



# *AMENITIES COMMITTEE*

## *20 SEPTEMBER 2021*

Roz Barnett  
SAXMUNDHAM TOWN COUNCIL

- 1) **Minutes of the Previous Meeting:** To resolve that the minutes of the of the meeting held on the Monday the 19 July 2021 are a true and accurate record (**Appendix1**).

**Minutes of the Meeting of the Amenities & Services Committee  
6.00 PM 19 July 2021 at Saxmundham Market Hall**

**Councillors:**

Councillor D. Eastman  
Councillor C. Hawkins  
Councillor R. Hedley Lewis

**Apologies:** Councillor T. Lock (Chair)

**Also Present:** Roz Barnett (Town Clerk)

<b>15/21AS</b>	<b>Apologies for absence</b> Apologies were received from Councillor T Lock.
<b>16/21AS</b>	<b>Pecuniary/Non-Pecuniary Interests</b> There were no declarations of interests.
<b>17/21AS</b>	<b>Minutes of the Previous Meeting</b> <b>RESOLVED:</b> It was unanimously RESOLVED to approve the minutes of the meeting 21 June 2021.
<b>18/21AS</b>	<p><b>Updates from the Clerk</b></p> <ul style="list-style-type: none"> <li>• The Clerk reported that East Suffolk have confirmed that dog waste can be deposited in any bin accept the recycling bins. They have offered to put stickers on the mixed waste bins in the Town Centre. The Clerk explained that she had reminded East Suffolk about the new dual use new litter bins on Fromus Green and Rendham Rd. East Suffolk District Council have kindly provided a map and details of the bins in Saxmundham. They have also informed the Clerk that they would expect the Town Council to pay for any new bins or renewals in the Town.</li> <li>• The Clerk reported that the station has been completed but there are still some snagging issues to be completed. Greater Anglia have offered a couple of locations for the Saxmundham Town Map. One on the exit of the west bound platform and one on the Station East platform under the Saxmundham Station sign. The Clerk is liaising with them about costs and installation. The Clerk will be assisting Greater Anglia organise an official opening in September.</li> <li>• The management of the Town Noticeboards was raised, and Councillor Hawkins offered to be noticeboard monitor and remove inappropriate and out of date information.</li> </ul> <p><b>RESOLVED:</b> East Suffolk District Council will place stickers on dual use rubbish bins in the Town Centre. That two Saxmundham maps will be installed at the Station and the Clerk will notify the Committee if there is any additional costs.</p>
<b>19/21AS</b>	<b>Memorial Landscape Project</b>

	<p>a) The Clerk reported that she has written to the Managing Agent of the Mayflower Estate, to see if they would consider a new entrance from Rendham Rd. She also explained that a site meeting has been arranged with Norse to discuss the mowing regime and potential costs. The Committee asked the Clerk to acquire costs for pitch marking and possible improvements to the football pitch area. They also suggested that Anglia Water be approached about creating a wildlife pond in the land that they manage. It was suggested that some thought be given to having a concession on the site for food and drinks.</p> <p>b) The Committee decided not to contract a landscape designer as they were happy with the plans that had been developed by the inhouse team. It was agreed to allow up to £1000 to pay for CAD drawings when required and some consultation time with Frederic Whyte to review the current plans as devised by the Working Group.</p> <p>c) The Clerk explained that six play companies had visited the site and would be reporting back their ideas on the 5 of August. It was provisionally proposed that the working group meet to discuss the ideas on the 9<sup>th</sup> of August. (This has now been changed to 10am on the 17 August).</p> <p>d) It was agreed that the beginning of the September Town Council meeting would be open to the public to formally consult on the proposals for the Memorial Field. It was agreed to have an informal consultation event at the Memorial Field to consult with site users. The Clerk was asked to liaise with CYDS and agree a date. The Committee asked the Clerk if she could ask CYDS to postpone the development of the raised bed until after the consultation. She explained that she would have to check as she had already given them permission as this had been agreed at the May Amenities Committee.</p> <p><b>RESOLVED:</b> The Clerk to arrange a consultation meeting with Frederic Whyte with the Memorial Field Working Group on the current plans. That a consultation event be organised at the Memorial Field to discuss the proposals with users of the site.</p>
20/21AS	<p><b>High Street Furniture and Floral Decorations</b></p> <p>a) The Committee discussed the proposals for a radical rethink of the floral decorations for the Town Centre. It was agreed that Councillor Eastman the Town Clerk would consult with Town Centre businesses on their displays and get their ideas and views on what can be improved. It was suggested that an online questionnaire be prepared to collate all their opinions. Once this was completed it was proposed that the Committee develop proposals for the Town Centre to present to the Town Council for additional funding. It was noted that all the planning would need completing by December if proposals were to be ready for implementing in January ready for summer season 2022.</p> <p>b) Welcome Back Fund Update: The Clerk reported that East Suffolk were offering money for Gazebos, signage and bunting, and the Clerk had placed an order for some bunting suitable for next year's platinum jubilee celebrations. She also explained that she was hoping to secure an order for at least 3 gazebos and fly banners that could be used for events and publicising the Market. She informed the Committee that information on funding for plants and planting would be coming from another East Suffolk team later in the year.</p> <p><b>RESOLVED:</b> That the committee will work with local businesses to improve the Town Centre floral displays.</p>
21/21AS	<p><b>Annual Plan &amp; Monitoring of Maintenance</b></p> <p>The Clerk explained that the planned site visits would form the basis of the Town Council's annual work programme for managing their assets and asked for feedback on the proposed maintenance form</p>

