as a focal point for the High Street.[[1]](#footnote-2) | Match funding for HLF bid  10000CIL  £10000  Reserves  £120000  HLF | | * To complete the kitchen refurbishment by March 2022 * To develop plans and submit planning permission for the frontage and toilets winter 2021/22 * To apply for Lottery Heritage funding for the improvements by the end of March 2022. * To develop entertainments programme for 2022-2023 * To increase hall, hire by 20% include researching registering as a wedding venue. | Market Hall Management Committee.  Chair of the Market Hall Management Committee |
| * 1. Regeneration of the Memorial Field and Seaman Avenue play areas to create attractive, environmentally sensitive open air leisure spaces to enhance the health and wellbeing of the community. | £10000CIL  Play  £10000  Entrance | | * To develop a 3-year phased plan for development and consult on options Autumn 2021. * To conduct underground survey for utilities winter 2021. * To agree and install phase 1 for centenary year Spring 2022 in consultation with the British Legion. | Amenities Committee  Chair of the Memorial Field Working Group  Environment co-ordinator and Clerk |
| * 1. Regeneration of the Gannon Rooms as a community project, sustainable venue and as an attractive focal point for Station Approach. | £20000HLF  £5000 CIL | | * To complete business plan and community consultation by October 2021 * To decide whether to take the asset October 2021 * If the Council agrees to take over the asset, develop plans for restoration by November 2021 * To apply for funding for the improvements by the end of December 2022. * To renovate the building considering environmentally sustainable ways. | Town Council  Chair of the Council  Chair of Amenities Committee  Trustees of the Gannon Room |
| * 1. Ensure that all council land and property are managed efficiently |  | | * Town Council assets mapped onto Parish online, each with its own maintenance plan by the end of October 2021 * Vegetation Management contract reviewed Winter 2021 | Amenities Committee  Chair of Amenities  Councillor Fisher  Town Clerk |
| **Aim/Priority**  **7 - To develop a more effective council administration based on strong adherence to values of efficiency, responsiveness, professionalism, value for money and public service.** | | | | |
| **Objective/Project** | | **Budget**  **2022/23** | **Actions** | **Lead Committee, Councillor, Officer and Partner Organisations** |
| * 1. To ensure that the Town Council is legally compliant with the publication of information | |  | * To create website pages for the Town Council on the new website to be launched May 2021 * To ensure all current documentation is uploaded to the site by the end of June 2021 * To ensure 3 years of historical information recommended by the audit commission is uploaded by the end of Autumn 2021. * Councillors use the website as the sources for documents. * Ensure all Council related documentation is published as per statutory requirements. | Resources Committee  Town Clerk  Chair of Council |
| * 1. To ensure the staffing arrangements of the Council have the capacity to deliver the priorities of the Council and take into account succession planning. . | | ESDC Grant £10,000 | * To appoint a part-time Town Centre Co-ordinator Autumn 2021 * To appoint a part-time finance assistant by Autumn 2022 * To develop a support and training plan for staff. * To review how minutes are produced to speed up the process. | Resources Committee  Town Clerk  Chair of Resources Committee  Chair of Staffing Committee |
| * 1. To develop a support and development programme for Councillors | |  | * To agree induction and development appendix to the code of conduct for councillors by January 2022. | Resources Committee  Town Clerk  Chair of Resources |
| * 1. To develop and deliver an agreed detailed costed annual plan. | |  | * To improve the consultative annual planning process for developing the Council’s annual plan and budget setting. | Resources Committee  Town Clerk  Chair of Resources Committee  Chair of Council |
| * 1. To engage with East Suffolk District and Suffolk County Council to ensure assets and development in the Town are managed appropriately. | |  | * Officers and councillors to attend network meetings. * To explore the transference of the ownership of the carpark and toilets with East Suffolk District Council | Resources Committee  Town Clerk  Chair of Council |

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| This Plan Projects to be considered/developed in year 2/3 |
| **Objective/Project** |
| To reduce traffic flow and improve pedestrian access to Market Place and Station Carparks |
| To develop plans for footpath improvements |
| Phase 2/3 improvements to the Memorial Field |
| Completion of the Restoration of the Market Hall |
| Secure additional open space for recreation and allotments |

Item 10 -79/21TC **Recommendation from the Amenities Committee -** To consider specification for the Town Centre gateway entrances. (Appendix 9)

1. **Town Gateways** – To discuss specification for the Town Gateways

**SAXMUNDHAM GATEWAYS Specification**

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| **To install eye-catching gateway entrances at each of the four main access routes with a view to promoting the Town and slowing traffic.** |
| * Start planting for the North Entrance Winter 2021/2022 * Seek permissions for planting improvements to North and South Entrance by December 2021. * Commission Gateway designs and surveying of sites in Winter 2021/22. * To take costed proposals for the new Gateways to the Town Council by February 2022 * To procure signs and installation contracts by April 2022 * To include maintenance of the entrances in maintenance contract winter 2021/22. * To explore instigating Town Speed and Lorry watch Schemes |
| Budget Costs  £5000 – Survey & Design Works 2021-2022  £15000 – CIL Money installation 2022-2023 |

**GENERAL COMMENTS AND OPINIONS**

The North Entrance has a ‘Gateway’ as shown which makes an effective statement that one has arrived at the town and its ‘definitely time to slow down’. Its symbolic of a turnpike but could benefit from some soft landscaping adding colour and replacement speed signs.

