



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 3rd October 2024 at the Town House, Station Approach, Saxmundham at 5.30 pm.

Minutes

52/24AS

Attendees

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

Apologies

Cllr James Sandbach – none received

Also Present

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

53/24AS

Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

54/24AS

Open Forum

None.

55/24AS

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 18th July 2024 as a true and accurate record.

56/24AS

Grounds Maintenance

The Committee reviewed the annual Tree Survey Risk Management Report for the Memorial Field, Seaman Avenue play park and Chantry Road play park compiled by Treescape. Following due consideration of two quotations, and a report from the Town Clerk regarding the overspend of the Grounds Maintenance budget, it was **unanimously resolved** to accept the quotation from Treescape to undertake the recommended remedial action rated as 'moderate' and 'high'. Cllr Tim Lock recommended that next year a company is sourced who only undertake independent tree surveys but do not offer to undertake the tree work.

57/24AS

Street Furniture

- a) The Committee noted that the cycling bollard at Fromus Walk has been removed by vandals leaving a deep hole in the pavement. East Suffolk Council advised the Deputy Town Clerk that they are not willing to replace the bollard. For reasons of health and safety, it was **unanimously resolved** to accept a quotation to supply a bollard and to approve the necessary expenditure for East Suffolk Services to fit, following due consideration of a report from the Town Clerk regarding the overspend of the Street Furniture budget.
- b) Following due consideration of a report from the Town Clerk regarding the overspend of the Street Furniture budget, it was **unanimously resolved** to accede to a resident's request to site a bench at a bus stop at the junction of Brook Farm Road and Heron Road. A bench from the Memorial Field which was removed to support the 'Legends on the Bench' initiative will be repurposed necessitating expenditure only for a street furniture licence from Suffolk County Council and cost to fit from East Suffolk Services.

Signed _____ Date _____

58/24AS Open Spaces

It was **unanimously resolved** to accede to a request from the Saxmundham Music and Arts CIC to hold the Sax Community Fest on the Memorial Field and Seaman Avenue playpark in August 2025.

59/24AS Markets

- a) It was **unanimously resolved** to recommence the Saturday market in April 2025.
- b) The Committee reviewed the stall charges for the Saturday market next year. It was **unanimously resolved** not to increase the £15 charge for ordinary markets but to increase the charge to £20 for markets provided during events.
- c) Following due consideration of the liability risk and the staffing commitment of hiring the single gazebos to stall holders, it was agreed to enable the staff to exercise their discretion on a case-by-case basis.

60/24AS Traffic Calming

- a) Following due consideration of a report from the Town Clerk regarding the overspend of the Street Furniture budget, it was **unanimously resolved** to approve a quotation to repair the Rendham Road speed indicator device.
- b) Cllr Elizabeth Clark reported that a volunteer for the Community Speed watch initiative has failed to complete the required training therefore it is necessary to seek at least one more volunteer via a promotional campaign. Cllr Clark informed the Committee that she would respond to a request for an update from another volunteer on the Speedwatch team.

61/24AS Footpaths

- a) The Committee received a report from the Deputy Town Clerk about the missing markers on the parish footpaths. Suffolk County Council Highways has agreed to carry out all actions required but reported that they have no enforcement powers for access over railway lines. It was agreed to ask Network Rail if they could consider improving access by replacing the stile with a gate. The Town Clerk also reported that an online meeting has been arranged with Network Rail at which this matter will also be raised.
- b) The Committee received a report from the Deputy Town Clerk about the condition of the steps at the end of the footpath on Church Hill. East Suffolk Council has confirmed that they are responsible for the maintenance of the steps as an integral part of the footpath that extends through the development between Warren Road and Beech Road. They are awaiting a contractor to provide a quotation for works that also include some work further along the path.
- c) The Deputy Town Clerk reported that the Housing Association which owns the proposed allotment space at Saxon Road has requested inclusion in the agreement of a prohibition on fires on the land and assurance that the allotment will not contribute to any parking issues faced by the local residents. The Committee agreed to engage the input of resident's regarding parking.

62/24AS Memorial Field

- a) The Deputy Town Clerk informed the Committee that no feedback has been received from the contractor approached to quote for the Memorial Garden roundel.
- b) The Committee agreed to ask the Maintenance Officer to install a stake to prevent the Memorial Garden pedestrian gate from swinging wide.

Signed _____ Date _____

- c) Cllr Tim Lock reported that the installation of the replacement bridge has been successfully completed.
- d) The Deputy Town Clerk reported that East Suffolk Services Ltd has been commissioned to undertake the necessary repairs to the goal mouths but a date for the works has not been confirmed.
- e) The Committee noted a report from a resident regarding the broken footpath leading to the skate park and agreed that no remedial action was necessary at this time.
- f) The Committee noted a report from the Town Clerk about an insurance claim from a resident regarding damage to his property caused by trees.
- g) The Deputy Town Clerk provided the Committee with an update about the Wildlife Walk.

63/24AS Green Team and Blue Spaces Team

The Committee noted a previously circulated report prepared by the Environment Coordinator.

64/24AS Next Meeting

The Committee agreed the date and time of the next meeting which is scheduled for Thursday 17th October 2024 at 5.30 pm.

The meeting closed at 6.50 pm

Sharon Smith
Town Clerk

Signed _____ Date _____