	<b>RESOLVED:</b> That committee members would conduct site visits to identify maintenance and development ideas for all the Town Council sites.
<b>22/21AS</b>	<p><b>Town Gateways</b></p> <p>The Committee discussed the proposed planting ideas for the entrances and approved the plans for native planting and bulbs, however they agreed that some evergreen and structural planting would be required for it to have all round seasonal appeal. It was suggested that elements of the Dutch urban planting installed at the station could be used. The Committee decided that they did not want any raised beds.</p> <p>The Clerk reported that a meeting was recently held with The County Councillor and potential ideas for improvements to the Gateways 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 as detailed in the report prepared by Councillor Hedley Lewis. The Clerk has also requested their advice on speed calming measures.</p> <p><b>RESOLVED:</b> That improvements to the planting at the North and South Entrance as soon as approvals are received from Highways.</p>
<b>23/21AS</b>	<p><b>Street Furniture Requests:</b></p> <p>None received.</p>
<b>24/21AS</b>	<p><b>Correspondence</b></p> <p>The Committee expressed concern about the number of emails the Town Council had received in relation to mowing and the vegetation management in the Town. It was noted that only one complaint related to the Memorial Field, and this was the cutting of the grass on the football pitch. This issue is being dealt with under the new mowing regime that is being put in place.</p> <p><b>RESOLVED:</b> The Clerk was asked to raise the matter with East Suffolk District Council asking them to improve the communication to the public about the importance of creating areas of biodiversity and stressing that the areas used by the public for recreation should be mown regularly so that the amenity of usable open space is not lost.</p>

The meeting closed at 7.42 p.m.

Roz Barnett

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

Tel: 01728 604595

## 2) Updates from the Clerk (not on the agenda)

- a) The Clerk is still chasing the installation of the metal chieftain litter bin on Fromus Green and Rendham Rd. The costs of these bins have gone up to £690.57+ VAT to cover line search and scanning before installation.
- b) Suffolk monuments have confirmed that they will do the restoration work in September ready for £690.57 the remembrance ceremony.
- c) The painter has confirmed that he will complete the painting of the Youth Booth this season.
- d) The noticeboards in Fromus Square will be painted by our maintenance volunteer when we have two clear days of fine weather.
- e) An outside tap has been installed at the Town House by our maintenance volunteer.

### 3) To review the Priorities/Projects in the Annual Plan (Appendix 2)

<i>Aim/Priority</i> 1 - To define an effective strategy for sustainable development and regeneration for the future of our town and benefit of our citizens, through the local and neighbourhood planning processes and other relevant means, working with partners in all sectors, seeking to attract external resources, community facilities and infrastructure.			
<i>Objective/Project</i>	<i>Budget 2022/23</i>	<i>Actions</i>	<i>Lead Committee, Councillor, and Officer</i>
1.1 To complete the regeneration of Fromus Square and the White Hart public house area for retail, hospitality and as a focal point for the community, and to encourage people to venture from the supermarket area to enjoy the independent shops and hospitality settings on the High Street.	£1500  £15000CIL	<ul style="list-style-type: none"> <li>Develop a brief in consultation with East Suffolk and businesses on the layout and design.</li> <li>Commission a design for the area December 2021.</li> <li>To seek transfer of ownership from East Suffolk District Council.</li> <li>To develop an improvement plan and events programme to attract shoppers.</li> <li>To develop plans for improving access routes from the Hopkins estate (lighting and surfacing).</li> </ul>	Amenities Committee Chair of Council Town Clerk & Town Centre Co-ordinator
1.4 To install eye-catching gateway entrances at each of the four main access routes with a view to promoting the Town and slowing traffic.	£2000 CB Planting £2000 CB Signage £1000 Jubilee Grant £10,000 CIL, new entrances	<ul style="list-style-type: none"> <li>Complete planting for the North Entrance by October 2021.</li> <li>Seek permissions for improvements to South Entrance by December 2021.</li> <li>Gain permissions and advice from Highways for east and west entrances by November 2021</li> <li>To take costed proposals for the new Gateways to the Town Council by December 2021</li> <li>To procure signs and installation contracts by April 2022</li> <li>To include maintenance of the entrances in maintenance contract</li> </ul>	Amenities Committee Chair of Amenities & Cllr. Headley Lewis. Town Clerk & Environment Co-ordinator

