



# AMENITIES COMMITTEE

## 19 JULY 2021

Roz Barnett  
SAXMUNDHAM TOWN COUNCIL

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

#### Minutes of the Meeting of the Amenities & Services Committee 6.00 PM 21 June 2021 at Saxmundham Market Hall

#### Councillors:

Councillor D. Eastman  
Councillor C. Hawkins  
Councillor R. Hedley Lewis  
Councillor J. Sandbach  
Councillor T. Lock (Chair)

**Also Present:** Roz Barnett (Town Clerk) Amy Rayner (Environment Co-ordinator) Councillor J Fisher

1/21AS	<b>Apologies for absence</b> No apologies were received.	
2/21AS	<b>Pecuniary/Non-Pecuniary Interests</b> There were no Declarations of Interests.	
3/21AS	<b>Minutes of the Previous Meeting</b> <b>It was unanimously RESOLVED to approve the minutes of the meeting 28 April 2021</b>	
4/21AS	<b>Entrances to the Town –</b> The Committee discussed the report on the entrances to the Town. They suggested that bulb planting, low level evergreen shrubs, perennials and some annuals for colour would make the biggest impact. They also recommended that the entrance signage should be welcoming, include a Saxmundham crest and a safety speed message. The Clerk reported that the Men's Sheds agreed to make the planters. It was agreed the officers would bring back ideas and a plan for planting. It was noted that permissions would be needed from the Highways Department and displays must not obstruct pathways. The Committee also reinforced the point that maintenance would be important and that signs would need regular cleaning and vegetation must be kept trimmed back. It was suggested that Roman numerals could be considered and new sign to mark the Queen's Jubilee be commissioned. <b>RESOLVED: The Committee approved the report on the Entrances to the Town and asked the Clerk and the Environment Co-ordinator to develop the projects, planting proposals and obtain costs for the ideas in the report</b>	Clerk & Environment Co-ordinator to develop proposals for next meeting.
5/20AS	<b>Environment Co-ordinator –</b> The Committee discussed the priorities for the Environment Co-ordinator. They raised the importance of getting the mowing regime right with a balance between wildflower meadow planting and ensuring that some areas are mowed more regularly to allow the public to enjoy the open spaces. <b>RESOLVED: The Committee agreed the following priorities:</b> <b>1) Establishing practical works party</b> <b>2) Vegetation management contracts</b> <b>3) Planning the entrances</b> <b>4) Autumn bulb planting.</b> <b>5) Planning floral displays for summer 2022</b>	Environment Co-ordinator to develop work programme around agreed priorities.

6/20AS	<p><b>Environment Co-ordinator –</b></p> <p>The Committee discussed the practical operations for the Environment Co-Ordinator and noted the need for some resources to be allocated so the post can develop the work programmes. Ideas for sustainable transport options were also considered.</p> <p><b>RESOLVED: The Committee agreed £500 for the equipment and promotion of the Green Team. The Committee also agreed £1000 for autumn bulb planting and material and planting cost for projects. This would be taken from general STC Maintenance (4650).</b></p>	
7/20AS	<p><b>Memorial Landscape Project (Appendix 5)</b></p> <p>a) Councillor Hedley Lewis updated the Committee on the survey of the Memorial Field. The Clerk was asked to go back to the surveyors and ask them to complete the missed corner at the entrance to Gilbert Road. The Committee agreed to develop a specification for a landscape design tender. It was noted that the public should be consulted on the options, and it was suggested that some targeted research with children and young people would be useful. It was agreed that this would be looked at in more detail at the Memorial Field Working Group meeting scheduled for the 29 June. Councillors recommended exploring a new entrance on Rendham Rd, planting options, and improved seating. The Clerk explained that the record office is closed to the public and to get the history for the information boards the Council would have to pay. The Environment Co-ordinator warned that there is difficulty sourcing plants and materials. The Committee decided that it would be best to phase the improvements on the site over a few years. It was agreed that everyone would email their ideas to Councillor Hawkins so she could collate them.</p> <p>a) The Clerk explained that several play companies would be visiting Seaman’s Avenue and providing quotes and ideas for improvements. Councillors asked that the health and safety matters of the bridge and fencing be considered. The Clerk thanked Councillor Hedley Lewis who offered to come to site meetings with contractors.</p> <p><b>RESOLVED: The Committee agreed £105 for the Suffolk Record Office to research the history of the Memorial Field.</b></p>	<p>Memorial Working Group to meet and develop ideas.</p> <p>The Clerk to commission research from the Suffolk records office.</p>
8/20AS	<p><b>Welcome Back Fund Update:</b></p> <p>The Clerk stated that East Suffolk District Council had given the Clerk a five-day window of opportunity to bid for funding for Saxmundham. After consulting with councillors by email and looking through the Council’s agreed plans and projects she suggested the following ideas for Saxmundham:</p> <ul style="list-style-type: none"> <li>- 8 temporary benches suggested locations required.</li> <li>- Improvements at the gateways to Saxmundham 4 large planters N, S, E &amp; W gateways to Saxmundham with soil and plants, (new signage with new branding) (Costs for repainting and install)</li> <li>- Improvements to Fromus Square 2 days of gardening and pruning of the trees, restoration of existing street furniture, new planting plan.</li> <li>- 6 pop up gazebos ‘for try your Market’ stalls.</li> </ul>	<p>Clerk to keep Committee informed</p>

