



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on
Thursday 19th December 2024 at the Town House, Station Approach, Saxmundham at 5:30 pm.

Minutes

85/24AS

Attendees

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

Apologies

None

Also Present

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

86/24AS

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.

87/24AS

Open Forum

None.

88/24AS

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 21st November 2024 as a true and accurate record.

89/24AS

Matters Arising

- a) The Town Clerk raised a point of order noting that if the Chair is present at the meeting then he must preside.
- b) With reference to item 80/24AS, the Committee agreed to instruct Oaklands Construction Ltd to inspect the Town House roof to advise the Committee of its remaining life and likely replacement cost to inform future budgeting
- c) With reference to item 80/24AS, the Deputy Town Clerk informed the Committee that two companies had been approached to provide quotations for the Memorial Field path and roundel. It was **unanimously resolved** to ask the Resources Committee if Community Infrastructure Levy Earmarked Reserves could finance this capital expenditure.
- d) With reference to item 81/24AS, Cllr Elizabeth Clark informed the Committee that it was not possible to move forward with the traffic calming project until verification that the relevant sites meet the required criteria has been obtained.

90/24AS

Street Furniture

- a) The Committee considered a request from a resident to supply and fit a dog waste bin at Fairfield Road. Following inspection of a map noting the current location of dog waste bins in the area, the Committee

Signed _____ Date _____

agreed to consider a quotation for a litter bin, which can also take dog waste, and to ascertain the exact location on Fairfield Road.

- b) The Committee considered a proposal from Greater Anglia, via Suffolk County Council, to install a monolith totem sign at the railway station. It was **unanimously resolved** to recommend to the Planning and Development Control Committee to oppose the sign if planning permission is sought as the proposed sign is not harmonious with the Conservation Area. It was further resolved to liaise with Great Anglia about alternative options to improve signage.

91/24AS Play Parks

The Committee considered a quotation for £4,419 (net of VAT) from East Suffolk Services Ltd for play equipment repairs. It was **unanimously resolved** to postpone the repairs, all of which were considered low-risk in the recent RoSPA safety inspection report, until next financial year. It was **unanimously resolved** to accept the quotation for £168 (net of VAT) from East Suffolk Services Ltd to repair the litter bin near the skate park and to ask the Maintenance Officer to adjust the mechanism on the gate to the Seaman Avenue play park.

92/24AS Allotments

The Committee received a report regarding the allotment proposal for Saxon Road including draft Heads of Terms from Flagship Homes. The Committee agreed that be parking and water provision would need to be addressed, and an allotment association would need to be formed. It was **unanimously resolved** to obtain quotations for clearance of the site and to further consider the proposal.

93/24AS Markets

It was **unanimously resolved** to recommend to the Town Council that, due to falling attendance by traders and shoppers, that the indoor monthly market in the Market Hall should reduce from 9 to 4 markets per year to be held in April, June, October and December. The Committee agreed that the monthly outdoor market in Fromus Square would continue to be held 9 times per year between April and December.

94/24AS Budget 2025-2026

The Committee further considered the draft budget for 2025-2026 allocated to the Committee. Cllr David Humphreys suggested that the budget could be less granular and adopt a more strategic approach. Cllr Tim Lock reiterated his earlier request that Community Infrastructure Levy Earmarked Reserves should be allocated to finance capital projects, particularly to complete the Memorial Field improvements.

95/24AS Committee Restructuring

The Committee reviewed the Town Clerk's proposals for Committee restructuring, particularly those which affect the Committee. Cllr David Humphreys asked the Town Clerk to draft revised Terms of Reference for each Committee based on her proposal.

96/24AS Next Meeting

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

The meeting closed at 7:00 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____