Roz Barnett

Saxmundham Town Council

Town Council 13 December 2021

Item 7 92/21TC Minutes of Previous meetings

**Appendix 2**



**Saxmundham Town Council** ,

**Minutes of the Resource Committee Meeting Monday, 29 November 2021 at 2pm**

**In the Saxmundham Town House**

**Committee Members:**

Councillor Di Eastman

Councillor John Findlay (Chair)

Councillor John Fisher

Councillor Nigel Hiley

Councillor Jeremy Smith

**Apologies:** James Sandbach

**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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| **158/21R** | **Apologies for Absence**  The Clerk reported that apologies were received from Councillor J Sandbach. |
| **159/21R** | **Declarations of Interest**  Cllr Eastman declared a non-pecuniary interest as she is a trustee of IP17 GNS.  Cllr Hiley declared a non-pecuniary as he is a trustee of the Gannon Rooms. |
| **160/21R** | **Minutes of the Previous Meeting**  **RESOLVED:** The minutes of the 25 October 2021 were adopted as a true and accurate record. |
| **161/21R** | **Business Donation**  **RESOLVED:** The Committee gratefully accepted the donation of £5531.56 from the Saxmundham Business Association and agreed it would be used for the purposes specified. |
| **162/21R** | **Finance**   * 1. **RESOLVED:** That the Committee noted and ratified the payments for October for the Town Council   It was noted that the Clerk had been refunded for the card payment for the website domain. The Clerk confirmed that she will apply for a Council Card as soon as the accounts are moved to Unity Bank.   * 1. **RESOLVED:** That the Committee noted and ratified the payments and receipts for October for the Market Hall   2. The Committee received the November payments and noted that there were no additional approval­­s required. |
| **Please Note Items 167-169 were taken before item 163** | |
| **163/21R** | **Budget 2022-23**   1. The Committee received and noted the budget reports for the Town Council and Market Hall. 2. The Committee received the report on the reserves. It was noted that the additional £10,000 that had been transferred into the capital reserve in May had been used for the kitchen refurbishment of the Market Hall. It was suggested that a further £10,000 could be transferred to the capital reserve before the end of the financial year. 3. The Committee received the report on the CIL reserve and noted the current balance of £78453.50 4. The Committee noted the comments made at the November Town Council about the draft budget. After considering the implications of the new staffing appointments it was agreed to suggest increasing the staffing budget to £84,000. This additional expenditure would be offset be the business association donation and the East Suffolk District Council Grant. Members discussed the level of the precept and agreed that this should be set at the January meeting. The Chair of the Resources Committee explained that due to an increase on the tax base the Town Council will receive an increase equivalent to 1.9%.   **RESOLVED**: **That the Resources Committee recommend to the Town Council the existing draft budget with the addition of £4000 to the staffing budget.**  **RESOLVED**: **That the Resources Committee recommend to the Town Council a precept of £227,328.05 which is a 0% increase to the 2021/22 precept. The cost to a band D property will remain at £143.28**  **RESOLVED**: **That the Resources Committee recommend to the Town Council that the deficit in the budget be drawn from the general reserve.** |
| **164/21R** | **Gannon Institute**  The Trustees requested an additional £1000 to complete some basic repairs and purchase some portable heaters  **RESOLVED: That the Gannon institute be awarded an additional £1000.** |
| **165/21R** | **Small Grants**  Councillors discussed the two grant applications received. The disability advice service had requested a grant for £1000 towards their advice and support services.  The Adventure Playground for Saxmundham had requested a grant towards a new bench and new play equipment.  **RESOLVED: That the Committee agreed £1000 for the Disability Advice Service consideringthe special circumstance of this year.**  **RESOLVED: That the Committee agreed £1000 for the Adventure Playground and notify the organisation that they maybe able to apply for CIL funding later in the year** |
| **167/21R** | **RESOLVED: A motion was passed to exclude the public under the Public Bodies** (admission to meetings) Act 1960 on the grounds that publicity would be prejudicial to public interest by reasons of the confidential nature of the following business being transacted. |
| **168/21R** | **Appointment of Town Centre Co-ordinator**  The Committee discussed the report on the interview process and considered the logistic of appointing two separate candidates. The Clerk was tasked with discussing the job descriptionwith the candidates and exploring the crossover between the two roles. The management of the process was delegated to the Clerk, chair of Resources and the chair of the staffing Committee.  **RESOLVED: The Committee agreed to appoint two candidates for 6 hours each for the fixed-term appointment for an 18-month period at a provisional cost of £13.224.** |
| **169/21R** | **Staffing Structure 2022-2023**  The Committee considered the report on changes to the staffing structure and staffing arrangements for introduction in April 2022. Some concerns were expressed about the Clerks capacity to manage several part-time staff on reduced hours. The Committee noted that there would not be an increase in the staffing budget because of the changes. The Clerk was asked to develop the proposals further.  **RESOLVED: The Committee agreed to adopt in principle the proposed staffing structure.** |

