



**Minutes of the Meeting of the Amenities & Services Committee  
6.00 PM 21 February 2022 at Saxmundham at the Town House**

**Chair of Meeting** Tim Lock

**Also Present** Roz Barnett

**Attendees:** Councillor D. Eastman  
Councillor C. Hawkins  
Councillor R. Hedley Lewis

**72/21AS Apologies for absence**  
No Apologies were received.

**73/21AS Pecuniary/Non-Pecuniary Interests**  
Councillor Eastman declared a non- pecuniary interest as a trustee of the IP17 Good Neighbour Scheme

**74/21AS Minutes of the Previous Meeting**  
**RESOLVED:** It was unanimously **RESOLVED** to approve the minutes of the meeting 15 of November 2021 and the action notes from the informal meeting.

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**75/21 A Storage at the Town House and repairs to the Town House wall**

Discussion:

- The Clerk reported that IP17 GNS have installed a new shed to be installed and have cleared out the back cupboard and moved the fridges out of the Town House.
- The Committee agreed for the Clerk to install the Town Council memorabilia, parish map, councillor and staff pigeonholes somewhere in the Town House.
- The Clerk reported that the Town House Wall had been fixed by the gentleman that had knocked it down at no cost to the Council. To prevent this happening again the Committee agreed that Bollards should be installed with light reflective strips.

**RESOLVED: That the Clerk will make arrangements to install 4 bollards at the entrances to the Town House carparks at a maximum cost of £500 in consultation with councillors Lock and Hedley Lewis.**

| Action items   | Person responsible | Deadline       |
|--|--------------------|----------------|
| ✓ Arrange for a large parish Map to be displayed   | Clerk              | March 2022     |
| ✓ Arrange for the additional chairpersons named to be added to the Wooden boards and to track down trophy cabinet. | Clerk              | April 2022     |
| ✓ To arrange for pigeonholes and noticeboards to be installed in Town House.                                       | Clerk              | April/May 2022 |
| ✓ Arrange for bollards to be installed in carpark  | Clerk              | April/May 2022 |

*Tim Lock*

25/4/22

## 76/21 A Report on the Environmental Co-ordinator's Activities

### Discussion:

- The Clerk reported that seed sowing workshop was well attended, and the wildflowers will be grown for displays within the Town. There will be a plant swap event at one of the April Wednesday markets to encourage sustainable gardening in the Town
- Cllr Hedley Lewis asked that the Seamans Avenue dog walk be considered.
- Councillors raised the issue of the fencing at Chantry Rd which the Clerk had reported to network Rail.

**RESOLVED: That the Environment Co-ordinator will make plant the Jubilee Oak on the Memorial Field adjacent to Rendham rd. (ensuring it fits with entrance design plans).**

| Action items   | Person responsible       | Deadline   |
|--|--------------------------|------------|
| ✓ Tree and hedge planting will take place on the 20 <sup>th</sup> of March at the Memorial Field | Environment Co-ordinator | March 2022 |
| ✓ That the 750 trees be promoted on noticeboards and newsletter.                                 | The Clerk                | March 2022 |
| ✓ Clerk to seek quotes for removal of fir trees and replacement fencing at Chantry Rd            | The Clerk                | March 2022 |

## 77/21 A Updates on Improvements to the Market

### Discussion:

- The traders pack was discussed, and improvements suggested.
- The risk assessment was discussed, and improvements suggested.
- The Market survey be promoted to gain feedback from people in the Town
- Councillor Hedley Lewis asked that the surfacing in the Market Place be reported to the County Council.
- The design for a new sign for Fromus Square was discussed.
- That a business plan be developed for the Market for 2023-2024 once the regeneration has been completed.

### Action items

| Action items   | Person responsible                                   | Deadline    |
|--|--|-------------|
| ✓ Welcome Pack and risk assessment updated   | Town Centre co-ordinator                             | March 2022  |
| ✓ That the Market Survey be promoted   | Town Centre co-ordinator                             | March 2022  |
| ✓ Banner for Fromus Square, designs to be drafted and permissions sought                   | Town Centre co-ordinator                             | March 2022  |
| ✓ Cllr Hedley Lewis asked in the Market Place surfacing be reported                        | Town Clerk   | March 2022  |
| ✓ That a new attractive layout be created in consultation with local businesses and shops. | Town Centre co-ordinator<br>Town Centre co-ordinator | March 2022  |
| ✓ Business Plan for Market be developed  |  | Autumn 2022 |

*Shwal* 25/4/22

**78/21A Memorial Field Landscape Project**

**Discussion:** The committee needed to wait for the designs from the garden designer before pursuing options for the gate, signage and memorial stone.

| Action items            | Person responsible | Deadline   |
|-------------------------|--------------------|------------|
| ✓ Meeting with Designer | All                | March 2022 |

**79/21A Maintenance Management Tenders**

**Discussion:**

The Clerk reported that only one tender had been received by the deadline. The Committee agreed to extend the deadline to the 25<sup>th</sup> of March 2022.

| Action items   | Person responsible | Deadline   |
|--|--------------------|------------|
| ✓ Clerk to inform potential bidders about extension to deadline. | Clerk              | March 2022 |

**80/21A Town Gateways and speeding**

**Discussion:**

- The Clerk expressed her frustration in getting a quote from Suffolk Highways for a quote for the gateways.
- The Committee discussed options for speeding survey and agreed to place tubes at South Entrance which would collect speed, volume, and classification. the cost of this survey is slightly more, £410 + VAT.

**RESOLVED: That the Clerk will commission a traffic survey at South Entrance at a cost of £410.**

| Action items  | Person responsible | Deadline      |
|---|--------------------|---------------|
| ✓ Cllr Lock to contact Suffolk Highways to discuss quote for the design of gateways | Cllr Lock          | February 2022 |
| ✓ Clerk to commission Traffic Survey  | The Clerk          | February 2022 |

**81/21A Review of Charges**

**Discussion:**

The Committee discussed charges for open spaces and the Market and agreed to no changes due to the current economic conditions. The committee agreed to review this in January 2023 once the business plan for the Market had been produced.

**RESOLVED: That the charges for the Market and open spaces remain the same for the next year.**

**82/21A Street Furniture Requests – None Received**

**83/21A Correspondence – None Received**

The meeting closed at 7.35 p.m.

Roz Barnett Clerk to Saxmundham Town Council, Old Police Station, Approach Road, Saxmundham, IP17 1BW  
Tel: 01728 604595

*J. H. A. 25/4/22*