



# Saxmundham Town Council

Minutes of the Meeting of the Amenities & Services Committee  
6.00 PM 15 November 2021 at Saxmundham at the Town House

**Councillors:**

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

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

59/21AS	<b>Apologies for absence</b> No Apologies were received.
60/21AS	<b>Pecuniary/Non-Pecuniary Interests</b> There were no declarations of interests.
61/21AS	<b>Minutes of the Previous Meeting</b> <b>RESOLVED:</b> It was unanimously RESOLVED to approve the minutes of the meeting 25 of October 2021.
62/21AS	<b>Updates from the Clerk</b> <ul style="list-style-type: none"><li>a) The Clerk reported that the contractor has painted the Men's Sheds garage doors at a cost of £355.60.</li><li>b) The Clerk reported that the underground survey had been commissioned of Saxmundham's Memorial Field at a cost of £1530 and she was waiting for the company to confirm the date.</li><li>c) Councillor Hawkins reported that the bins have been installed on Rendham road and Fromus Green.</li><li>d) The Clerk reported that she was still awaiting feedback on what additional items Saxmundham can purchase from the Welcome Back Fund. The Council has already received 2 gazebos and fly flags for the Market Hall.</li><li>e) The Clerk apologised for not including the site maintenance plans on the agenda and agreed that these would be included at the next meeting</li></ul>
63/21AS	<b>Report on the Environmental Co-ordinators Activities</b> <p>This Autumn the Green Team volunteers have cleared weeds at the Gannon Rooms, removed arisings from the annual mow areas at Memorial Field and planted bulbs at the Town House, North Entrance and in pots about town.</p> <p>The Environment Co-ordinator has organised a volunteer walk on the 7 Dec, a Community Litter Pick on 3 Jan 2022, 10-11.30am and Wildflower Seed Sowing Workshops at the Market Hall Tuesday 15 Feb.</p> <p><b>The Committee discussed a proposal from the Environment Co-Ordinator for unkempt pockets of land within the Town</b></p> <p>It was noted that there are several small pockets of land, often near bins, The Town Council receive regular queries and complaints about weeds, and lack of maintenance.</p> <p>It was agreed that these areas could be mapped, and proposal be developed for the consideration of the Town Council. The suggestion was that they could be given engaging names with some unifying</p>

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	<p>branding. This would create different habitats in the Town and then a wildlife themed walk could be created between them.</p> <p>Councillors agreed that any money remaining in the Sax in Bloom budget should be used for plants to complete the station planting scheme.</p>
<b>64/21AS</b>	<p><b>Memorial Field Landscape Project</b></p> <p>a) The Environment Co-Ordinator has applied to the Woodland Trust for trees and hedging trees (Funded by the Queens Green Canopy and Big Climate Fight back). If successful they will be delivered in March 2022. She has requested the wild harvest and hedge packs which will save the Council £189.00. It was agreed that the hedging would be allocated to: Seaman Ave/Memorial Field ditch, Chantry Rd chain link fence, and the Rendham Rd boundary. The Green Team volunteers plus CYDS and Scouts would be involved in the planting and watering will be done by contractors.</p> <p><b>RESOLVED: That the Committee allocate £700 from the general maintenance fund for tree planting and the responsibility for purchase be delegated to the Clerk, the Environment Co-ordinator, and Chair of the Memorial Field Working Group.</b></p> <p>b) The Committee discussed the budget and plans for first phase project landscaping. The difficulty of securing permissions for widening the highways was acknowledged. The Committee discounted the idea of employing a private highway designer. The Clerk and Chair agreed to chase the Suffolk Highways department for their views and cost of design works. The Committee agreed to consider working within the current entrance area so that highways permissions were not required. The Chair and the Clerk agreed to meet with current users of the field to ascertain how the field is currently used and what improvements are needed. The Clerk suggested that an indicative budget of £1000 be allocated for the designing of soft landscaping area at the entrance. The Clerk was also asked to consult with local stone mason for ideas for resetting the existing memorial stone.</p> <p>c) The Committee approved the proposed gate designs that had been sent out for quotes. The Clerk reported that they have been sent to 5 local companies and that only one company had responded.</p> <p>d) The Committee noted that they had received the information for the new Memorial Field signage. It was suggested that the text needs to be edited for the display boards and layout designed with pictures.</p> <p><b>RESOLVED: That the Committee allocate £1000 for the design and production of the new signage.</b></p>
<b>65/21AS</b>	<p><b>Request from Men's Sheds</b></p> <p>The Committee decided that there were not sufficient funds for the floor insulation of the interior of the Men's sheds this year. The Clerk was asked to discuss the issues with the group.</p>
<b>66/21AS</b>	<p><b>Town House</b></p> <p>The Committee noted that additional storage was required at the Town House.</p> <p><b>RESOLVED: That the Committee allocate £500 for new gates and improvements to storage at the rear of the building</b></p>
<b>67/21AS</b>	<p><b>Town Gateways</b></p> <p>The Clerk reported that she was still waiting for a response from highways. It was suggested that she escalates the matter to the local County Councillor.</p>
<b>68/21AS</b>	<p><b>Street Furniture Requests:</b></p> <p>None received</p>
<b>71/21AS</b>	<p><b>Correspondence –</b> The correspondence about maintenance on the land between Fairfield Rd to Henley Close was noted</p>

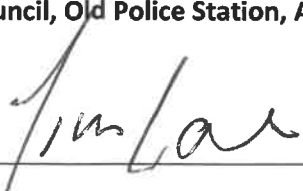
The meeting closed at 7.46 p.m.

Roz Barnett

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

Tel: 01728 604595

Signed \_\_\_\_\_



Date \_\_\_\_\_

25/4/22