



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 18th April 2024 at the Town House, Station Approach, Saxmundham at 5:30 pm.

Minutes

1/24AS

Attendees

Cllr Tim Lock (Chair)
Cllr Di Eastman
Cllr Charlotte Hawkins
Cllr Elizabeth Clark
Cllr Marianne Kiff
Cllr James Sandbach

Apologies

None

Also Present

Sharon Smith (Town Clerk)
Lisa Hamon (Deputy Town Clerk)

2/24AS

Declaration of Interests

None.

3/24AS

Open Forum

None.

The Town Clerk explained that the Chair would be a few minutes late. In his absence, the Committee nominated Cllr Di Eastman to take the Chair. She varied the order of business on the agenda.

4/24AS

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 20th March 2024 as a true and accurate record.

5/24AS

Bins

The Committee considered quotations to supply and fit a litter bin at Beech Road and a dog waste bin at Fairfiled Road. It was **unanimously resolved** to purchase a Topsy Royal Bin for Beech Road from East Suffolk Services Ltd. The Committee decided that a dog waste bin at Fairfield Road was not required at this time, as there were already two located in the area.

ACTION: Deputy Town Clerk to progress.

6/24AS

Traffic Calming

- a) Cllr Elizabeth Clark reported that two of the Community Speed Watch volunteers still need to undertake their online training.
- b) Cllr Marianne Kiff asked whether it would be possible to have CCTV by the pedestrian crossing on the High Street to enable prosecution of drivers who park illegally.
ACTION: Deputy Town Clerk to add to next agenda.
- c) The Committee approved the purchase of a new battery from Westcotec Ltd for the Rendham Road Speed Indicator Device to inform whether further repairs are necessary.
ACTION: Caretaker to progress.

Signed _____ Date _____

Cllr Tim Lock arrived at 5.50 pm and apologised for being late.

7/24AS

Weekly Market

The Committee noted the resolution regarding the weekly market passed at the Town Council meeting on 8th April 2024.

Cllr James Sandbach proposed that ongoing community engagement takes place regarding the market, to enable the community to provide feedback about any new policy directions. Engagement could be offered via social media or quarterly newsletters, which mention the challenges of sustaining the market and the importance of community use.

It was agreed to review the Market Regulations and Market Traders Pack and to postpone promoting the market to new stall holders until this work is completed.

It was also agreed to postpone the decision to charge stall holders pending community consultation.

Cllr Charlotte Hawkins suggested that the Markets Working Group proposed by Cllr Di Eastman at the Town Council meeting could be branded a 'Friends of Wednesday Market' group to encourage members of the public to join and to work together with the Council to ensure the success and sustainability of the weekly market.

ACTION: Town Clerk, with the assistance of Officers, to review the market documentation.

8/24AS

Grounds Maintenance/Improvements

a) The Committee agreed to ratify the decision taken by Cllr Charlotte Hawkins and Cllr Tim Lock to proceed with a different, but similar, design for Memorial Garden roundel. Cllr Charlotte Hawkins informed the Committee that the roundel should be in place by 5th June 2024 in time for the D-Day celebrations.

b) The Committee received a verbal report from the Deputy Town Clerk regarding progress with the Wildlife Walk. The Committee asked for clarification regarding EDF's requirement for a tree survey at Seaman Avenue, to ascertain whether it was necessary for safety or wildlife reasons, before supplying the mulch.

ACTION: Deputy Town Clerk to clarify with Cllr Benjamin Gulliford.

c) The Committee noted the decision of the Town Council on 8th April 2024 to request a comprehensive specification and quotation from Dark Arc Engineering for the replacement bridge between the Memorial Field and Seaman Avenue.

ACTION: Cllr Tim Lock to progress.

d) It was **unanimously resolved** to commission Suffolk Treescape to conduct the annual tree survey at the Memorial Field, Seaman Avenue and Chantry Road play parks. The Committee agreed, in principle, to have this carried out in the autumn due to the nesting season, subject to receiving further information regarding EDF's requirement for the Wildlife Walk.

ACTION: Town Clerk to book tree survey.

e) The Committee noted the report from the Environment Coordinator and it was **unanimously resolved** to accept a quotation from Action Play and Leisure Ltd to replace the cradle swing seats at Chantry Road play park.

Signed _____ Date _____

ACTION: Caretaker to progress.

- f) The Committee noted the report from the Environment Coordinator and it was **unanimously resolved** to accept a quotation from Action Play and Leisure Ltd to refurbish the second zip line at Seaman Avenue play park.

ACTION: Caretaker to progress.

- g) The Committee noted that the repairs to the Memorial Field gates had not yet been carried out by Dark Arc Engineering.

ACTION: Cllr Tim Lock to progress.

9/24AS

Footpaths and Walkways

- a) The Committee agreed to request advice regarding options to light the walkway between the High Street and the River Fromus and obtain a quotation for the work from AECOM.

Action: Deputy Town Clerk to progress.

- b) Cllr Elizabeth Clark, as Footpath Warden, informed the Committee that there was nothing to report. Cllr Marianne Kiff suggested that a Working Group be established to divide up the parish and 'walk the bounds' to establish the condition of the footpaths.

ACTION: Town Clerk to progress.

10/24AS

Allotments

The Committee received an update from the Deputy Town Clerk about the proposed allotment space at Saxon Road. The matter is being discussed by the legal team at Flagship Housing and a response regarding costs and conditions is awaited. Cllr James Sandbach asked for community consultation before formally progressing this initiative.

ACTION: Deputy Town Clerk and Environment Coordinator to progress.

11/24AS

Open Spaces Policy

- a) It was **unanimously resolved** to approve the Open Spaces Policy and no change was made to the charges for 2024-2025. It was agreed to review the charges for 2025-2026 later in the year and make a recommendation to Town Council.

- b) It was **unanimously resolved** to waive the Open Spaces Policy charge for Sax Fest.

12/24AS

Christmas Lights

The Committee considered three quotations for Christmas lights and, following due consideration, recommended the quotation from Target Animations and Lighting Ltd to the Town Council for approval.

ACTION: Town Clerk to add to Town Council's agenda.

13/24AS

Green Team/Blue Spaces Team

- a) The Committee received a report about the activities of the Green and Blue Spaces Teams. The Committee noted the positive response to the seed and plant swap event at the weekly market and it was suggested that a section could be added to the website to ask for volunteers to support further events of this type.

Signed _____ Date _____

ACTION: Environment Coordinator and Community Officer to progress.

- b) It was **unanimously resolved** to accept a quotation from Leiston Press to print posters, promoting the availability of recycling facilities in the town, produced by the Environment Coordinator and the Community Officer in collaboration with the primary school's Eco Team. The Committee praised the work of the children. Cllr Marianne Kiff asked for an A1 size poster to be printed however the Committee could not suggest a location for the poster.

ACTION: Environment Coordinator and Community Officer to progress.

- c) It was **unanimously resolved** to recommend to the Resources Committee that £600 is allocated from Community Infrastructure Levy receipts for Blue Spaces Team equipment.

ACTION: Town Clerk to progress.

- d) It was **unanimously resolved** to approve a quotation from Amberol Ltd for new planters at the Town House.

ACTION: Deputy Town Clerk to progress.

14/24AS Next Meeting

The Committee agreed the date and time of the next meeting, which is scheduled for Thursday 16th May 2024 at 5.30 pm.

The meeting closed at 7:45 pm

**Lisa Hamon
Deputy Town Clerk**

Signed _____ Date _____