Meeting finished 3.38 pm

**Roz Barnett Clerk/RFO**

**Appendix A**

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**Appendix 3**

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

**6.00 PM 25 October 2021 at Saxmundham at the Town House**

**Councillors:**

Councillor D. Eastman

Councillor C. Hawkins

Councillor R. Hedley Lewis

Councillor T. Lock (Chair)

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

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| **59/21AS** | **Apologies for absence**  No Apologies were received. |
| **60/21AS** | **Pecuniary/Non-Pecuniary Interests**  There were no declarations of interests. |
| **61/21AS** | **Minutes of the Previous Meeting**  **RESOLVED:** It was unanimously RESOLVED to approve the minutes of the meeting 25 of October 2021. |
| **62/21AS** | **Updates from the Clerk**   * 1. The Clerk reported that the contractor has painted the Men’s Sheds garage doors at a cost of £355.60.   2. The Clerk reported that the underground survey has been commissioned at a cost of £1530 of Saxmundham’s Memorial Field and she was waiting for the company to confirm a date.   3. Councillor Hawkins reported that the bins have been installed on Rendham road and Fromus Green.   4. The Clerk reported that she was still awaiting feedback on what additional items Saxmundham can purchase from the Welcome back fund. The Council has already purchased 2 gazebos and fly flags for the Market Hall.   5. The Clerk apologised for not including the site maintenance plans on the agenda and agreed that these would be included at the next meeting |
| **63/21AS** | **Report on the Environmental Co-ordinators Activities**  This Autumn the Green Team volunteers have cleared weeds at the Gannon Rooms, removed arisings from the annual mow areas at Memorial Field and planted bulbs at Town House, North Entrance and in pots about town.  The Environment Co-ordinator has organised a volunteer walk on the 7th Dec, a Community Litter Pick on 3rd Jan 2022, 10-11.30am and Wildflower Seed Sowing Workshops at the Market Hall Tuesday 15th Feb.  **The Committee discussed a proposal from the Environment Co-Ordinator for unkempt pockets of land within the Town**  It was noted that there are several small pockets of land, often near bins etc, that the Town Council receive regular queries and complaints about regarding weeds, lack of maintenance.  It was agreed that these areas could be mapped, and proposal be developed for the consideration of the Town Council. The suggestion was that they could be given engaging names with some unifying branding. This would create different habitats in the Town and then wildlife themed walk could be created between them. Councillors agreed that any money remaining in the Sax in Bloom budget should be used for plants to complete the station planting scheme. |
| **64/21AS** | **Memorial Field Landscape Project**   1. The Environment Co-Ordinator has applied to the Woodland Trust for trees and hedging trees (Funded by the Queens Green Canopy and Big Climate Fight back). If successful they will be delivered in March 2022. She has requested the wild harvest and hedge packs which will save the Council £189.00. It was agreed that the hedging would be allocated or Seaman Ave/Memorial Field ditch. Chantry Rd chain link fence plus a few to plant as specimens on The Rendham Rd boundary, and Memorial Field. The Green Team volunteers plus Cyds and Scouts would be involved in the planting and watering will have to be done by contractors.   **RESOLVED: That the Committee allocate £700 from the general maintenance fund for tree planting and the responsibility for purchase be delegated to the Clerk, the Environment Co-ordinator, and Chair of the Memorial Field Working Group.**   1. The Committee discussed the budget and plans for first phase project landscaping. The difficulty of securing permissions for widening the from highways was noted. The Committee discounted the idea of employing a private highways designer. The Clerk and Chair agreed to chase the Suffolk Highways department for their views and cost of design works. The Committee agreed to consider working within the current entrance area so that highways permissions were not required. The Chair and the Clerk agreed to meet with current users of the field to ascertain how the field is currently used and what improvements are needed. The Clerk suggested that an indictive budget of £750 be allocated for the designing of soft landscaping area at the entrance. The Clerk was also asked to consult with local stone mason for ideas for resetting the existing memorial stone. 2. The Committee approved the proposed gate designs that had been sent out for quotes. The Clerk reported that they have been sent to 5 local companies and that only one company had responded. 3. The Committee noted that they had received the information for the new Memorial Field signage. It was suggested that the text needs to be edited for the display boards and layout designed with pictures.   **RESOLVED: That the Committee allocate £1000 for the design and production of the new signage.** |
| **65/21AS** | **Request from Men’s Sheds**  The Committee decided that there were not sufficient funds for the floor insulation of the interior of the Men’s sheds this year. The Clerk was asked to discuss the issues with the group. |
| **66/21AS** | **Town House**  The Committee noted that additional storage was required at the Town House.  **RESOLVED: That the Committee allocate £500 for new gates and improvements to storage at the rear of the building** |
| **67/21AS** | **Town Gateways**  The Clerk reported that she was still waiting for a response from highways. It was suggested that she escalates the matter to the local Count Councillor. |
| **68/21AS** | **Street Furniture Requests:**  None received |
| **71/21AS** | **Correspondence –** The correspondence about maintenance on the land between Fairfield Rd to Henley Close was noted |

