



AMENITIES COMMITTEE

21 JUNE 2021

Roz Barnett
SAXMUNDHAM TOWN COUNCIL

3/21AS Appendix 1 - Minutes of the Previous Meeting:

Minutes of the Meeting of the Amenities & Services Committee 6.30 PM 28 April 2021 by Video Conference

Councillors:

Councillor D. Eastman

Councillor C. Hawkins

Councillor R Hedley Lewis

Councillor T. Lock (Chair)

Councillor James Sandbach (Arrived 6.50pm)

Also Present: Roz Barnett (Town Clerk)

64/20AS Apologies for Absence

No apologies were received.

65/20AS Pecuniary/Non-Pecuniary Interests

There were no Declarations of Interests.

66/20AS Minutes of the Previous Meeting

It was unanimously RESOLVED to approve the minutes of the meeting held on the 29 March 2021. These minutes will be signed by the Committee Chair at the earliest opportunity.

67/20AS Clerk Update

The Clerk informed the Committee of recent developments:

- a) Repairs to the IP17 Good Neighbours Scheme office lighting was completed at a cost of £180. The existing light fittings were replaced with energy efficient LED fittings. This was completed under the Clerk's delegated powers in consultation with the Committee Chair.
- b) The Clerk explained that the station plants were scheduled to arrive and asked if there was anyone available to help with the planting. Councillors suggested that the Clerk investigate the installation of an outdoor tap.
- c) A local company has offered to restore the war memorial. It was agreed to accept the offer and allow the Clerk to authorise spending on materials.
- d) The Clerk had received the costs for the grass cutting for 2021-2022, £662 for the Memorial field and £128.75 for Chantry Rd. It was agreed to stay with Norse and keep the mowed paths at Memorial Field.

68/20AS Memorial Landscape Project

- a) The working group recommended that a topographical survey of the Memorial Field and Seaman Avenue Play area be completed. It was agreed that the Clerk would progress this and arrange for quotes. Councillor Lock offered to send the details of some local companies.
The group suggested that applications for funding could be made to Tesco's, Adnams, Award for All and possibly request some CIL money.
- b) The working group also suggested contacting play companies and asking them for design ideas for the improvements to Seaman's Avenue Play Area. It was agreed the Clerk would invite some companies for their ideas.
- c) The Councillors asked that the trees be staked on the Memorial Park. The Clerk agreed to chase the contractor for quotes.

69/20AS Youth Booth

- a) Councillors noted that the Clerk had approached 5 companies for quotes to paint the Youth Booth and discussed the two quotes received. It was decided to go with the company that had recently completed the painting at the Market Hall as the Council were pleased with his work. The Committee suggested that the building be painted in anti-graffiti paint in the existing colour. **RESOLVED: that the Clerk award the contract to Phil Leon at a cost of £600 labour plus paint materials.**
- b) It was agreed that the Clerk would ask CYDS to design the Youth Booth Sign and that the Council will pay the costs of the production.

70/20AS Saxmundham Walking Trail

Councillors agreed the route for the walking trail and suggested it be called the 'Fromus Walking Trail.' The Clerk was asked to consult with East Suffolk and ensure that the County Council Rights of Way Team approve the route. Once these approvals have been confirmed the Clerk will order the signs and stickers.

71/20AS Bins Requests

The Committee considered the request for a bin on Rendham Rd beside the bench. It was agreed to consult with East Suffolk with a view to ordering a mixed-use bin at a cost of £515.

72/20AS Signage

- Councillors agreed the wording of the Play Park signage for Seaman Avenue and Chantry Rd.
- The Clerk reported that East Suffolk had provided free dog waste signage and stickers. The Clerk was asked to investigate whether all the bins were mixed use and get costs for the Keep Britain Tidy 'Watching You' signage.

73/20AS Flagpole

Councillors discussed the idea and costs of a flagpole in the Town either at the Town House or the Market Hall. It was decided not to pursue it in the immediate future and wait to see what recommendations come from the Neighbourhood Plan steering Group about the Town Centre.