<b>Aim/Priority</b>			
<b>2 - To improve the environment of Saxmundham, in all its dimensions, working to make our town more attractive and sustainable, promote biodiversity, and address the challenges that climate change poses for our town and planet".</b>			
<b>Objective/Project</b>	<b>Budget 2022/23</b>	<b>Actions</b>	<b>Lead Committee, Councillor, and Officer</b>
2.1 To make the Town centre more attractive by working with local businesses to create a bespoke and sustainable planting display.	£5000CB Revenue £5000 CIL Capital	<ul style="list-style-type: none"> <li>To survey and engage with businesses September 2021 to develop options.</li> <li>To develop plans for the Town for consideration of the Town Council by November 2021.</li> <li>Commission and tender planters/maintenance December 2021-January2022</li> <li>Installations January-September 2022</li> <li>To explore ways of supporting town centre business to ensure shop fronts are in a good state of repair.</li> </ul>	Amenities & Services Committee  Chair of Amenities & Vice Chair of the Council  Town Clerk & Environment Co-ordinator Town Centre Co-ordinator
2.2 To reduce emissions by installing electric charging points in Saxmundham and explore the possibility of an electric community bus.	£1000CB  Staffing Budget	<ul style="list-style-type: none"> <li>Install two electrical charging points at the Town House by March 2022.</li> <li>Lobby Greater Anglia Railways and East Suffolk District Council to install four electric charge points at the station and town centre carparks.</li> <li>To seek costed proposals for a community electric bus and undertake business case research.</li> </ul>	Amenities & Services Committee  Chair of the Amenities Committee Town Clerk
2.3 To develop plans for footpath improvements		<ul style="list-style-type: none"> <li>To set up working group May 2022</li> <li>To map out footpaths and develop plans for improvements by August 2022</li> <li>Agree a policy for working with landowners and Councils to ensure footpaths are maintained by September 2022.</li> </ul>	Amenities & Services Committee Chair of the Amenities Committee Town Clerk

<b>Aim/Priority</b>			
<b>6 To be a good, forward-looking steward of our community assets and facilities, and – within our means - to provide and develop good local public services.</b>			
<b>Objective/Project</b>	<b>Budget 2022/23</b>	<b>Actions</b>	<b>Lead Committee, Councillor, and Officer</b>
6.1 <i>Regeneration of the Memorial Field and Seaman Avenue play areas to create attractive, environmentally sensitive open air leisure spaces to enhance the health and wellbeing of the community.</i>	£10000CIL £10000CB	<ul style="list-style-type: none"> <li>• <i>To develop a 3-year phased plan for development and consult on options Autumn 2021.</i></li> <li>• <i>To conduct underground survey for utilities.</i></li> <li>• <i>To agree and install phase 1 for centenary year Spring 2022 in consultation with the British Legion.</i></li> <li>•</li> </ul>	Amenities Committee  Chair of the Memorial Field Working Group  Environment co-ordinator and Clerk
6.2 <i>Regeneration of the Gannon Rooms as a community project, sustainable venue and as an attractive focal point for Station Approach.</i>	£20000HLF £5000 CIL	<ul style="list-style-type: none"> <li>• <i>To complete business plan and community consultation by October 2021</i></li> <li>• <i>To decide whether to take the asset October 2021</i></li> <li>• <i>If the Council agrees to take over the asset, develop plans for restoration by November 2021</i></li> <li>• <i>To apply for funding for the improvements by the end of December 2022.</i></li> <li>• <i>To renovate the building considering environmentally sustainable ways.</i></li> </ul>	Town Council Chair of the Council Chair of Amenities Committee Trustees of the Gannon Room
6.3 <i>Ensure that all council land and property are managed efficiently</i>		<ul style="list-style-type: none"> <li>• <i>Town Council assets mapped onto Parish online, each with its own maintenance plan by the end of October 2021</i></li> <li>• <i>Vegetation Management contract reviewed October 2021</i></li> </ul>	Amenities Committee Chair of Amenities Councillor Fisher Town Clerk

#### 4) Report on the Environmental Co-ordinator's Activities (Appendix 3)



Amy has established the Green Team and has begun to recruit volunteers. She has had two volunteer days and tackled the Trees on the Memorial Field and cleared up Fromus Square. The next activity will be based at the station, weeding the Town Council beds ready for the opening planned for the 24<sup>th</sup> of September.

Amy is also organising the Autumn Planting for the tubs and planters in the Town Centre.

Amy has been attending the Environment and Climate Change Working Group and is offering her expertise to develop a programme of activities for the Town Council to consider..

Amy has secured to articles in the local press and a listing for the Green Team has been created on the town Council Website.

*'Big Thanks to the wonderful Saxmundham Green Team Volunteers. Photos from our first Saxmundham Green Team Work parties on Memorial Field Community Orchard and Fromus Square Tidy Up. If you would like to get involved in helping us to improve greenspace for people and wildlife please contact Amy Rayner, Environment Co-ordinator via the Town Clerk. [Townclerk@saxmundham-tc.gov.uk](mailto:Townclerk@saxmundham-tc.gov.uk)*





Agreed July Meeting

Equipment	£500
Bulbs & Planting	£1,000
Grant Nature First	£510
<b>Total Budget</b>	<b>£2,010</b>

#### **AUTUMN BULBS**

E378	Large Flowering Crocus Mix (Pack of 100)	3	£19.98	£59.94
E418	Allium Gladiator 18cm (Pack of 6)	2	£13.98	£27.96
C526	Single Snowdrops (Pack of 50)	4	£14.98	£59.92
E506	Anemone blanda (Pack of 75)	1	£11.98	£11.98
C8363	Narcissi Lemon Sailboat (Pack of 30)	5	£9.98	£49.90
C511	Anemone Nemorosa Royal Blue Pack of 10	1	£15.98	£15.98
E8003	Tulip Purple Blend Mixed (Pack of 60)	1	£19.98	£19.98
C8235	Anemone Ranunculoides (Pack of 20)	1	£11.98	£11.98
E8404	Daffodil Tete a Tete 8/10 (Pack of 100)	2	£13.98	£27.96
B001	Tulip Purple Blend Mixed (Pack of 25)	1	FREE	FREE