**NORTH GATEWAY**

A picture containing text, tree, outdoor, sign

Description automatically generatedA picture containing tree, outdoor, grass, ground

Description automatically generated

Diagram

Description automatically generated**N1 N2**

|  |
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| Bulbs for Spring interest  Daffodils Crocus  Allium Tulips  Wood anemones |
| Wildflower plug plants for summer colour- oxeye daisies, foxglove, cowslips primrose, campion, mallow, |

Some smaller bird friendly evergreen shrubs for winter structure

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| Berberis darwinii, and blackthorn Viburnum opulus |

**N3**

**Actions to improve the visual Entrance:**

* To apply for a licence to remove the existing sinks and replace with naturalised planting.
* To add Di-bond aluminium signs above existing Town Sign to match new East and West Signage

**Actions to combat speeding:**

* To mark road surface with speed limit/dragons teeth
* To add post to allow for the affixing of Mobile Speed Indicator Device

**EAST GATEWAY**

A picture containing tree, outdoor, sky, road

Description automatically generatedA picture containing tree, outdoor, road, grass

Description automatically generated

**E1 E2**

**A road with trees on the side

Description automatically generated with low confidence** A sign on the side of a road

Description automatically generated with low confidence

**E3 E4**

A picture containing text, tree, road, outdoor

Description automatically generated A sign on the side of a road

Description automatically generated with medium confidence

**E5 - County Specification Gateways E6 To include Welsome signage**

**Actions to improve the Visual Entrance East Gateway:**

* To apply for a licence to install naturalised planting as per South and North Entrance.
* To install gateway entrances as per the County Council Specification
* To install Welcome to signage (In celebration of the Queen Elizabeth II Platinum Jubilee)

**Actions to combat speeding:**

* To mark road surface with speed limit/dragons teeth
* To add post to allow for the affixing of Mobile Speed Indicator Device

**SOUTH GATEWAY**

A picture containing text, sky, tree, outdoor

Description automatically generated A picture containing tree, outdoor, ground, street

Description automatically generated

**S1 S2**

A picture containing text, sky, outdoor, road

Description automatically generated

**S3**

**Actions to improve the visual Entrance:**

* To apply for a licence to remove the existing sinks and replace with naturalised planting.
* To add Di-bond aluminium signs above existing Town Sign to match new East and West Entrances

**Actions to combat speeding:**

* To mark road surface with speed limit/dragons teeth
* To add post to allow for the affixing of Mobile Speed Indicator Device

**WEST GATEWAY**

A picture containing water, outdoor, nature, waterside

Description automatically generatedA picture containing outdoor, grass, water

Description automatically generated

**W1 W2**

A picture containing grass, outdoor, plant, tree

Description automatically generated

**W3**

**Actions to improve the Visual Entrance West Gateway:**

* To apply for a licence to install naturalised planting as per South and North Entrance.
* To install gateway entrances as per the County Council Specification
* To install Welcome to signage (In celebration of the Queen Elizabeth II Platinum Jubilee)

**Actions to combat speeding:**

* To mark road surface with speed limit/dragons teeth
* To add post to allow for the affixing of Mobile Speed Indicator Device

Powers to contribute financially to traffic calming schemes

Item 11 80/21TC **CIL priorities -** To consider report on Cil priorities 2021-23 (Appendix 10)

**Saxmundham Town Council**

**Meeting: Monday 11th October 2021**

**Item: 11**

**Review of CIL priorities**

*Report by Jeremy Smith, Chair of Town Council*

*7th October 2021*

***Recommendations:***

***(1) To consider and agree the draft priority purposes for CIL expenditure over the next period, as set out in paragraph 8, for public consultation.***

**About the Community Infrastructure Levy**

1. The Community Infrastructure Levy – known generally as CIL - is a charge on developers usually administered by the district council (the charging authority) during the planning process, in relation to new developments. The purpose of CIL is to pay for infrastructure necessitated by new development. A number of public authorities e.g. education, health, housing may benefit from CIL payments. A proportion of CIL also goes to parish and town councils; this is normally 15% of the total in relation to development in that town or parish, but rises to 25% for those towns/parishes with an approved Neighbourhood Plan.
2. CIL monies can be used to support the development of the local area to fund:

(a) the provision, improvement, replacement, operation or maintenance of infrastructure; or

(b) anything else that is concerned with addressing the demands that development places on an area.

