



# Saxmundham Town Council

## 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 Clerks 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

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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**

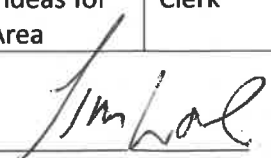
Councillors agreed to develop an annual Plan for the Committee.

**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/July 2021

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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**

Signed  Date 31/8/21