#### **Subtotal**

**£285.60**

#### **AUTUMN PLANTING**

Soil Improver	£ 4.25
Aqua gel	£ 5.00
Slow release Fertiliser	£ 6.25
6 Creeping Rosemary	£ 60.00
2 Upright Rosemary	£ 24.00
14 Ivy	£ 20.00
12 Creeping Thyme	£ 24.00
33 Trailing pansies	£ 33.00
7 Oregano	£ 26.00
2 Boxes of Pansies	£ 6.00
2 variegated Sage	£ 6.50

#### **Subtotal**

**£ 215.00**

#### **Work Party Equipment (estimated)**

5x Spades £150	£ 150.00
5x Forks £150	£ 150.00
3x Wheel barrows £150	£ 150.00
6x Hand forks £60	£ 60.00
6x Trowels £60	£ 60.00
6 pairs Secateurs £90	£ 90.00
2x Pitch forks £60	£ 60.00
3x Landscape rakes £93	£ 93.00
2x Sping rakes £40	£ 40.00
2x Hoes £40	£ 40.00
2x Brooms £40	£ 40.00
4x trugs £20	£ 20.00
2x Watering cans £12	£ 12.00
Pruning saw £45	£ 45.00

#### **Subtotal**

**£ 560.00**

#### **Advertising**

Leaflets	£ 71.00
10 Branded High Visibility Jackets	£ 95.00

#### **Subtotal**

**£ 166.00**

**Balance Available**

**£783.40**

## 5) Memorial Field Landscape Project

a) To discuss the project, plan the next steps after the consultation



### Currently service and costs

Grass cutting and litter picking at Seaman Avenue, Memorial Field and play area x 8 visits April – November. Total = £662.00 plus VAT

### New costing for proposed Memorial Field

Annual mow cuts marked in red on maps supplied/AM on map project bumblebee =£162.5 no grass to be collected

No mow May- August/LM on map project bumblebee , you will need 1 cut in march 2 cuts in April, 2 cuts in September , 1 cut in October total amount 6 cuts per year no grass to be collected =£300.00

Every two weeks grass cut /LM on map project bumblebee, we suggest a cut every 2 weeks from April to October 13 cuts per year =£487.50 no grass to be collected .

Total grass maintenance per year £950.00+ VAT

### Quotation Saxmundham Memorial Field, 02/09/2021

Pitch marking line marking = £141.00 + VAT for 3 times per year .

### Quotation Saxmundham Memorial Field

Horsetail weed control £ 115.00+ VAT on boundary for 2 times per year

Name of Venue/Site – Town House Externals					Regular Maintenance Schedule 2021/22		
Date of Condition survey or Management plan		27 July 2021	New Condition Survey or Management Plan Review date				
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
Grass Area Around Trees	Grass mowed Monthly June - October	Contract	Monthly				<input type="checkbox"/>
Planted tubs	Watered June - September	Contract	Weekly				<input type="checkbox"/>
Trees	Watered June - September	Contract	Weekly				<input type="checkbox"/>
Shrubbery	Cut Back	Volunteers	Annually				<input type="checkbox"/>
2 Hanging baskets	Watered June- September	Contract	Watered Twice weekly				<input type="checkbox"/>
Gutters, windows, and doors	Cleaned	Contract	Twice a year				<input type="checkbox"/>
Men's Sheds	Door painted New Signage Garage Doors Painted	Volunteers	Every 5 years				<input type="checkbox"/>
Signage/ Noticeboards	Cleaned Painted	Contract Contract	Twice a year Every 5 years				<input type="checkbox"/>
Facias and woodwork	Cleaned Painted	Contract Contract	Twice a year Every 5 years				<input type="checkbox"/>

**6) Site Maintenance Plans – To consider draft maintenance plans for Town Council sites (Appendix 4)**

Development Ideas Town House Externals
Carpark Resurfacing
Electrical Points
Spring Bulb Planting
Bin Store
Equipment Storage Area
Bollards at the front and back entrance
External lighting rear of building
Solar Panels on flat roof

Name of Venue/Site – Seaman Avenue					Regular Maintenance Schedule 2021/22				
Date of Condition survey or Management plan		New Condition Survey or Management Plan Review date							
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 Contract	Twice Weekly	Tuesdays  Fridays			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grass cutting	Supply all machinery and operatives to mow Remove all litter and debris before commencing the mowing process. Mow and collect required at end of season.	Contract	As per Design schedule				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shrubbery/Hedges	All vegetation around perimeter cut back in Autumn	Contract					<input type="checkbox"/>	<input checked="" 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			ROSPA Reports £135 Maintenance repairs £3000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Playpark vandalism/graffiti	Repairs and making safe of equipment and remove graffiti.	East Suffolk/Norse	On demand	ongoing			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wrought iron fencing	Painted	Contract	Every 4-5 years			£1000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signage & Bins Old Signage removed	Cleaned	Contract	Twice a year				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trees	Surveyed	Contract	Annually				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Development Ideas Seamans Avenue
Back plant areas of fencing with mixed hedge, cover pump cage with Planting
Improve the linkage between the items of play equipment, move teen shelter, look to install new play equipment items.
Trim Trail / planted area under shadow of Water Tower?
Install new equipment
Open up closed pedestrian gate and create circular walk so dog walkers don't walk through the play area.