	<ul style="list-style-type: none"> <li>- 4 flag banners for promoting the Market, 4 banners for promoting the events program for the Market Hall</li> <li>- Markers for the development of walking trails and promotional materials</li> </ul> <p>The Clerk reported that East Suffolk District Council has submitted a bid for the whole District Council area for the Welcome Back Fund and will inform the Town Council if they secure external funding.</p>	
<b>9/20AS</b>	<p><b>Youth Booth</b></p> <ul style="list-style-type: none"> <li>a) The Clerk informed the Committee that the contractor will paint the Youth Booth as soon as there is a spell of dry weather.</li> <li>b) The Committee liked the design completed by the young people for the sign for the Youth Booth</li> <li>c) The committee discussed the request from CYD’S to create a small, planted area by the Youth Booth. The Committee requested that the environment co-ordinator advise CYDS on the planting.</li> </ul> <p><b>RESOLVED: The Committee approved the design for the Youth Booth Sign and asked the Clerk to order and arrange installation. The Committee also approved the request for a raised bed at the Youth Booth.</b></p>	Clerk to arrange installation of sign and give CYDS permission for the raised bed.
<b>10/20AS</b>	<p><b>Saxmundham Walking Trail</b></p> <p>The Clerk reported that Suffolk County Council Rights of Way Department have given their approval for us to attach trail markers to their way markers. The Committee discussed the proposal for three walks for the Town:</p> <ul style="list-style-type: none"> <li>1. Re- launch of the <b>Town Trail</b>, including redesign of current leaflet and new stickers to follow in the Town. (20mins)</li> <li>2. New <b>Family Trail</b> route taking in play areas and all parts of the Town already approved by the Committee(40mins)</li> <li>3. Saxmundham Countryside Trail to be developed (2hours)</li> </ul> <p>The Committee recommended that a white arrow be used on a darker background and two very different colours be used to mark the two trails.</p> <p><b>RESOLVED: The Committee approved the way markers for the two trails and asked the Clerk to order at a cost of £115.07.</b></p>	Clerk to order trail markers.
<b>11/21AS</b>	<p><b>The Town House</b></p> <p>The Clerk explained that during lockdown the Town House had become community hub, with IP17 GNS using the building. She reported that the arrangement had been beneficial to the Town Council as lone working was an issue before IP17 GNS moved in. The Clerk agreed to set up a meeting of key individuals to discuss the logistics of shared space and whether this becomes a more permanent arrangement.</p>	
<b>12/21AS</b>	<p><b>Annual Plan &amp; Monitoring of Maintenance</b></p> <p>The Clerk asked the Councillors to attend some site inspection meetings in July to identify maintenance and health and safety issues. The outcome of these meetings will inform the Committee’s annual plan of work.</p>	Clerk to arrange site visits
<b>13/21AS</b>	<p><b>Street Furniture Requests</b> – No requests were received.</p>	
<b>14/21AS</b>	<p><b>Correspondence</b> - (Standing Item)</p> <p>The Committee discussed the Horsetail infestation and the Environment coordinator agreed to seek expert advice from Norse.</p>	Environment Co-ordinator

The meeting closed at 7.15 p.m.

