



Saxmundham Town Council

Minutes of the Meeting of Saxmundham Town Council 7.00pm Monday February 14, 2022, Market Hall, Saxmundham

In Attendance - Councillors

Councillor Di Eastman (Vice Chair) Councillor Nigel Hiley
Councillor John Findlay Councillor Tim Lock (Arrived 7.14)
Councillor John Fisher Councillor James Sandbach (arrived 7.25)
Councillor Charlotte Hawkins Councillor Jeremy Smith (Chair)

Apologies Councillor Roger Hedley Lewis,

Also present: Roz Barnett (Town Clerk)

Open Forum: Three members of the public attended the meeting and raised their concerns about the Carlton Park Industrial Estate development proposal.

134/21TC	Apologies and approval of absence. Apologies were received from Councillor Roger Hedley Lewis RESOLVED: The Town Council noted and approved the absence.
135/21TC	Declarations of interest and considerations of requests for dispensations. Cllr Di Eastman declared a non-pecuniary interest as she is a trustee of IP17 Good Neighbour Scheme. Nigel Hiley also declared a non-pecuniary interest as he is involved in Sax Music Fest.
136/21TC	Minutes of the Previous Town Council meeting. RESOLVED: It was unanimously resolved to accept the minutes of the meeting held on 10 January 2022 with the addition of Cllr Roger Hedley Lewis in attendance.
137/21TC	County Councillor Report. County Councillor Richard Smith reported that the planning inspectorate has requested an additional time to make their recommendations on Sizewell C and that the earliest that Minister will decide will be the end of May. He reported that there will be eight overnight trains travelling through Saxmundham to Sizewell. Councillor Hiley asked whether a quieter road surface would help with noise reduction on the A12. The County Councillor gave a short update on the 2022/2023 budget. The Chair asked whether the Town Council could be notified of emergency road closures and the County Councillor agreed to ask whether this was possible. Councillor Lock asked whether the County Council could consult further about the heritage designs on the replacement lampposts. The County Councillor agreed to follow up on this request.
138/21TC	District Councillor Report.

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	District Councillor Fisher reported that East Suffolk have launched a Community Governance Review and this could be used to reshape the boundaries of the Saxmundham Parish to take in the Garden Neighbourhood.
139/21TC	Chair's Report. None made
140/21TC	<p>Carlton Park Industrial Estate Development Proposal</p> <p>Jonathan Clogg gave a short presentation on the planning application at Carlton Park industrial estate DC/21/5742, representing the applicant RSH Ltd</p> <p>Members of the public, Giles Battersby, Jackie Quilley and Nigel Battersby raised some questions on the development at Carlton Park. They raised reservations about.</p> <ul style="list-style-type: none"> • The height and size of the buildings within the development. • Traffic generation to the site especially retailers with frequent customers • Increases in van and HGV traffic. • Visual impact on the landscape and countryside. <p>They explained that they were in favour of light industrial and office use.</p> <p>Councillors, although in favour of the new employment opportunities for the Town, raised questions and made the following comments about the development:</p> <ul style="list-style-type: none"> • How would the traffic system be enforced to keep additional traffic from accessing the site through Saxmundham? • They would like to see units targeted at small and medium size enterprises. • The scale of the warehousing element and management of litter. • The management regime for the grass and natural areas • That the development should include measures to encourage green travel corridors and cycle storage. • Concern about possible impact of noise and light pollution on the nearby Caravan Park. • What would the landscape impact be on the area? • That there is a need for a cumulative assessment of the multiple developments in and around Saxmundham. <p>The presenters explained that all the structures would face each other, and that low level timed and tasked lighting would be installed across the site. The buildings and their locations had been designed to mitigate the noise and all activities must take place within the buildings. The area will be screened by a 20-metre natural landscaped boundary although the larger buildings will not be hidden. The tenants will pay a service charge to cover road and landscape maintenance.</p> <p>The Chair thanked the public and the presenters for attending the meeting.</p>
141/21TC	<p>Minutes of the previous committee meetings.</p> <p>a) The Town Council received and noted the draft minutes of the Market Hall Committee held on 26 January 2022.</p> <p>b) The Town Council received and noted the draft minutes of the Resource Committee held on 31 January 2022.</p> <p>c) The Town Council noted that the Planning and Development Control Committee (PDCC) meeting of 2 February 2022 was not quorate and therefore could not make formal decisions.</p>
142/21TC	<p>Financial matters.</p> <p>a) RESOLVED: That the Town Council received and ratified the payments and receipts for the Town Council and Market Hall up to 31 of January 2022. (Appendix A)</p> <p>b) The Council received and noted the budget report to the 31st of January 2022, which is showing a projected healthy outturn.</p>