74/20AS Saxmundham in Bloom

- The Councillors agreed to keep the current mowing regime which leaves some areas uncut. It was also agreed to wait until the Environment Co-ordinator is appointed to develop a cohesive strategy for all the sites in Town.
- Councillors agreed to develop a plan for the planting for the North and South Entrance.
- The Clerk warned the Council that there might be additional costs for the testing of the lampposts.
- It was agreed that the Clerk would get costs for autumn bulb planting.
- It was agreed to develop a plan for the 2022 planting scheme in the Summer of 2021.

75/20AS Annual Plan

Councillors agreed to develop an annual Plan for the Committee.

76/20AS Correspondence

There was no additional correspondence received.

Action point	By Whom	When
War Memorial restored	By local company	By end of August 2021
Installation of outdoor Tap at Town House	Clerk to arrange	As soon as possible
Topographical survey of the Memorial Field	Clerk to arrange	May 2021
Contact Play companies for ideas for the Seaman's Avenue Play Area	Clerk	June/July2021
Rendham Rd Bin	Clerk to order	May
Staking trees at Memorial Park	Clerk to seek quotes from local companies and chase existing contractor.	As soon as possible
Painting of the Youth Booth Signage for Youth booth	Clerk to Arrange. Clerk to Contact CYDS	June/July
Saxmundham Walking routes	Clerk to order signs once consents are received	May/June
Play Park Signage	Clerk to order	May
Costs for Autumn planting	Clerk to prepare	July
Designs for summer planting	Environment co-ordinator	Autumn 2022
Plans for entrances	Cllr Hedley Lewis	May 2021

The meeting closed at 7.33 p.m.

Roz Barnett

Clerk to Saxmundham Town Council, Old Police Station, Approach Road, Saxmundham, IP17 1BW

Tel: 01728 604595

SAXMUNDHAM GATEWAYS

05.05.2021

This document has been drafted by Roger Hedley Lewis and thinking ahead to the 750th Anniversary of the Market Charter (granted when Henry III and/or the barons ruled) and a desire to gain a greater sense of arrival at the historic and flourishing town.

GENERAL COMMENTS AND OPINIONS

The North Entrance has a 'Gateway' as shown which makes an effective statement that one has arrived at the town and its 'definitely time to slow down'. Its symbolic of a turnpike but could benefit from some soft landscaping adding colour.

No two entrances are alike, although the black lettering on white signs is used at the North and South entrances. Similar signs could be used for the East and West gateways subject to agreement on locations. Alternatively, contemporary welcoming signage could be installed to the East and West gateways reflecting the addition of new estates to the old town.

The 'coats of arms and posts' at the South Entrance and at the junction of Street Farm Road could be repeated elsewhere.

Comments have not been made on safety or on maintenance.

NORTH GATEWAY



N1



N2

Ideas:

- N1: suggest Belfast sinks are removed in favour of gaining greater impact through the installation of low-level planting in front of the sign and taller planting (e.g. evergreen Photinia 'Red Robin') behind, when the yellow sign goes
- N2: note this is not the actual boundary between Saxmundham and Kelsale cum Carlton

EAST GATEWAY



E1



E2



E3



E4

Ideas:

- E1 and E2: there is no sense of arrival or promotion of Saxmundham here, one has simply come from 'farmscape' into 'townscape'.
- E3 and E4: a 'turnpike', 'coat of arms on a post' or contemporary gateway could be installed to the West of the Manor Gardens junction with suitable signage and/or suitable planting.

SOUTH GATEWAY



S1



S2



S3

Ideas:

- S1: straighten '30' sign to RHS.
- S1: clip hedges clear of signs to LHS and RHS of road.
- S2: small piece of land that could take signage and planting.
- S3: could add 750th celebration note such as:

SAXMUNDHAM
MMXX11
#market@DCCL

WEST GATEWAY



W1



W2



W3

Ideas:

- W1 and W2: coming off the A12 with new housing to left and right, a contemporary welcoming sign would be appropriate.
- W3: the WW1 silhouette is lost against the background and might be moved to the Memorial Field.

**ADDITIONAL SIGNPOSTS:
SIGN AT STREET FARM ROAD/HIGH STREET JUNCTION**



CARLTON PARK SAXMUNDHAM AND KELSEA SCULPTURE



rmhl 05.05.2021

5/21 AS Appendix 3 Environment Co-ordinator - To discuss priorities for the Environment Co-ordinator.