Roz Barnett

#### Item 4 - Updates from the Clerk

- b) East Suffolk explained that dog waste can go in any bin and can supply stickers for the dog bins.
- c) The Station work is completed, and a formal opening ceremony will be arranged.
- d) Volunteer work party arrangements to note arrangements.
- e) Weather is delaying painting of the Youth Booth and the restoration of war memorial.
- f) The Clerk has invited Anglia Car Charging for a site visit to discuss suitability and costs for electrical charging points at the Town House.

Anglia Car Charging has been supporting Suffolk County Council in the rollout of EV Charging Systems across the county as part of their Plug-In Suffolk Campaign.

There is a very good chance that Saxmundham Town Council may be eligible for up to four new contactless payment EV Charging sockets and subject to eligibility the capital cost of the installation and equipment would be funded by Suffolk County Council.

I would welcome the opportunity to speak with you further and will call next week to explain how to apply for this fantastic opportunity which I am sure you would be interested in exploring further.

##### Benefits of the City EV Charging System:

- Up to four EV Charging Sockets
- 7.2kW (32A) Fast Chargers, providing approximately 25 miles of range for every hour connected
- The ability to set the price charged for the electricity used
- Contactless payment without the use of an APP or having to handle cash
- Additional income revenue stream
- The capital cost of equipment and Installation funded by Suffolk County Council (*Subject to Eligibility*)

#### Item 6a Appendix 2 - High Street Floral displays and decoration of shop fronts

- Proposal 1 to complete rethink the high street floral displays and create a cohesive sustainable scheme in partnership with the local businesses and East Suffolk District Council.
- Proposal 2 explore the possibility of developing a shared cost scheme to ensure the High Street shop front properties are presented well. This would need to be implemented as a partnership with East Suffolk District Council and be approved by full Town Council.

Some businesses in the Town are already making the best use of the space around their shops to create attractive displays. We could talk to the other businesses in Town to see if they would be willing to replicate and improve the floral display around their shop.

##### Window Box – the Salon





**The Florist Shop**



**Cotton Tree**





**The Gallery and Lou Lous**



**Telephone exchange, Water Pump Area and Fromus Square, areas have space and provide opportunities for improvements.**







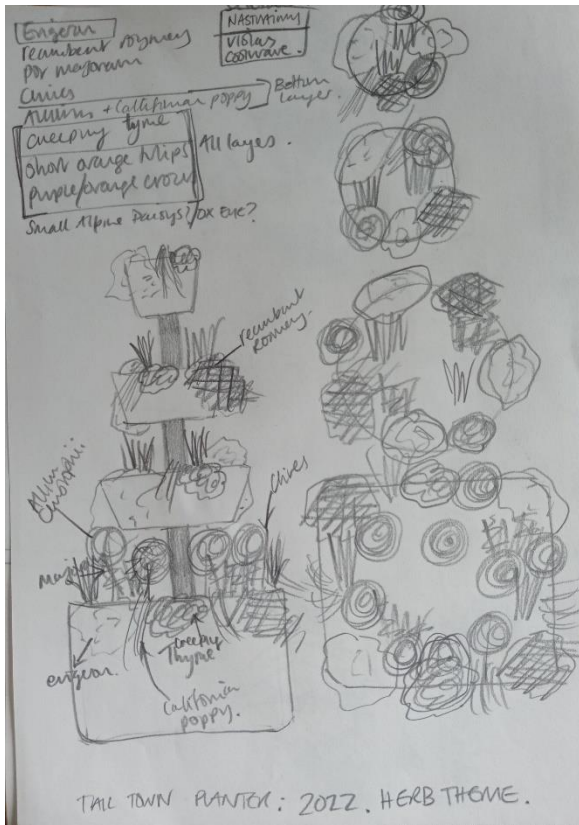


**An example of a partnership Planting Scheme - Diss Town Council Planters Sponsored by Businesses**  
Paid for by grant funding and the planting is maintained by local businesses, weekly watering is organised by the Town Council.