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143/21TC	<p>Standing Orders A motion to reduce the specified maximum meeting time from three to two hours was defeated as Councillors were concerned that the shorter time may constrain debate. The Chair however agreed to work towards two-hour meetings wherever possible. RESOLVED: That the Town Council reviewed the Standing Orders and agreed that no change was required.</p>
144/21TC	<p>Community Infrastructure Levy (CIL) - To consider potential projects and allocation of the Community Infrastructure Fund. The Council discussed the potential projects for £79,000 for CIL expenditure for the Town.</p> <p>Councillors discussed the proposed projects for CIL infrastructure projects. Councillor Lock suggested that more money was needed for the Memorial Field and the Gannon Rooms. The Chair suggested that once the Council has agreed the purposes for the CIL money the Council should propose and agree projects for funding.</p> <p>RESOLVED: That the Town Council agreed an indicative allocation of funding for Community Infrastructure Consultation (CIL) spending for purposes (with potential projects) as listed below:</p> <p>Purpose 1 - <u>Improving access from new housing areas to town centre for pedestrians and cyclists - £15000</u> Improvements to paths from Hopkins Estate to centre; routes from other estates (e.g. to west of town) to town centre.</p> <p>Purpose 2 - <u>Enhancing children & young people’s recreational facilities - £6000</u> Improvements to Seaman Avenue, Memorial Field facilities and Adventure Playground (£2000 already allocated).</p> <p>Purpose 3 - <u>A more attractive & successful town centre to meet needs of growing population - £10,000</u> Environmental improvements such as urban trees; improvements to Fromus Square, parking .</p> <p>Purpose 4 - <u>Improving community, entertainment, and cultural facilities in town - £27,000</u> Capital contribution for improvements to Market Hall, Gannon Institute etc. £15,000 Market Hall, £10,000 Gannon Rooms, £2000 Fromus Centre.</p> <p>Purpose 5 - <u>Improving facilities for non-fossil fuel transport modes - £6000</u> Create new bicycle storage facilities, electric charging points</p> <p>Purpose 6 - <u>Developing new or improving existing open or green spaces for the community - £10,000</u> Memorial Field</p> <p>Purpose 7 - <u>Developing sports and recreational facilities - £5000</u> Improvements Carlton Park</p> <p style="text-align: right;">Total CIL Allocation £79,000</p>
145/21TC	<p>Electrical Charging Points The Council considered the Amenities Committee recommendation to defer the installation of electrical charging points at the Town House and decided that the £5,500 costs of installation were excessive. The benefits to the Town would not warrant the expenditure, especially as there are 6 chargers at</p>

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	<p>the Fromus Centre. The Council agreed to assess the potential revenue to see if this would be sufficient to offset the costs. Councillor Hiley offered to provide information on the different types of electrical charging points.</p> <p>RESOLVED: That the Council agreed to defer the installation of the electrical points at the Town House until capital funding was available from Suffolk County Council or income from their use would justify the costs of the installation.</p>
146/21TC	<p>Planning Committee Member Councillor Lock agreed to join the Planning and Development Control Committee. Councillors discussed their disappointment with the withdrawal of the option to hold official council meetings via Zoom. Councillors asked the Clerk to write to the MP and point out that government are not making reasonable adjustment for councillors who have a disability, to attend meetings.</p> <p>RESOLVED: That Councillor Lock be appointed to the Planning Committee.</p>
147/21TC	<p>To consider grant request Councillors discussed the Sax Music Festival Grant application and agreed to set up an earmarked reserve at this stage, noting the need to be reasonably sure that the Festival was able to proceed before making payments from the reserve.</p> <p>RESOLVED: That the Council agreed to set up an earmarked reserve of £9000 for the 2022 Sax Music Festival.</p>
148/21TC	<p>750 Celebrations Programme</p> <p>a) RESOLVED: That the Council agreed the outline programme and indicative budget of £15000 for the 750 celebration events in 2022.</p> <p>b) RESOLVED: That the Council agreed to delegate the decisions on the events programme and budget to the Clerk, in consultation with the Chair of the Events Working Group.</p>
149/21TC	<p>Asset of Community Value</p> <p>The Council noted that the Queen's Head was now open and agreed to defer this item until discussions had taken place with the current tenants.</p>
150/21TC	<p>Correspondence The Clerk apologised that the correspondence list was not included and agreed to circulate at a later date.</p>
151/21TC	<p>Reports from Councillor representatives on other organisations. Councillor Eastman reported that the footpath bridges have been repaired and replaced. Councillor Fisher reported that ESTA is having a public meeting in Woodbridge.</p>

