



# Saxmundham Town Council

## Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday October 11, 2021, Market Hall, Saxmundham

### In Attendance - Councillors

Cllr. Jeremy Smith (Chair)                      Cllr. Charlotte Hawkins  
Cllr. Di Eastman (Vice Chair)  
Cllr. John Findlay                                  Cllr. Roger Hedley Lewis  
Cllr. John Fisher                                  Cllr. James Sandbach

### Also present: Roz Barnett (Town Clerk)

**Open Forum:** No members of the Public were present

1 70/21TC	<b>Apologies and approval of absence.</b> Apologies were received from Cllr. Nigel Hiley and Cllr Lock. <b>RESOLVED: The Town Council noted and approved the apologies.</b>
2 71/21TC	<b>Declarations of interest and considerations of requests for dispensations.</b> There were no declarations of interest.
3 72/21TC	<b>Minutes of the pervious Town Council meeting.</b> <b>RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on 13 September 2021 with the amendment of 'Essex and Suffolk' for 'Anglia' water on item 60/21TC and the amendment of 'Mill Road' for 'Mill Lane' on item 69/21TC.</b>
4 73/21TC	<b>County Councillor Report.</b> Cllr Richard Smith's apologies were noted.
5 74/21TC	<b>District Councillor Report.</b> Cllr Fisher circulated a written report which included advice on discouraging the public from setting bonfires to dispose of garden waste.
6 75/21TC	<b>Chair's Report.</b> Cllr Jeremy Smith stated that he had no additional items to report on, that were not included on the agenda
7 76/21TC	<b>Minutes of the previous committee meetings.</b> a) <b>The Town Council received and noted the draft minutes of the Resources Committee held on 27<sup>th</sup> of September 2021.</b> b) <b>The Town Council received and noted the draft minutes of the Amenities Committee held on 20 September 2021.</b> The Chair asked for some minor drafting amendments to be made, and it was agreed to refer the expenditure on the utilities survey for the Memorial Field to the Resources Committee for approval. c) <b>The Town Council received and noted the draft minutes of the Market Hall Committee held on 27<sup>th</sup> of September 2021.</b> d) <b>The Town Council received and noted the minutes of the PDCC held on 15 September 2021.</b>

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<p>8 77/21TC</p>	<p><b>Financial matters.</b></p> <p>a) <b>RESOLVED: That the Town Council received and ratified the payments and receipts for the Town Council and Market Hall up to 30 September 2021. (Appendix A)</b></p> <p>The Chairman asked if the description of items could be kept separate from the name of supplier to avoid confusion.</p> <p>b) <b>RESOLVED: That the Town Council received and ratified the income and expenditure reports for the Town Council and Market Hall up to 30 September 2021.</b></p> <p>The Committee noted that the current projected outturn is looking favourable, but the Clerk explained that there are several projects that will be completed before the end of the financial year. The Clerk agreed to prepare a more detailed outturn report ready for budget setting. The Clerk was asked to review the coding for the Neighbourhood Plan and Precept Grant.</p>
<p>9 78/21TC</p>	<p><b>Town Council Action Plan</b></p> <p>The Councillors discussed the detail of the draft Action Plan. The Clerk explained that the Amenities Committee had asked that the project related to footpaths be deferred to the next planning period. The other amendments made by committees were minor adjustments to actions or changes to timescales. It was noted that the actions plan sets out the intentions of the Town Council, but it is an evolving document that will change. The Clerk was asked to publish the approved Action Plan on the website.</p> <p><b>RESOLVED: That the Town Council unanimously approved the Action Plan for the basis for future planning and budgetary proposals for the period ahead</b></p>
<p>10 79/21TC</p>	<p><b>Recommendation from the Amenities Committee on Town Gateways</b></p> <p>The Committee discussed the Town Gateway entrances specification which was designed to promote traffic calming and make the entrances welcoming and attractive. The County Council's Highways Department have confirmed that the Gateways must be a highway led project and the Town Council will have to pay for the design works and implementation. The Council asked the Amenities Committee to look for a modern, simpler welcome sign, and to consider whether any changes can be made to the South Entrance. The Council also asked for a request for a speed limit reduction could be included between Benhall and Saxmundham (40 miles per hour).</p> <p><b>RESOLVED: That the Town Council welcomed the specification from the Amenities Committee for the Gateways Project and asked that further work be done on the details of the designs. It was agreed that the Clerk would use the specification for the basis of seeking a quote from the Highways Department for the design works.</b></p>
<p>11 80/21TC</p>	<p><b>Community Infrastructure Levy (CIL) Priorities</b></p> <p>The Chair presented the report on the revised CIL priorities and suggested that the Council should consult with residents to seek their ideas and approval. Once the consultation has been completed the public could be invited to attend the next Town Council meeting.</p> <p><b>RESOLVED: That the Town Council approved the CIL priorities as presented as the basis for consultation with residents.</b></p>
<p>12 81/21TC</p>	<p><b>Neighbourhood Plan</b></p> <p>Cllr J Smith reported that the text of the Draft Neighbourhood plan is now ready for the consultation phase. The Chair welcomed general comments on the draft plan and asked</p>