**Town Centre Planter - Located Poorly**  
 Ideas for more sustainable planting.



Can be very effective as a center point to a ground planted border.



**Recommendations**

- To consult with businesses about Town Centre floral displays and get their ideas and views on what can be improved. (Create an online questionnaire to collate all their views).
- A group of Councillors, Clerk and Environment Co-ordinator to develop proposals for the Town Centre after talking to businesses about the floral displays in the Town.
- To seek additional funding to implement proposals January 2022 ready for summer season 2022.
- To create an online mapping database for all street furniture

## Item 6 b Appendix 3 Welcome Back Fund Update:

East Suffolk District Council have initially asked whether they can order smaller items from our wish list. Some suggestions offered for approval:

Suggested feather Flags (With four bases)

- Wednesday Market Day X 2 (Town Sign Logo)
- Specialist Market X 2 (Town Sign Logo)
- Market Hall Event X 2 (Market Hall Logo)
- Makers Market X 2 (Market Hall Logo)



Have suggested gazebos/ outdoor stalls

**DANCOVER** .com Call us 0 203 936 8258 CUSTOMER SERVICE

PRIVATE B2B OUTLET

PARTY GARDEN EVENT STORAGE CAMPING **NEWS**

You are here: Dancover UK, Marquees and tents for sale > Pop up gazebos >

### POP UP GAZEBO FLEXTENTS PRO 4X4 M STRIPED, INCL. 4 SIDEWALLS

Product number FT04319

Pop up gazebo FlexTents PRO with a wonderful striped design. Professional quality pop gazebo for markets, events and carnivals. Complete set incl. 4 sidewalls, pegs and a practical carry bag with wheels.

**FLEXTENTS PRO 4x4**

£643.20  
MEMBERS' PRICE  
**£546.72**  
Price incl. VAT

BEST PRICE GUARANTEE -15%  
BECOME A MEMBER FOR FREE

OUT OF STOCK  
NATIONWIDE DELIVERY

ESTIMATED DATE OF DELIVERY  
05/10/2021

CALCULATE YOUR SHIPPING FEE ZIP CODE

**BUY NOW**

1

BEST PRICE GUARANTEED



## 4 Crowd barriers and 4 crowd barrier covers

CG COLOUR GRAPHICS

PVC FREE PRODUCTS COVID-19 TOOLS MATERIALS INDOOR & EXHIBITION OUTDOOR SMALL FORMAT PRINTING ACCESSORIES

Home > Crowd Barrier Covers

### Crowd Barrier Covers

£87.12  
Excl. Tax: £72.60

In Stock  
SKU#: crowd-barrier-covers

PRODUCT CONFIGURATOR


Material Type  
Fitted Stretch Polyester

Preset Size Options  
2150mm x 940mm

Sides  
Double Sided

Artwork Upload

4.8  
3.0

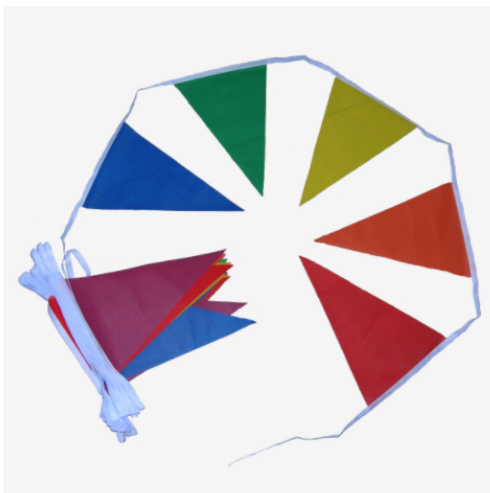


Support from Chat Support  
How can we help? We're here for you!  
Reply to Support

Multi coloured bunting for the Station and the Clerk has requested that they buy us materials to make our own bunting for the Christmas event