- a) Establish work party – To bring detailed proposals, to July Amenities Committee, launch officially by the end of July.
- b) Land contract management and re-wilding issues – review of current vegetation management on Town Council land and make recommendations for future arrangements (September/October).
- c) Planting entrances.
- d) Autumn bulb planting.
- e) Floral displays for summer 2022 -
- f) Planning of Memorial Project



6/21 AS Appendix 4 - Environment Co-ordinator – To discuss practical issues.

- a) To discuss budget for work parties £500. To cover tools, safety equipment wheelbarrow, advertising materials.
- b) To discuss purchase of laptop for postholder.

Quote 1

	<p>Dell Vostro 15" 3000</p> <p>11th generation i3 processor</p> <p>4gb RAM</p> <p>256gb SSD drive</p> <p>15.6 inch screen</p>	<p>£396.00 plus vat</p> <p>Estimated delivery 2-3 weeks</p>
Set up and delivery	Estimated 3 hours	Covered by support contract
Total=		£396.00 plus vat

Quote 2

	<p>Dell Vostro 15" 5415</p> <p>AMD Ryzen 5300U processor</p> <p>8gb DDR4 RAM</p> <p>256 GB SSD</p> <p>15.6 inch screen</p>	<p>£570.90 plus vat</p> <p>Next day delivery</p>
Set up and delivery	Estimated 3 hours	Covered by support contract
Total=		£570.00 plus vat

- c) To discuss allocation of operational budget for the environment co-ordinator £1000 To cover £500 for autumn bulb planting, plants, soil improver, staking for trees, and miscellaneous.
- NB we are exploring costs of sustainable transport option for the Environment Co-ordinator.**



