



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 20th June 2024
at the Town House, Station Approach, Saxmundham at 17.30 pm.

Minutes

27/24AS

Attendees

Cllr Tim Lock (Chair)
Cllr Charlotte Hawkins
Cllr Elizabeth Clark
Cllr Marianne Kiff

Apologies

Cllr James Sandbach – none received
Cllr Di Eastman

Also Present

Lisa Hamon (Deputy Town Clerk)

28/24AS

Declaration of Interests

None.

29/24AS

Open Forum

None.

30/24AS

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 16th May 2024 as a true and accurate record.

31/24AS

Weekly Markets

- a) Pursuant to Standing Order 7a, it was **unanimously** resolved to recommend to Town Council that the following resolutions are reversed:
- I. the Wednesday market should give priority to stalls that wholly or mainly sell fresh food or plant products;
 - II. from 1st August 2024, the principle of making a charge for a stall be reintroduced, with an additional charge for a stall exceeding a defined standard width, given the limited space in Fromus Square;
 - III. stalls wholly or mainly selling fresh food or plant products should for the time being continue to be exempt from such charge, such exemption to be reviewed in early 2025.
- b) It was **unanimously resolved to** recommend to Town Council to approve the draft Market Regulations for the weekly markets, with amendments to item 7, to include written warnings being given to stallholders, prior to termination of their agreement.
- c) It was **unanimously resolved** to recommend to Town Council to reintroducing stallage charges for all traders at the weekly markets from 1st September 2024. Cllr Charlotte Hawkins suggested that stall holders are asked to inform the Council in advance when they plan to take holiday, so that other stall holders have the opportunity to take their place. The Committee suggested that the stallage charges are

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increased yearly in line with inflation. The Committee also suggested that fundraising charities should not pay stallage charges, unless they were selling items on their stall.

- d) It was **unanimously resolved** to recommend to Town Council that all types of traders are welcome at the weekly markets.
- e) The Committee received a progress update on the 'Friends of the Wednesday Markets' initiative. Only one expression of interest has been received therefore it was **unanimously resolved** to conclude this initiative.

32/24AS Monthly Markets

It was **unanimously resolved** to recommend to Town Council that it approves the draft Market Regulations for the monthly markets, with amendments to item 8, to include written warnings being given to stallholders, prior to termination of their agreement

33/24AS Memorial Field

- a) The Committee received a progress report on the specification and quotation for the replacement bridge. Cllr Tim Lock has received further information from the supplier and will provide a hand-drawn image of the bridge.
- b) The quotation to create a walkway at the south-west corner was not available therefore consideration of this item was deferred.
- c) The Committee received a progress report about the Memorial Garden roundel. Cllr Charlotte Hawkins offered to try to source another installer.
- d) The Committee considered moving the goal posts to a temporary secondary location and repairing the goalmouths. It was **unanimously resolved** to move the goalposts towards the Youth Booth and to accept the East Suffolk Services quotation of £420 to carry out the repair work.
- e) The Committee received a report about overgrown shrubs encroaching a neighbouring property. It was **unanimously resolved** to inform the owner of the property that he is granted permission to cut down the shrubs, but if he is not able then the Town Council may assist.
- f) The Committee noted that the fun fair booking was cancelled due to inclement weather.

34/24AS Chantry Road Play Park

- a) The Committee received a report regarding the damaged boundary fence. It was **unanimously resolved** to engage the services of a contractor to repair the fence.
- b) The Committee reviewed the play equipment safety inspection report and noted that no remedial action was necessary.

35/24AS Seaman Avenue Play Park

- a) The Committee received a progress report about the Wildlife Walk.

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b) The Committee received an update about painting the railings and asked that HM Prisons Community Payback Services, which conducted the work, receive an official thank you letter.

36/24AS Street Furniture

a) The Committee instructed the Deputy Town Clerk to progress the provision of a litter bin at Beech Road.

b) The Committee received a progress report about the Legends on the Bench initiative. It was **unanimously resolved** to site one bench at the Memorial Field and to further consider the second recommended site at Chapel Road.

c) The Committee considered the installation of planters on either side of the Town House car park gateway. It was **unanimously resolved** to request more information regarding size of planters and a site plan for them.

37/24AS Green Team/Blue Spaces Team

a) The Committee received a progress report about the proposed allotment space at Saxon Road. The Deputy Town Clerk informed the Committee that she has sent a report, detailing how the Town Council will manage the allotment, to the Biodiversity Manager of Flagship.

b) The Committee received a report about the activities of the Green Team and the Blue Spaces Team.

38/24AS Traffic Calming

a) Cllr Elizabeth Clark informed the Committee that all volunteers had not yet completed the requirements to begin the Community Speedwatch initiative.

b) The Committee received a progress report about the Rendham Road speed indicator device. The Deputy Town Clerk informed the Committee that the Caretaker may be able to arrange a repair.

c) The Committee received an update about the enforcement of illegal parking on the High Street. The Committee were informed that all the actions from the Amenities and Services Committee meeting on 16th May 2024 have been carried out, with the exception of the CCTV installation, which is ongoing.

39/24AS Town House

The Committee noted the fire safety inspection reports. It was **unanimously resolved** to request further quotations for any remedial action required.

40/24AS Next Meeting

The Committee agreed the date and time of the next meeting, which is scheduled for Thursday 18th July 2024 at 5.30 pm.

The meeting closed at 7.45 pm

Lisa Hamon
Deputy Town Clerk

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