**The meeting closed at 7.46 p.m.**

**Roz Barnett**

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

**Tel: 01728 604595**

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**Appendix 4**

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

**6pm on 17th November 2021 in the Town House.**

**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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| **82/21PD** | **Apologies for absence**  There were no apologies for absence. |
| **83/21PD** | **Pecuniary/Non-Pecuniary Interests**  None declared. |
| **84/21PD** | **Minutes of the meeting held 19th October 2021**  Minute 77/21PD was amended by hand with the addition of ‘that they’ to read ‘the Committee wished to add, however, that theyfeel that …..  **It was unanimously RESOLVED to approve the minutes of the meeting held on 19th October 2021 with the addition of the above amendment.** The minutes were signed by the Chair. |
| **85/21PD** | **Open Forum**  No members of the public had joined the meeting. |
| **86/21PD** | **Planning Applications**  **DC/21/4889/FUL: 32 High St, IP17 1AB: Erection of replacement building to provide three dwellings – change of use**  **It was unanimously RESOLVED to submit the following response to the Planning Authority:**  Whilst Saxmundham Town Council welcomes the redevelopment of 32 High Street, we do have some concerns as follows:   * There does not seem to be room for private gardens for the three dwellings, although there are parking spaces, bin store, and a cycle store. We feel that some kind of small shared green space/seating area would improve the general amenity of the development. * We would have preferred the dwelling fronting onto the High Street to be a live/work space to retain its potential for commercial use. * With parking at the back of the dwellings, we are concerned about the number of cars entering and leaving via the pedestrian walkway that joins the High Street to Fromus Green Park. The walkway meets a narrow part of the High Street and is already used to access a parking bay for the building next door. This gives a potential for six cars to be entering and leaving a narrow space shared with pedestrians. * We would like to see the 'shop-style' frontage respected in the design in keeping with other premises along the High Street. * We would like the development to include environmentally friendly and sensitively angled lighting to the pedestrian walkway at the side of the development, as well as improvements to the surface of the walkway. * We are very concerned about congestion on the narrow High Street during the construction period with deliveries of plant and materials and ‘muck away’.  The Construction Methodology must satisfactorily address this. * Lastly, we would like to point out that there are mistakes in the Design and Access Statement which refers to Lowestoft, a beach and 'office -shore' which lead us to doubt its accuracy.   **DC/21/5038/LBC: 10 Chantry Road, repairs to roof.**  **It was unanimously RESOLVED to support the application** |
| **87/21PD** | **Recent Planning Decisions.**  **The Committee noted the following decisions:**  DC/21/2837/VOC 43 High St. VOC to planning consent given in 2014 to change property from office to fish and chip shop – changes to agreed extraction/ventilation system. **Refused**  DC/21/3308/FUL The Lodge, 3 South Entrance, IP17 1DG Internal alterations, retiling of the roof from concrete to slate and erection of modest stairwell to the rear of South Entrance. **Permitted**  DC/21/3758/LBC and DC/21/3757/FUL Old Bank House, Market Place, Saxmundham, Suffolk, IP17 1AG, Form new opening and gated access in existing rear boundary wall for new disabled access route to Old Bank House, with erection of new boundary wall to severance . |
| **88/PD21** | **To note and discuss how to respond to East Suffolk Planning Policy consultations**   * 1. Sustainable Construction Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.   2. Affordable Housing Supplementary Planning Document, consultation period: Monday 1st November to 5pm on Monday 13th December 2021.   3. Cycling and Walking Strategy, consultation period: Monday 1st November to 5pm on Monday 10th January 2022.   4. Draft East Suffolk Community Infrastructure Levy (CIL) Charging Schedule and Draft East Suffolk CIL Instalment Policy, consultation period: Thursday 11th November to 5pm Thursday 23rd December 2021   **The Planning Committee noted the consultations and agreed to discuss these more fully at its next meeting**.  In the meantime individual members of the Committee will read and prepare recommendations with regard to any proposed Town Council responses for the next meeting as follows:   * Sustainable Construction – Cllr Nigel Hiley * Affordable Housing – Jenny Morcom (ATC) * Cycling and Walking – Cllr John Fisher * The Committee felt it would be difficult for the Town Council to comment on the CIL Instalment Policy, however Cllr Fisher also agreed to try to find out whether East Suffolk intends to press for CIL or S.106 with respect to the Garden Neighbourhood.   It was also agreed that the Assistant Clerk should invite the Chair of the Town Council to the next meeting of the Planning Committee and invite his comments. |
| **89/PD21** | **The next meeting will be held on 1st December 2021 at 6pm in the Town House** |