Name of Venue/Site – Memorial Field Skate Park					Regular Maintenance Schedule 2021/22				
Date of Condition survey or Management plan		New Condition Survey or Management Plan Review date							
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 Bi Annual Community litter picks	Environment coordinator Assistant Clerk Contract	Twice Weekly	Tuesdays  Fridays					
Play park vandalism/graffiti	Repairs and making safe of equipment and remove graffiti.	East Suffolk/Norse	On demand	ongoing					
Grass cutting	Supply all machinery and operatives to mow Remove all litter and debris before commencing the mowing process. Mow and collect required	Contract	As per design schedule						
Shrubbery/Hedges	All vegetation around perimeter cut back in Autumn	Contract							
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			ROSPA Reports £135 Maintenance repairs £3000			
Playpark vandalism/graffiti	Repairs and making safe of equipment and remove graffiti.	East Suffolk/Norse	On demand	ongoing					
Wrought iron fencing	Painted	Contract	4-5 years			£2000			
Signage & Bins Old Signage removed	Cleaned	Contract	Twice a year						
Trees	Surveyed	Contract	Annually						

Development Ideas Memorial Field Skate Park
Replace existing Signage
Landscaping around the skate park
More picnic benches
Replacement Bridge between Seamans Avenue and Memorial Field
Restoration of Pill Box
Improvements to Gates
New Avenue of Nut Trees
Plant new Specimen Trees Rendham Road
Provision of Skate bowl and increase skate area
Provision of onsite parking



Name of Venue/Site – Chantry Rd					Regular Maintenance Schedule 2021/22				
Date of Condition survey or Management plan		New Condition Survey or Management Plan Review date							
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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Grass cutting and general maintenance  Shrubbery/Hedges	Supply all machinery and operatives to mow Remove all litter and debris before commencing the mowing process. Cut Back Annually	Contract	Fortnightly  Monthly	As per developed schedule			<input type="checkbox"/>	<input checked="" 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. Painting of play frames	Contract	Annual			ROSPA Reports £135 Maintenance repairs £1000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Play Park vandalism/graffiti	Repairs and making safe of equipment and remove graffiti.	East Suffolk/Norse	On demand	ongoing			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Wrought iron fencing	Painted	Contract	4-5 years			£1000	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Signage & bins Old Signage removed	Cleaned	Contract	Twice a year				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Benches	Painted		Every 4-5 years				<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Development Ideas Chantry Rd
Back plant areas of fencing with mixed hedge
Replacement Grit Bin
Remove Leylandii trees on border
Create shaded area for parents to sit and children to Play

7) To consider draft tender for vegetation management and town centre maintenance(Appendix 5).



## SAXMUNDHAMTOWN COUNCIL

**SaxmundhamTown Council is seeking tenders for the grounds maintenance including grass cutting, litter picking, watering of floral displays for the period of 1 April 2022 – 31 March 2025.**

### **Overall Requirement**

This is a five year contract with a reserved annual break clause by SaxmundhamTown Council (to be the subject of an annual satisfactory performance review of the contractor).

### **Quotation Requirements:**

- **Written quotation (Annual Cost per year – Years 1 to 5 showing inflationary increases if desired)**
  - i.e. Year 1 - £xx.xx
  - Year 2 - £xx.xx
  - Year 3 - £xx.xx
  - Year 4 - £xx.xx
  - Year 5 - £xx.xx
- **Copy of public liability insurance**
- **Copy of company Health and Safety Policy**
- **Sample Method Statements**
- **Sample Risk Assessments**
- **The council has an expectation that contractors will include a copy of their environmental strategy/policy which explains how your company takes care of the environment. It may include recycling, energy use, and ways of improving biodiversity.**

**Failure to supply any of the above will result in the Tender being rejected.**

Contact name and number:

Roz Barnett

Saxmundham Town Clerk/RFO

**The Town House, Station Approach, Saxmundham, IP17 1BW**

Tel: 01728 604595 Mobile Tel: 07508677873

Quotations to be received by **Friday the 7 January 2022** the winning contractor will be contacted by Friday the 28 February 2022. The contract will be paid quarterly (on invoice). The regular annual cost divided over the period April – March (inclusive). Any additional works commissioned during the month should have a separate order number and be itemised and invoiced separately.

**Tender documents should be emailed to townclerk@saxmundham-tc.gov.uk**

**For the Attention of the Town Clerk, SaxmundhamTown Council.**

Details of the winning contract will be published IAW Local Government Transparency Code 2014.

Roz Barnett

SaxmundhamTown Clerk

### **General Notes for Contractors:**

1. Please itemise the quotation per section using the attached tables.

2. Please note that where there is grass cutting it is expected that the area is litter picked before mowing.
3. Where hedge cutting and leaf clearance activities take place the arisings should be cleared to a designated area on site.

**Section A - Organisation Details**

1.	Full name of organisation tendering	
2.	Registered office address	
3.	Named contact for this contract:	
4.	Email	
5.	Phone	
6.	Company or charity registration number.	
7.	VAT Registration number.	
8.	Type of organisation e.g limited company/sole trader	

**Section B - Health & Safety**

<b>Please provide a copy of your health and safety policy</b>	<b>Yes</b>	<b>No</b>

**Note:** if your organisation has less than 5 employees, the SaxmundhamTown Council still requires you to have a written Health and Safety Policy.

**Note:** Please enclose **Sample Method Statements, Sample Risk Assessments for the types of works included in this contract.**

In no more than 200 words can you please state how your company ensures the well being of your employees and the public. Listing what measure you use to comply with health and safety legislation.

Please provide details of the health and safety training you provide to employees, relevant to this contract in the box below eg herbicide use/machinery use. If from your answer we deem that adequate training is not/or has not been carried out, we will reject your bid in full.