## Rainbow Multi Colour Triangular Bunting

Product Code: 9646 In Stock



Choose your options

\*Length:  
20m | 65ft 5m | 16ft

PRICE  
**£8.95**

Quantity: - 1 + **ADD TO CART**

All products include VAT and Free UK Delivery

Description Delivery & Returns

Looking for a colourful idea to brighten up your Pride event or party? Our super value Rainbow triangular bunting will deliver a knock-out display ensuring an awesome splash of colour to liven up the atmosphere. This fantastic LGBT multi-colour bunting is available in two different sizes - if you just have a small area to cover we have a five metre length with twelve triangular pennants, or if you are looking for a big display then our 20 metre length with fifty four pennants will cover a vast area! The size of each Rainbow pennant is 30cm x 20cm which are sewn onto strong polyester tape.

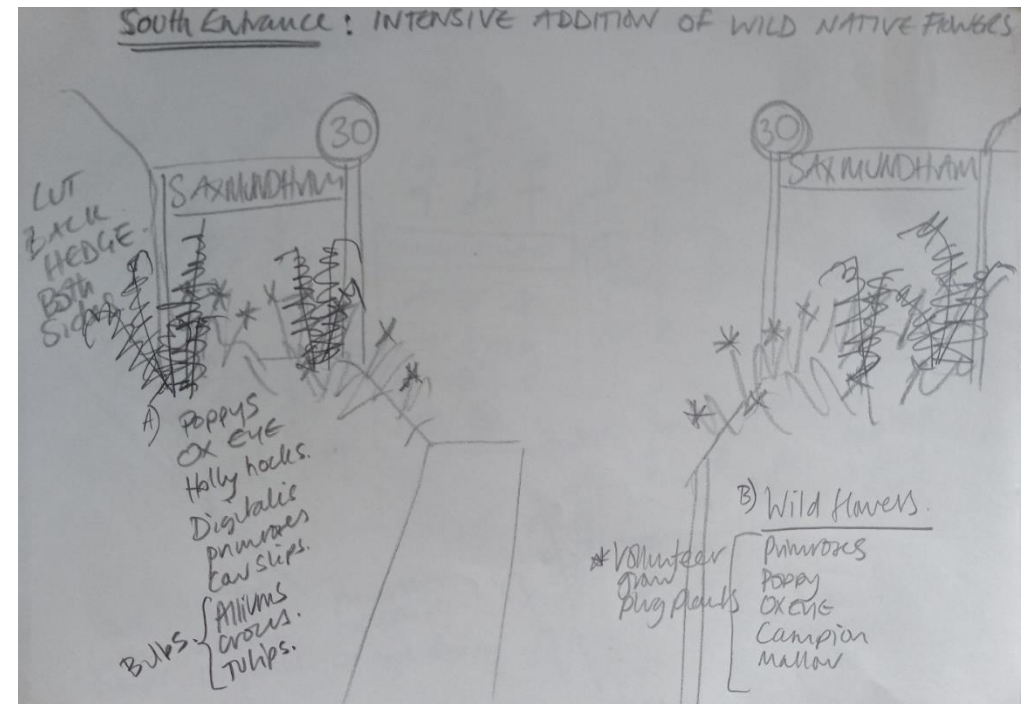
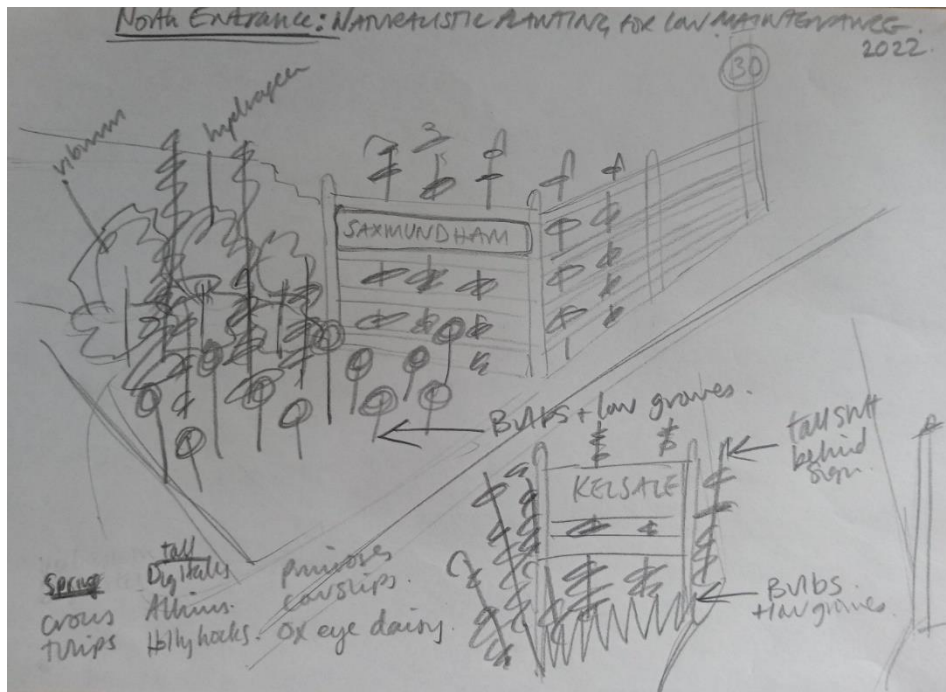
**Item 7 Appendix 4 Annual Plan & Monitoring of Maintenance - To discuss site inspection visits.**