**The meeting closed at 7.05 p.m.**

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

**The Town House, Station Approach**

**Saxmundham, IP17 1BW**

**Appendix 5**

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**Appendix 6**

Item 16 84/21TC**Correspondence -** To note correspondence received since the last meeting.

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| **Correspondence November 2021** | | |
| Correspondence received. | Action Taken | Outcome |
| Woodbridge Council requested details of Climate change initiative in Saxmundham | Clerk Responded | Resolved |
| Greater Anglia responded to request for improving parking signage and making a link between the carparks. | Clerk Responded | Ongoing |
| East Suffolk Consultation on the CIL infrastructure | Considered by the Planning Committee | Ongoing |
| Residents response to CIL Consultation   1. Priority should be Purpose 3 Encouraging footfall on High St and consequent more vibrant commercial activity. I believe that preventing through traffic in High St/ Market Sq would encourage traders and pedestrians to use those areas rather being deterred due to proximity and volume of traffic 2. Ring-fencing an element of CIL to provide a match-funding grant to local businesses, who have a presence on Saxmundham's High Street and other key areas that interface with the local public. The terms of the grant-giving would include the encouragement of the visual and aesthetic impact of their business; to improve its visual appeal and attractiveness - in harmony with the overall design style and spirit of our town - and its welcome to the public and passing community. 3. For example, the match-funding grant (suggested up to a maximum contribution of £1000 and a two-year application term) could be seen as a style of "shop-front grant": i.e. simply to encourage new painting/decorating/refurbishment; improved accessibility for the public; environmental aspects such as window-boxes, landscaping and planting; better signage (day and night); improved design elements; improved layouts and reduced cluttering, etc. 4. New street and pedestrian signage across the town that embodies and recognises the massive milestone which is our 750th anniversary of the town's charter! Each new sign will include a commissioned 750th logo to give tribute to this achievement. 5. A commitment to plant 750 new trees or shrubs across the town, with especial emphasis on improving areas of neglect through new planting, fencing and, if necessary, landscaping. 6. I believe that this money would be best spent on upgrading the Gannon rooms having had the opportunity to view the venue recently even though it wasn’t fit for my purpose. At least having this building in a usable rentable state would be another asset of beneficial use to the town. Of cause an indoor sport hall would be heaven and I don’t think £78k would touch the surface, and dilution of the money for too many projects will again not have the biggest impact as giving the Gannon rooms a face lift which it is crying out for. | | |