According to government guidance on CIL, the definition allows the levy to be used by local authorities to fund a very broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities, healthcare facilities, academies and free schools, district heating schemes and police stations and other community safety facilities.

1. The Town Council must send an annual return on how it has spent CIL to East Suffolk Council (the charging authority). CIL should normally be spent within 5 years unless there is a good reason not to, for instance a council may have been saving its CIL towards the costs of a large project which has been unavoidably delayed. CIL that is not spent, without good reason, may be reclaimed by the charging authority.

**Need for consultation**

1. Town and parish councils are expected to consult their communities about how to spend CIL. In early 2020, the Town Council did a consultation exercise, having drawn up a list of proposed “purposes” for CIL expenditure, and suggested items within the respective purposes. The public were invited to respond. Views were also invited from members of the public attending a council meeting.
2. It is proposed to follow a similar process now. At present, the Town Council has a CIL reserve of around £78,000, after spending around £18,000 since early 2020, in line with the agreed priorities. It is proposed that the Town Council agrees a set of priority “purposes” and outline ideas for items of potential spending under each, as per paragraph 8 below. This would be publicly consulted on over mid-late October and early November, with a report and final decision on priorities made at the November Town Council meeting, if possible.
3. In our Household Survey in 2019, residents were asked about what improvements to the town’s community facilities they would wish to see. From the list offered, the following priorities were given (up to 4 choices allowed):

new medical facilities (824 respondents), followed by

• children’s play areas (399),

• indoor sports centre (395),

• swimming pool (382),

• entertainment / performance centre (355),

• gym (320),

• cinema (269), and

• allotments (267).

**The priority purposes agreed by the Town Council in early 2020**

1. The priority purposes for CIL agreed in March 2020 were these, plus summary of items subsequently approved:

Purpose 1: improving access from new housing areas to town centre for pedestrians and cyclists

Purpose 2: enhancing children & young people’s recreational facilities

Item: Capital grant to Adventure Playground new facilities

Purpose 3: a more attractive & successful town centre to meet needs of growing population

Purpose 4 – reviving the Market Hall as community & entertainment facility

Item: Capital grant to Market Hall towards refurbishment & new facilities

Purpose 5 – enhancing community centre facilities

Item: Capital grant to new Fromus Centre for new kitchen facilities

Purpose 6 – enhancing community arts facilities

Item: Grant to Art Station to create community art facilities

Purpose 7 – improving facilities for non-fossil fuel transport modes

**Priorities for next stage**

1. It is proposed that we keep a similar set of purposes, with the addition of one for creating or enhancing open spaces, and some adjustments to the others. For example, merging priority purposes 4 and 5. The Town Council is recommended to provisionally agree the following, for which I have given examples of potential items for expenditure, for the purposes of public consultation:

Purpose 1: improving access from new housing areas to town centre for pedestrians and cyclists

To consider: improvements to paths from Hopkins Estate to centre; routes from other estates (e.g. to west of town) to town centre

Purpose 2: enhancing children & young people’s recreational facilities

To consider: improvements to Seaman Avenue and Memorial Field facilities

Purpose 3: a more attractive & successful town centre to meet needs of growing population

To consider: environmental improvements such as urban trees; improvements to Fromus Square; improvements to parking facilities/infrastructure

Purpose 4 – improving community, entertainment and cultural facilities in town

To consider: capital contribution for improvements to Market Hall, Gannon Institute etc.

Purpose 5 – improving facilities for non-fossil fuel transport modes

To consider: create new bicycle storage facilities; electric charging points

Purpose 6 – developing new or improving existing open or green spaces for the community

To consider: environmental improvements to Memorial Field

If the Council agree this list (with any agreed amendments), it is proposed that the public consultation takes place, with final decisions on the purposes to be taken at latest at the Council’s November meeting. We could invite the public to express views and proposals in person, if they wish, at that meeting.

1. An alternative approach to CIL would be to dedicate all or much of the existing CIL reserve towards one or two major projects, such as a contribution to a future new indoor sports centre in town. At this stage, the location for such a new facility has not been established, so there is no realistic likelihood of this kind of new facility being developed in the next two years. This approach is therefore not proposed here, in relation to the current CIL resources available.