**Section C - Insurance**

**You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.**

<b>Insurance Policy</b>	<b>Indemnity Value (£)</b>	<b>Yes</b>	<b>No</b>	<b>Will secure if successful</b>
Employers Liability	Min £5m per claim			
Public Liability	Min £10m per claim			

**Section D – Environmental Responsibility**

**The council has an expectation that contractors will include a copy of their environmental strategy/policy which explains how your company takes care of the environment. It may include recycling, energy use, and ways of improving biodiversity.**

**In less than 150 words please give examples of how you have put your environmental policy/strategy in place.**

**Section E – Partnership and flexible working**

**The Town Council want to have a very positive and constructive relationship with there contractor for general site maintenance. Whilst we have tried to specify what we need in the contract we realise that this may change. e.g. In exceptionally dry weather we might ask for additional litter picking instead of mowing.**

In no more than 200 words can you please state how your company would work with the Town Management Team to ensure the resources that we have for site maintenance are used wisely ensuring best value for money for the council.

## **Section 1 Memorial Field**

Memorial Field a busy public park in Saxmundham.



<b>Description</b>	<b>Detail</b>	<b>Price</b>
Grass Cutting	To be mowed as per attached schedule	
Football Pitch	To be marked out 3 times a year	
Vegetation management	All perimeter areas/hedging to be cut back October/November	
Litter picking whole of grounds	Two hours of litter picking 1 operatives to be carried out once a week (Friday)	

Section 2 - Seamans Avenue

Section 3 – Chantry Rd

Section 4 – Town House

Section 5 – Gateway Entrances

Section 6 – Signs, Memorials and Bins

## **Section 7 – Horticultural Projects**

### **Hanging Baskets and window troughs**

	<b>Price</b>
<ul style="list-style-type: none"> <li>Planting of 40 Amberol Hanging baskets as per specification</li> </ul>	
<ul style="list-style-type: none"> <li>To check all baskets fixtures every year and renew any that are not safe.</li> </ul>	
<ul style="list-style-type: none"> <li>Installation of 40 baskets, 5 barrier planters and 22 trough liner between the 26<sup>th</sup> of May and the 2<sup>nd</sup> of June.</li> </ul>	
<ul style="list-style-type: none"> <li>To be delivered and positioned on site - preferably a Sunday or at a time to avoid traffic. Permits for access must be obtained from Suffolk County Council.</li> </ul>	
<ul style="list-style-type: none"> <li>Maintenance of 40 baskets, planters, 5-barrel containers, 2 half barrel containers, watering trough and marketplace roundabout 22 trough liners from end of May – mid September.</li> </ul>	
<ul style="list-style-type: none"> <li>To water and fill reservoirs twice weekly June to mid-October before 8 am</li> </ul>	

<ul style="list-style-type: none"> <li>To use a soluble feed every week to maintain good growth and flowering and would expect to be using this until at least early October. e.g. Hortimix Extra</li> </ul>	
<ul style="list-style-type: none"> <li>Baskets, barrier planters and trough liners to be removed approximately mid-October and the contents delivered to the cemetery compound</li> </ul>	
<ul style="list-style-type: none"> <li>The Town Council may wish to add additional planters or baskets to the tender. Could you please supply a price it would like to add an additional hanging basket and an additional planter</li> </ul>	

<b>Contract Management</b>	
Required reporting	Price
1. Completion of Monthly Compliance Tick sheets which details what maintenance tasks were completed and when they were undertaken. This to be returned with monthly invoices.	
2. Quarterly 2 hours monitoring meetings to discuss any issues and changes to schedules	
3. Provision of named contact to deal with day to day issues	

## References

Please provide details of up to two contracts from either the public or private sector, that are relevant to our requirement.. Works contracts may be from the past five years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them). Note that where possible referees should not solely be linked to the TTC and that we may contact your referees without telling you again.

Reference 1 - Organisation name:

Customer contact, name, phone number and email

Contract Start date, contract completion date and contract value

Brief description of contract (max 150 words) including evidence as to your technical capability in this market.

Reference 2 - Organisation name:

Customer contact, name, phone number and email

Contract Start date, contract completion date and contract value

Brief description of contract (max 150 words) including evidence as to your technical capability in this market.

**8) To consider draft tender for tree survey and associated works (Appendix 6).**



**SAXMUNDHAM TOWN COUNCIL**  
**INVITATION TO TENDER FOR TREE INSPECTION WORKS**

You are invited to submit a tender for the supply of Tree Inspection Works on trees on Saxmundham Town Council land. Contact name and number:

Roz Barnett

Saxmundham Town Clerk/RFO

**The Town House, Station Approach, Saxmundham, IP17 1BW**

Tel: 01728 604595 Mobile Tel: 07508677873

**Tender to be emailed to [townclerk@saxmundham-tc.gov.uk](mailto:townclerk@saxmundham-tc.gov.uk)**

**Quotations to be received by 12noon Friday 29 October 2021.**

Saxmundham Town Council are seeking quotations for the undertaking of a formal tree inspection of the council's trees.

The council owns three small sites Memorial Field, Seaman's Avenue and Chantry Rd (Maps and details attached).

The tree survey will need to be completed by the end of January of this year and the inspector will need to be suitably qualified (minimum Level 3 Arboriculture with modules covering tree inspection and the recognition and treatment of defects, LANTRA Professional Tree Inspection) and experienced and hold professional indemnity and public liability insurance of £10,000,000.