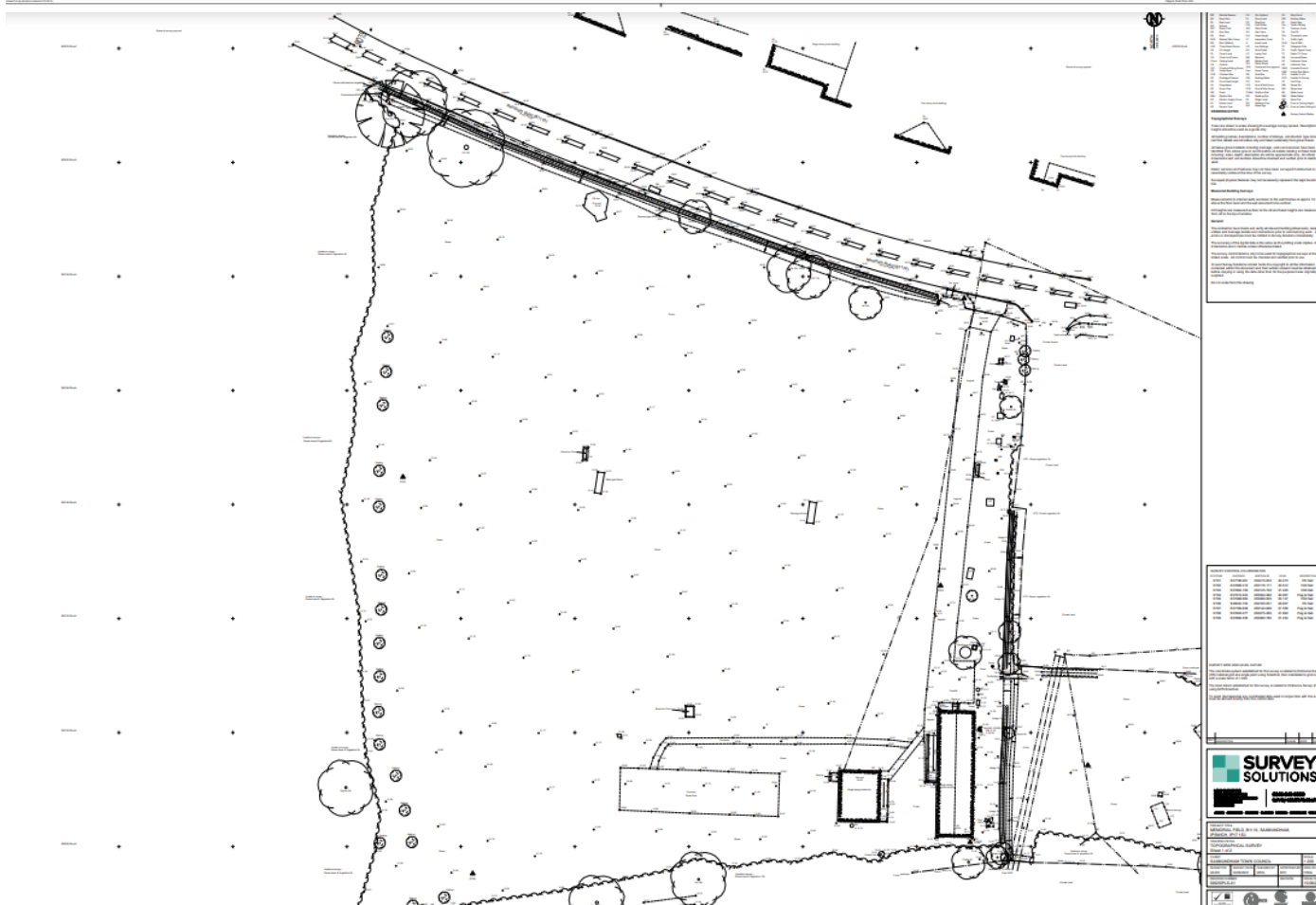
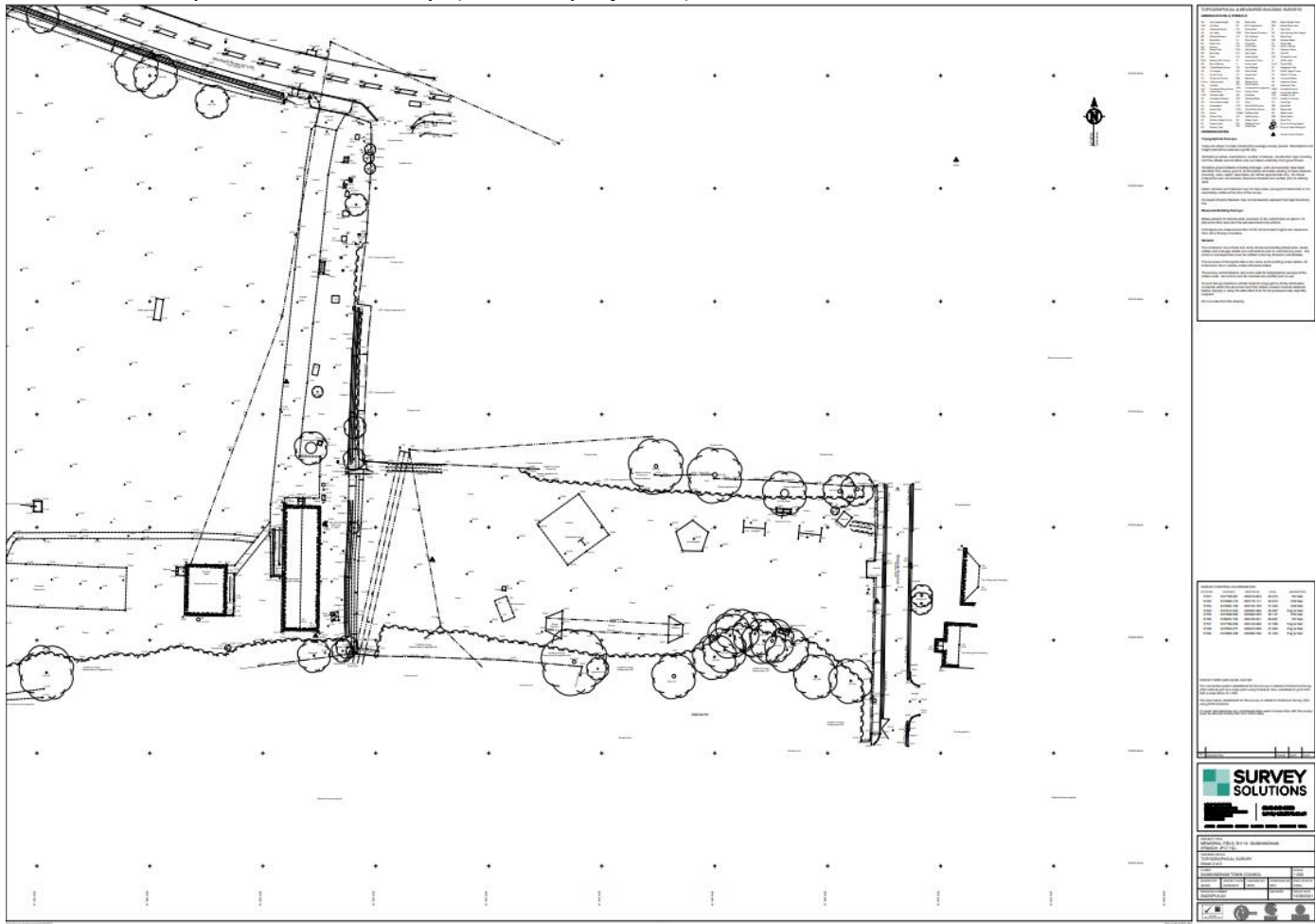
Garbage Rickshaw I