Item 13 82/21TC **East Suffolk Council Assets** - To consider options report on East Suffolk District Council Assets (Appendix 11)

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| **Item no:** | **13 82/21TC** |
| Report dated: | Friday, 08 October 2021 |
| To the: | Town Council |
| Meeting on: | Monday 11 October 2021 |
| Subject: | **East Suffolk District Council Assets** |
| Contact/author: | Roz Barnett – Town Clerk |

1. **Summary.**

Within the draft Neighbourhood Plan, the Saxmundham Town Centre Forward Framework and the Town Council’s draft Action Plan the regeneration of the Fromus Square and White Hart public house area for retail/hospitality and as a focal point for the community is a stated goal.

The Town Council has expressed a desire to own Fromus square as it is a key site in the centre of Town linking the supermarket area with the High Street and the Clerk was tasked with making initial approaches to East Suffolk District Council (ESDC) about a transfer of the Asset.

1. **East Suffolk District Council Response**

ESDC response to the Town Council’s request for the property transfer of Fromus Square was as follows:

* To encourage the Town Council to consider requesting the transfer of multiple assets within the Town.
* They require a business plan to make sure that the Council has the resources and ambition to take responsibility for assets.
* They need a definite commitment from Town Council to take the assets were ESDC to approve the transfer.
* ESDC were open to the Town Council seeking a license to manage Fromus Square on an interim basis while any transfer is investigated.
* That we would need the approval of the local District Councillor and any assets would need to go through the ESDC process.

1. **Issues for Consideration**

* The Town Council’s Financial Regulations stipulate that resident must be consulted before we agreed to take on any additional assets.
* That if the Town Council were to take ownership of additional assets an increase in staffing levels would need to be considered.
* To create a realistic business plan, information on current costs and income would be required from ESDC.
* Whether the Town Council would request a commuted sum for the management of these assets. (5 years maintenance costs)
* Whether any sites/facilities would need remedial works before transfer.
* Additional sites will lead to additional costs and could impact on the precept.
* The question to consider is whether sites would be better managed by the Town Council or ESDC.

1. **Recommendation from the Resources Committee**

The Committee agreed to put three options forward to Full Council for an in-principal decision subject to consultation with the public and further information on costs and potential income.

* Option 1 – Fromus Square and walkways from the Hopkins estate.
* Option 2 – Carpark and toilets.
* Option 3 – Fromus Green, Fromus Play Area

The Council could choose one option, all three or none.

**NB: Legal power to make decision.**

Public conveniences Power to provide Public Health Act 1936, s.87

Powers to provide parking places for bicycles and motor-cycles, and other vehicles Road Traffic Regulation Act 1984, ss.57,63

Power to acquire by agreement, to appropriate, to dispose of Power to accept gifts of land Local Government Act 1972, ss.124, 126, 127 Local Government Act 1972, s.139

Item 14 83/21TC Communications Working Group

To note and receive terms of reference for the working group and consider widening the scope of the group to include community involvement

**Saxmundham Town Council Communications and Community Involvement Working Group Terms of Reference**

**Prime Objectives**

**To ensure the Town Council communicates effectively and engages positively with all parts of the local community**, keeping them informed and involved, and as active partners in our policy-setting and activities (to include new town and council website, and range of communication channels). This will be done by:

* widening the channels of communication
* Effectively promoting the Town
* Working in partnership with other agencies in the Town.
* Publishing quarterly Newsletters
* Drafting communication/engagement policies and procedures

**Membership:**

The Membership shall comprise:

* A minimum of three members of Saxmundham Town Council.
* Members of the public/local interest groups may be co-opted as members at the discretion of the working group.
* Other member of the community and special interest groups may, at the discretion of the Chair, be invited to attend specific meetings and/or provide expert advice to the committee.
* The Chair of the Working Group shall be a Councillor appointed by the Saxmundham Town Council
* The Vice Chair shall be elected from the Working Group.

**Reporting and Recording**

* Reports to Saxmundham Town Council
* Action notes to be kept
* Committee reports prepared by the working group would be submitted to the Town Council for consideration
* The working group will be attended and facilitated by the Town Clerk.
* Makes recommendations to Town Council and other committees as appropriate.

**Drafted by working Group 14/9/2021**

1. To note and approve expenditure on Autumn Newsletter.

Item 15 84/21TC **Correspondence -** To note correspondence received since the last meeting. (Appendix 12)

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| --- | --- | --- |
| Correspondence Log October 2021 | | |
| Correspondence received. | Action Taken | Outcome |
| Suffolk County Council approved the installation of station sign | Clerk arranged for installation | Ongoing |
| East Suffolk notification of payment of £9926 Grant | Noted in correspondence | Resolved |
| Resident responded to Memorial consultation | Clerk Responded | Ongoing |
| Notice of EDF consultation on converter station | Circulated to Councillors | Ongoing |
| AGAR - Notice of conclusion of Audit | Clerk published notice | Resolved |

1. [↑](#footnote-ref-2)