The outcome of inspections will be recorded as a written report and will detail:

- Those trees which pose risk
- The level of risk
- The required action
- Priority level for completion (as per council policy)

Please include details of your company, qualifications and experience of the person(s) who would carry out the work, details of your insurance cover, a method statement and the name and email of two references,

**Failure to supply any of the information requested in the attached specification will result in the Tender being rejected.**

Please send all enquiries in writing or by email, by the deadline stated in the tender timetable, quoting the contract reference number stated above. Details of the winning contract will be published in accordance with Local Government Transparency Code 2014.

You must be aware of the following:

- i. All prices must be in sterling and exclusive of VAT.
- ii. We will not return any part of the documents forming your tender.
- iii. We reserve the right to cancel or withdraw from the process at any stage.
- iv. We do not undertake to accept the lowest priced tender, or part, or all of any tender.
- v. All information supplied to you by us will be treated in confidence to officers and councillors of the council.
- vi. All details of your tender, including prices and rates, must be valid for our acceptance for a period of 90 days.
- vii. Once we have awarded the contract, we will not accept any additional costs incurred.
- viii. Offering an inducement of any kind for obtaining this or any other contract will disqualify your tender

Roz Barnett

Town Clerk

Saxmundham Town Council

**Organisation Details**



Organisation Details			
	Question	Your Answer	
1.	Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted).		
2.	Registered office address.		
3.	Main contact for this contract:  Name  Address (if different from registered office)  Email  Phone  Mobile		
4.	Company or charity registration number.		
5.	VAT Registration number.		
6.	Type of organisation	i) a public limited company	
		ii) a limited company	
		iii) a limited liability partnership	
		iv) other partnership	
		v) sole trader	
		vi) other (please specify)	
7.	Total number of employees employed by your organisation. (Including Directors, Partners, Apprentices, Trainees etc.)		
8.	Length of time your business has been operating.		
6.10	Does your organisation have a written Health and Safety Policy? <b>Please provide a copy</b>	<b>Yes</b>	<b>No</b>
	<b>Note:</b> if your organisation has less than 5 employees, the Saxmundham Town Council still requires you to have a written Health and Safety Policy.		
6.11	Please provide details of the health and safety training you provide to employees, relevant to this contract in the box below. If you do not provide any training, please tell us why this is not necessary. The Statement of Requirements will state whether any specific health & safety training is required for this contract, if from your answer we deem that adequate training is not/or has not been carried out, we will reject your bid in full.		
6.12	<b>You must either confirm that you have the following levels of insurance in place for each and every claim rather than on an aggregate basis or, alternatively, undertake that should you be awarded a contract under this procurement such levels of insurance will</b>		

Organisation Details				
Question		Your Answer		
be available to you and that you undertake to maintain these levels of insurance for the duration of the contract.				
Insurance Policy	Indemnity Value (£)	Yes	No	Will secure if successful
Employers Liability (This is a legal requirement. There are a small number of exceptions. Please refer to HSE Guidance HSE 40 Employers Liability Compulsory Insurance Act 1969)	Min £5m per claim			
Public Liability	Min £10m per claim			

I declare that to the best of my knowledge the information submitted in this form is correct. I understand that the Saxmundham Town Council may reject this tender if there is a failure to answer all relevant questions, or provide any requested information fully or if I provide false or misleading information; or if I make any false declaration which is discovered after Contract Award; I acknowledge that this may lead to said contract being terminated.

Name (printed)

---

Date

---

Signature

---

Capacity / Title

---

For and on behalf of

---

**References**

Please provide details of up to two contracts from either the public or private sector, that are relevant to our requirement. Contracts for the supply of goods or services should have been performed during the past three years. Works contracts may be from the past five years. (The customer contact should be prepared to speak to the purchasing organisation to confirm the accuracy of the information provided below if we wish to contact them). Note that where possible referees should not solely be linked to the TTC and that we may contact your referees without telling you again.

Reference 1

Organisation name:

Customer contact, name, phone number and email

Contract Start date, contract completion date and contract value

Brief description of contract (max 50 words) including evidence as to your technical capability in this market.

Reference 2

Organisation name:

Customer contact, name, phone number and email

Contract Start date, contract completion date and contract value	
Brief description of contract (max 50 words) including evidence as to your technical capability in this market.	

## 9) Town House Fire Alarm Youth Booth Lights (Appendix 7 & 8)

	BBC Fire Protection Ltd for Morgan Fire Protection			Anglian Security and Fire Ltd			Coastal Fire Ltd		
Town House fire alarm	quote includes v	net price	plus vat	quote includes v	net price	plus vat	quote includes v	net price	plume vat
supply and install alarm main TH building	v	£3,495.59	£4,194.71	v	£ 2,995.00	£3,594.00	v	£ 3,139.20	£ 3,767.04
supply and install TH emergency lighting (not asked for)	v	£ 962.57	£1,155.08	v	£ 1,195.00	£1,434.00			
Supply and install emergency lighting external workshop area (not asked for)	v	£ 239.57	£ 287.48						
supply and install fire alarm external workshop area (not asked for)	v	£ 859.32	£1,031.18						
Asbestos test for artex ceilings						£ -			£ -
TH alarm if asbestos found						£ -	v	£ 120.00	£ 144.00
						£ -	v	£ 3,712.80	£ 4,455.36
<b>Youth Booth emergency lights</b>						£ -			£ -
replacement of all lights and fittings	v	£1,127.95	£1,353.54	v	£ 825.00	£ 990.00	v	£ 333.60	£ 400.32
replacement cabling			£ -	v					
	Total excluding quotes for items not asked for	£4,623.54	£5,548.25	Total	£ 3,820.00	£4,584.00	Max if asbestos found	£ 4,166.40	£ 4,999.68
							Min if no asbestos found	£ 3,592.80	£ 4,311.36

Recommend Coastal Fire as they are both cheap and have built in a contingency for artex ceilings containing asbestos.