Description

- Front part of rickshaw won't rise when waste is being emptied
- Spray painted metal parts
- Sturdy tyres suitable for rough terrain
- Small bin in front for hand waste collection

7/21 AS Appendix 5 Memorial Landscape Project

a) To receive an update on the survey. (View on projector)



- b) To discuss process for deciding the specification for landscape design tender.
- c) To receive an update on ideas for Seaman's Play area

The Clerk has advertised on the government website and written directly to 5 companies which are Fenland Leisure, Playscape Playgrounds, HAGS, Wicksteed and Kompan. Site visits are being arranged and she would welcome councillors, if they would like to attend.

8/21 AS Appendix 6 Welcome Back Fund Update:

New additions to eligibility

- Support to promote a safe public environment for a local area's visitor economy and town centre.

This includes but is not limited to:

- Placed based marketing
- Marshals
- Public space maintenance
- Maintenance of public conveniences (toilets) including new temporary facilities (toilets) provision.
- Beautification activities including graffiti removal
- Non-permanent public realm adaptations
- Activities that future proof the high street
- Improvement of green spaces and provision of outdoor seating areas

East Suffolk gave the Clerk a 5 day window of opportunity to make suggestions for an application for funding for Saxmundham. After consulting with councillors by email and looking through the Council's agreed plans and projects in progress she suggested the following ideas for Saxmundham:

