



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 18th July 2024
at the Town House, Station Approach, Saxmundham at 5.30 pm.

Minutes

41/24AS

Attendees

Cllr Tim Lock (Chair)
Cllr Charlotte Hawkins
Cllr Di Eastman
Cllr Marianne Kiff

Apologies

Cllr James Sandbach – none received
Cllr Elizabeth Clark

Also Present

Sharon Smith (Town Clerk)

42/24AS

Declaration of Interests

None.

43/24AS

Open Forum

None.

44/24AS

Minutes

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

45/24AS

Markets

Following due consideration, the following actions were **unanimously resolved** to increase promotion of the weekly and monthly markets:

- To commission a Sax Bag, depicting the shield logo, for sale to residents and visitors.
- To replace the old branded signage on the outskirts of town with new branded signage.
- To consider more frequent High Street closures managed by the Community Officer.

Action: Deputy Town Clerk and Community Officer to progress.

46/24AS

Memorial Field

- a) Cllr Tim Lock explained the previously circulated specification from Dark Arc Engineering for the replacement bridge. The Committee noted that it was due to be installed in August.
Action: Town Clerk to arrange security fencing.
- b) Cllr Charlotte Hawkins asked for a wooden stake to be installed, as a temporary measure, behind the Memorial Garden pedestrian gate to prevent it from swinging wide. It was **unanimously resolved** to instruct Dark Arc Engineering to provide a permanent solution.
Action: Town Clerk to instruct Maintenance Officer and contact Dark Arc.
- c) Cllr Charlotte Hawkins provided the Town Clerk with contact details for a company who may install the Memorial Garden roundel.
Action: Deputy Town Clerk to progress.

Signed _____ Date _____

- d) The Committee considered a request from a resident to claim property damages from the Town Council's insurance. It was **unanimously resolved** to request further evidence that the trees caused the damage.
Action: Town Clerk to progress.
- e) The Committee noted that the housing estate management company, First Port, will repair the damaged fence at the north-east corner.

47/24AS

Open Spaces

- a) The Committee considered a report from the Town Clerk regarding a proposal to lease the community garden and allotment site at the former Fromus Centre from Suffolk County Council. It was **unanimously resolved** to recommend the proposal to the Town Council subject to a financial commitment from the Resources Committee.
Action: Town Clerk to table the proposal for consideration at the next Resources Committee meeting.
- b) The Committee received a progress report about the Wildlife Walk.
- c) The Committee received a report about the activities of the Green Team and the Blue Spaces Team.
- d) The Committee received a report regarding 'walking the bounds' of the parish footpaths. Cllr Marianne Kiff and Cllr Charlotte Hawkins have inspected all the footpaths except for a footpath over the A12 which they cannot access due to the central reservation barriers. There are several missing markers, and one footpath has a stile over the railway line which may be inaccessible for many.
Action: Town Clerk to report missing markers to Public Rights of Way and request provision of an alternative safety gate to accommodate walkers and dogs.

48/24AS

Town House

- a) The Committee received a proposal from the Environment Coordinator to install planters, made from recycled wood, at the gateway to the Town House car park to prevent further damage to the wall and to improve the visual amenity. It was **unanimously resolved** to commit expenditure of £200 for compost and plants.
Action: Environment Coordinator to progress.
- b) The Committee considered a quotation for remedial fire safety work. It was **unanimously resolved** not to commission this work as improving the emergency lighting is considered to be unnecessary.

49/24AS

Town Centre

- a) The Town Clerk informed the Committee that Saxmundham Judo Club were seeking permission from East Suffolk Council to use Fromus Green as a second location for the Legends of the Bench initiative.
- b) The Committee noted correspondence from HG Crisp Newsagents. The Committee was sympathetic, but it was **unanimously resolved** not to proceed with a proposal to purchase the business to create a High Street hub for the community.
Action: Town Clerk to add to Town Council correspondence list.
- c) The Committee received a report from the Deputy Town Clerk regarding the provision of CCTV in the High Street. Due to the high cost, it was **unanimously resolved** not to proceed with the proposal.

Signed _____ Date _____

50/24AS Traffic Calming

The Committee received a progress report from the Deputy Town Clerk about the Rendham Road speed indicator device. The device has been delivered to the manufacturer for servicing and a condition report.

51/24AS Next Meeting

The Committee agreed the date and time of the next meeting which is scheduled for Thursday 19th September 2024 at 5.30 pm.

The meeting closed at 7:15 pm

Sharon Smith
Town Clerk

Signed _____ Date _____