**10 Town Gateways – To discuss specification for the Town Gateways (Appendix 9).**

**SAXMUNDHAM GATEWAYS Specification**

**1.4 To install eye-catching gateway entrances at each of the four main access routes with a view to promoting the Town and slowing traffic.**

**1.5**

- Seek Permissions and complete planting for the North Entrance by October 2021.
- Seek Permissions and complete planting to South Entrance by December 2021.
- Gain permissions and advice from Highways for east and west entrances by December 2021
- To take costed proposals for the new Gateways to the Town Council by February 2021
- To procure signs and installation contracts by April 2022
- To include maintenance of the entrances into the Town Council's maintenance contract cutting back hard the hedging bi annually so the entrances can be seen
- To support the development of Speed watch within the town.

**Budget Costs**

£5000 – Survey & Design Works 2021-2022

£15000 – CIL Money installation 2022-2023

**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.

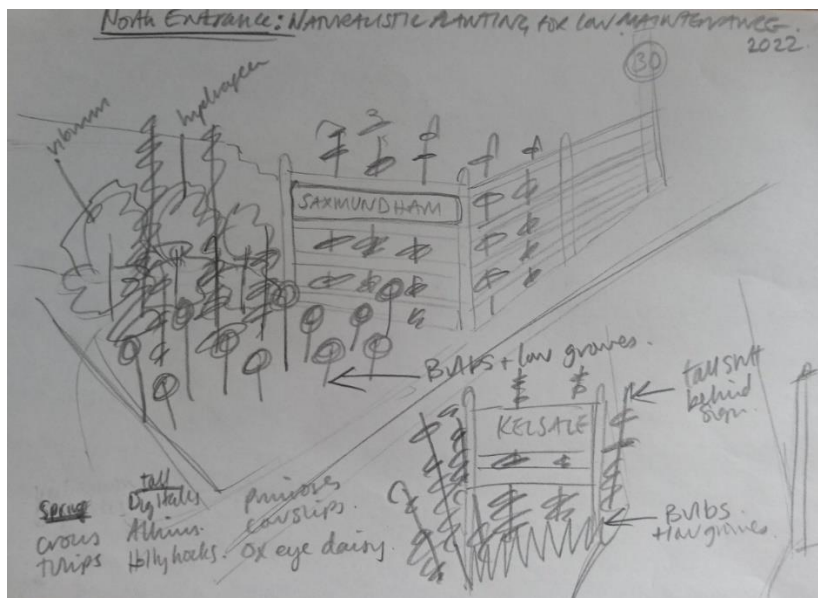
**NORTH GATEWAY**



N1



N2



N3

**Actions to improve the visual Entrance:**

- To apply for a licence to remove the existing sinks and replace with naturalised planting.
- To add Di-bond aluminium signs above existing Town Sign to match new East and West Signage

**Actions to combat speeding:**

- To mark road surface with speed limit/dragons teeth
- To add post to allow for the affixing of Mobile Speed Indicator Device

Bulbs for Spring interest  
 Daffodils Crocus  
 Allium Tulips  
 Wood anemones

---

Wildflower plug plants  
 for summer colour- oxeye  
 daisies, foxglove,  
 cowslips primrose,  
 campion, mallow,

---

Some smaller bird friendly  
 evergreen shrubs for winter  
 structure

---

Berberis darwinii, and  
 blackthorn Viburnum  
 opulus

**EAST GATEWAY**



**E1**



**E2**



**E3**



**E4**



**E5 - County Specification Gateways**



**E6 To include Welsome signage**

**Actions to improve the Visual Entrance East Gateway:**

- To apply for a licence to install naturalised planting as per South and North Entrance.
- To install gateway entrances as per the County Council Specification
- To install Welcome to signage (In celebration of the Queen Elizabeth II Platinum Jubilee)

**Actions to combat speeding:**

- To mark road surface with speed limit/dragons teeth
- To add post to allow for the affixing of Mobile Speed Indicator Device

## SOUTH GATEWAY



S1



S2



S3

### **Actions to improve the visual Entrance:**

- To apply for a licence to remove the existing sinks and replace with naturalised planting.
- To add Di-bond aluminium signs above existing Town Sign to match new East and West Entrances

### **Actions to combat speeding:**

- To mark road surface with speed limit/dragons teeth
- To add post to allow for the affixing of Mobile Speed Indicator Device

## WEST GATEWAY



W1



W2



W3

### **Actions to improve the Visual Entrance West Gateway:**

- To apply for a licence to install naturalised planting as per South and North Entrance.
- To install gateway entrances as per the County Council Specification
- To install Welcome to signage (In celebration of the Queen Elizabeth II Platinum Jubilee)

### **Actions to combat speeding:**

- To mark road surface with speed limit/dragons teeth
- To add post to allow for the affixing of Mobile Speed Indicator Device