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	<p>the Council to comment on the specific neighbourhood policies, the set of actions and statements. The Committee discussed ideas on the station area, Fromus Square, street trees, routes into town and the car wash area. The Chair asked Councillors to contribute their views through the formal consultation process.</p> <p><b>RESOLVED: That the Council received the progress report on the Neighbourhood Plan and endorsed the draft Neighbourhood Plan and associated documents for the purposes of the consultation phase.</b></p>
13 82/21TC	<p><b>East Suffolk Council (ESC) Assets</b></p> <p>The Council discussed the recommendation from the Resources Committee on the East Suffolk District Council assets in the town and noted the following</p> <ul style="list-style-type: none"> <li>• A realistic business case would need to be created and to do this, current costs and income would be required from ESC.</li> <li>• The Town Council would request a commuted sum for the management of these assets.</li> <li>• That the implication of riparian liabilities would need to be considered in relation to riverside sites.</li> <li>• The Town Council's Financial Regulations stipulate that residents must be consulted before any additional assets are acquired.</li> </ul> <p><b>RESOLVED: That the Town Council approach East Suffolk Council to explore in principle the transfer of ownership of Fromus Square, footbridges and walkways from the Hopkins estate to town centre, Fromus Green, Fromus Play Area, carpark and toilets.</b></p> <p><b>RESOLVED: That the Town Council consult with residents on the transfer of ownership of Fromus Square, footbridges and walkways from the Hopkins estate, Fromus Green, Fromus Play Area, carpark and toilets, subject to the financial implications of additional responsibilities.</b></p>
14 83/21TC	<p><b>Communications Working Group</b></p> <p>The Council received a verbal report from the Communications Working Group and noted the terms of reference for the working group.</p> <p><b>RESOLVED That the Town Council agreed to extend the scope of the group to include community involvement.</b></p> <p><b>RESOLVED That the Council approved the expenditure of £792 on the Autumn Newsletter.</b></p>
15 84/21TC	<p><b>Correspondence</b></p> <p>The Town Council noted the correspondence received since the last meeting. The Council discussed the Nautilus Interconnector proposals and asked the Planning Committee to co-ordinate the Town Council's response which must be submitted by the 26 October.</p>
16 85/21TC	<p><b>Reports from Councillor Representatives on other organisations.</b></p> <p><b>IP17 GNS</b></p> <p>Cllr Eastman reported that after a presentation to the Rotary Club they have indicated their intention to support the Christmas lunch. The team are also working on the Christmas events on the 3<sup>rd</sup> December and 18/19<sup>th</sup> December. She also thanked the Town Council for the second instalment on the grant.</p> <p><b>ESTA</b></p> <p>Councillor Fisher report that the Christmas lunch is scheduled for the 11 December 2021.</p>

**Meeting ended at 9.15pm Roz Barnett, 01/11/2021 Clerk to Saxmundham Town Council**

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