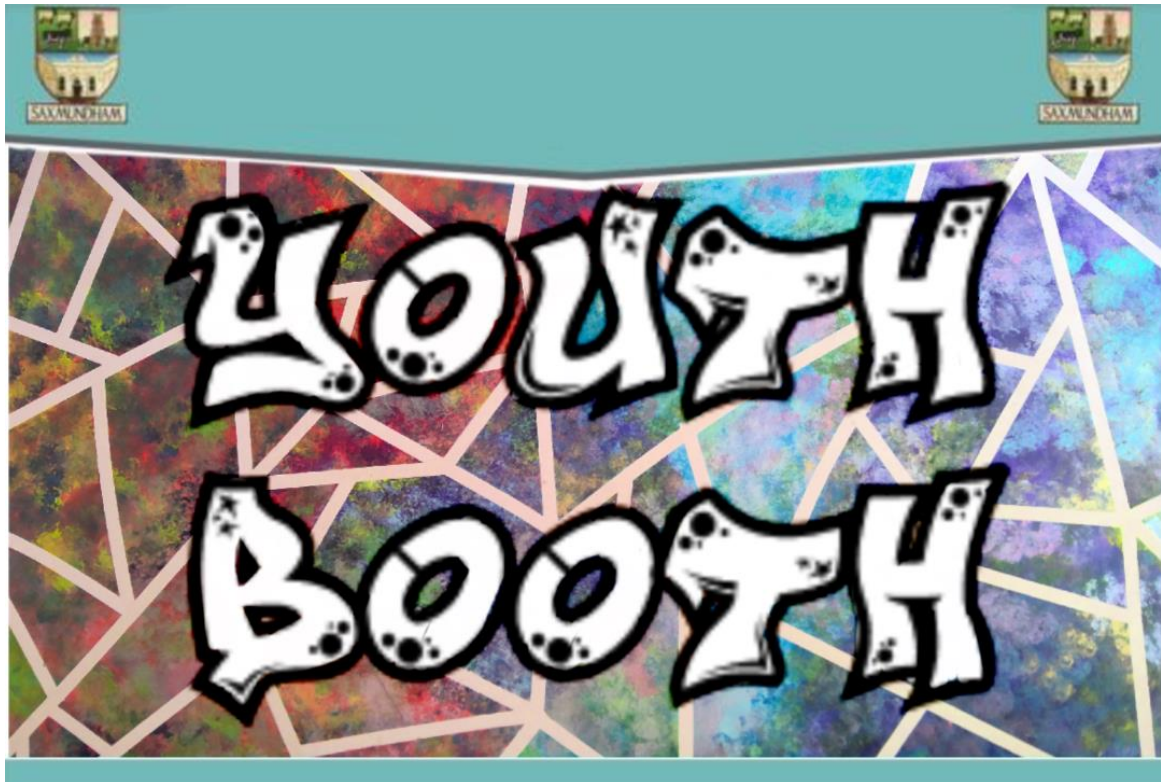
Saxmundham wish list

- 8 temporary benches suggested locations required.
- Improvements at the gateways to Saxmundham 4 large planters N, S, E & W gateways to Sax with soil and plants, (new signage with new branding) (Costs for repainting and install)
- Improvements to Fromus Square 2 days of gardening and pruning of the trees, restoration of existing street furniture, new planting plan.
- 6 pop up gazebos 'for try your Market' stalls.
- 4 flag banners for promoting the Market, 4 banners for promoting the events program for the Market Hall
- Markers for the development of walking trails and promotional materials

9/21 AS Appendix 7 - Youth Booth

- a) To receive an update on the painting of the Youth Booth
- b) To discuss options for signage at the Youth Booth.

Suggested Design Below



Can we include CYDS LOGO

- c) To discuss request from CYD'S to create a small planted area by the Youth Booth



8/21 AS Appendix 6 Saxmundham Walking Trail – To receive an update on the development of walking trails.

The Suffolk County Council Rights of Way Department have given their approval for us to attach trail markers to their way markers.

The proposal is for three walks for the Town

1. Re- launch of the Town Trail, including redesign of current leaflet and new stickers to follow in the Town. (20mins)
2. New Family Trail route taking in play areas and all parts of the Town (40mins)
3. Saxmundham Countryside Trail to be developed (2hours)

	<p>(Just added) Sticker Classic Round Sticker Save for Later Add to Collection 📁 Gifting available at checkout Sold by Zazzle</p>	<p>£4.64 per sheet of 6</p>	x <input type="text" value="1"/>	=	<p>£4.64 You saved £1.16 Volume Discount</p>
<hr/>					
	<p>CLASSIC ROUND STICKER Classic Round Sticker Save for Later Add to Collection 📁 Gifting available at checkout Sold by Zazzle</p>	<p>£4.64 per sheet of 6</p>	x <input type="text" value="4"/>	=	<p>£18.56 You saved £4.64 Volume Discount</p>
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	<p>Sticker Classic Round Sticker Save for Later Added to Collection 📁 Gifting available at checkout Sold by Zazzle</p>	<p>£4.64 per sheet of 6</p>	x <input type="text" value="4"/>	=	<p>£18.56 You saved £4.64 Volume Discount</p>
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	<p>Custom QR Code Stickers Artwork designed by MyEzQRcodes Square Stickers Save for Later Added to Collection 📁 Gifting available at checkout Sold by Zazzle</p>	<p>£4.92 per sheet of 20</p>	x <input type="text" value="2"/>	=	<p>£9.84 You saved £2.46 Volume Discount</p>

14/21 AS Appendix 9 Correspondence - (Standing Item)

To consider any correspondence received related to Amenities and Services Committee.

Agenda Item 16 – Appendix 9 –			
Item Number	Correspondence received.	Action Taken	Outcome
1.	CYDS asked if they could create a small garden by the Youth Booth	Clerk referred to the Amenities Committee	Ongoing
2.	Resident reported Horsetail infestation and complimented the Council on the new website	Clerk Responded	Ongoing
3.	Resident reported that she was pleased to see the fly tip has been removed from the footpath between Seaman Avenue and Gilbert Rd.	Noted in correspondence	Ongoing