Meeting ended at 9.23pm

Roz Barnett, 28/02/2022 Clerk to Saxmundham Town Council

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Appendix A - Town Council and Market Hall Payments January 2022

Saxmundham Town Council					
January payments					
for the period 01/01/2022 to 31/01/2022					
Date	Payee	Description	Gross		Authorisation
27/01/2022	SALARY 1	January Salary	£ 2,522.05		Annual
27/01/2022	SALARY 2	January Salary	£ 991.44		Annual
27/01/2022	SALARY 3	January Salary	£ 356.17		Annual
27/01/2022	SALARY 4	January Salary	£ 275.44		Annual
27/01/2022	SALARY 5	January Salary	£ 275.44		Annual
27/01/2022	SAX ADVE	CIL Adventure Playground Grant	£ 5.00		Minute Number
27/01/2022	J CHESTERFIELD	Town House Cleaning Dec/Jan	£ 222.00		Annual
06/01/2022	BARCLAYS	January charges	£ 24.40		Annual
27/01/2022	OBJENIX	Domain name for email addresses	£ 72.00		Delegated
27/01/2022	RED DUNE	IT Support Dec-Jan	£ 499.32		Annual
01/01/2022	BT	WIFI	£ 31.99		Annual
27/01/2022	JT PEGGS	Christmas trees	£ 156.75		Minute Number
27/01/2022	ST J AMBULANCE	Christmas First Aid	£ 288.00		Delegated
27/01/2022	COUNCILLOR REFUND	Refund Paint and Prints	£ 84.20		Delegated
27/01/2022	LEISTON PRESS	Green Team Branding	£ 67.20		Minute Number
27/01/2022	FISHERS	Bins and battery	£ 97.30		Annual
27/01/2022	SCNO	Watering, Chantry/Seamans	£ 1,677.90		Annual
27/01/2022	SAXCIC	CIL Grant Sax& District CIC	£ 2,000.00		Minute Number
27/01/2022	SAXCIC	Fromus Hall Bookings	£ 94.00		Delegated
27/01/2022	HERRINGBONE	Web support	£ 30.00		Annual
27/01/2022	MARIE CURIE	Grant	£ 500.00		Minute Number
27/01/2022	DISABILITY ADVICE SERVICE	Grant	£ 1,000.00		Minute Number
27/01/2022	RABBLE CHORUS	Singing Xmas Event	£ 100.00		Minute Number
27/01/2022	FREDERK WHYTE	Memorial Garden Design	£ 500.00		Minute Number
10/01/2022	R BARNETT	Hallhire Software	£ 224.40		Error/Refund
27/01/2022	BRITISH TELECOM	Phones	£ 125.98		Annual
27/01/2022	EVERFLOW	Water	£ 50.54		Annual
27/01/2022	BRITISH GAS	Electric	£ 72.21		Annual
27/01/2022	OPUS	Gas	£ 139.88		Annual
27/01/2022	SCNO	Bin installation	£ 1,657.37		Annual
27/01/2022	WAVE	Water	£ 40.00		Annual
			£ 14,180.98		

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Market Hall				
Jan-22				
Payments up to 31/01/2022				
Date	Payee Name	Description	Amnt Paid	Approvals
01/01/2022	Judy Chesterfield	Cleaning December	£ 252.00	Annual
06/01/2022	Barclays Bank	bank Charges	£ 17.10	Annual
20/01/2022	E.ON	Gas Dec	£ 780.29	Annual
21/01/2022	EVERFLOW WATER	Water	£ 56.03	Annual
21/01/2022	Judy Chesterfield	Cleaning January	£ 90.00	Annual
21/01/2022	TOWN CLERK	Refund Hallmaster software	£ 224.40	Annual
28/01/2022	East Suffolk District Council	LICENCE	£ 70.00	Annual
			£ 1,489.82	

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Date 24/3/2022