Name of Venue/Site – Chantry Rd				Regular Maintenance Schedule 2021/22					
Date of Condition survey or Management plan		13/07/2021	New Condition Survey or Management Plan Review date		13/07/2022				
Area for Maintenance	Maintenance task	Works completed by Named supplier or member of staff	Frequency	Due Date for Completion	Materials costs	Labour Costs	Tick for compliance		
Play parks litter picking and weekly inspections	Inspected and litter picked weekly	Environment co-ordinator Cover Assistant Clerk	Weekly	Tuesdays		Minor maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grass cutting and general <u>maintenance</u>  Shrubbery/Hedges	Supply all machinery and operatives to mow Remove all litter and debris before commencing the mowing process.	Norse Contract					<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ROSPA Reports,  Councillor monitoring of maintenance	ROSPA reports completed in September and schedule of works approved based on recommendations and site visit by councillors.	Contract	Annual	September		ROSPA Reports £135 Maintenance repairs £3000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Play park</u> vandalism/graffiti	Repairs and making safe of equipment and remove graffiti.	East Suffolk/Norse	On demand	ongoing			<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wrought iron fencing	Painted	Contract	Every 4-5 years			£1000	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Development Ideas</b>									
Back plant areas of fencing with mixed native hedge									
Remove and replace Leylandii trees on border with mixed native hedging									
Create shaded area for parents to sit and children to play									
Increase wild flowers/biodiversity on site through strategic mowing regime									
Ensure hedgehog highways are incorporated into all boundaries									

**Item 8 Appendix 4 - Town Gateways – To discuss proposals for the Town Gateways and planting.**

The Clerk has contacted the Highways department at Suffolk County Council and was advised that the Town Council should seek the support of their County Councillor on any highway's issues. A meeting was recently held with The County Councillor and potential ideas were discussed. The Clerk has now written again to the Highways department with the support of the County Councillor, and is waiting for their approval on the improvements to the planting on the existing entrances and their further advice on creating new entrances on Church Street and Rendham Road. The Clerk has also requested their advice on speed calming measures.

Below are the initial planting ideas from the Environment Coordinator for the North and South Entrance.





**6) Correspondence - (Standing Item)**To consider any correspondence received related to Amenities and Services Committee.

<b>Agenda Item 15 – Appendix 12</b>			
Correspondence Log June 2021			
Item Number	Correspondence received.	Action Taken	Outcome
1.	Nine residents wrote to the Town Council to complain about the vegetation management in the Town. (Fromus Green, Brook farm Rd, Hopkins, East Suffolk Play Areas, Adventure play area)	Clerk explained how to report the issues.	Resolved
2.	Resident asked if the football pitch at the Memorial Field could be mowed more regularly.	Clerk contacted Norse.	Referred to Amenities Committee
3.	East Suffolk Lines have asked the Council to help with railway signage in the High Street	Clerk Responded	Ongoing
4.	Report of Fly tipping outside the Market Hall	Clerk Responded	Ongoing