



**Minutes of the Meeting of the Amenities & Services Committee**  
**6.00 PM 28 March 2022 at Saxmundham at the Town House**

**Chair of Meeting** Tim Lock

**Also Present** Roz Barnett

**Attendees:** Councillor C. Hawkins  
Councillor R. Hedley Lewis  
Councillor J Sandbach (left 6.50am)

**84/21A Apologies for absence**  
Di Eastman

**85/21AS Pecuniary/Non-Pecuniary Interests**

None declared

**86/21AS Minutes of the Previous Meeting**

**RESOLVED:** It was unanimously RESOLVED to approve the minutes of the meeting 21 of February 2022

**87/21 A Clerk Updates**

Discussion:

- The Clerk has arranged a site visit on the 5<sup>th</sup> of May with the new health and safety consultant. It was agreed that for his first visit he would focus on the Market Hall, Gannon Rooms, Town House, and event management plans. She invited councillors to attend, and Councillor Hedley Lewis volunteered his attendance.

**Action items**

✓ Attend Health and Safety Visit

**Person responsible**

Clerk and Councillor Hedley  
Lewis

**Deadline**

5<sup>th</sup> of May 2022

**88/21 A Report on the Environmental Co-ordinator's Activities**

Discussion:

- The Green team planted the trees on the Memorial field, Chantry Rd and Seaman Avenue and arrangements are being made for emergency watering. The Clerk is also seeking a price form Norse for regular watering
- The Committee noted that additional planting is required at the two main entrance station beds to finish the project. Councillors agreed to allocate £400 to complete the planting at the station and £150 for mulch to keep the weeds down. The three station birches will need replacing with whips in the Autumn and it was agreed to allocate a further £100 for these.
- The Committee commented on the improved spring bulb display and agreed to allocate £350 for autumn bulb planting.

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**RESOLVED: That £650 of the Sax in Bloom budget be allocated to the completion of the station borders and £350 be allocated to the autumn bulb planting.**

**RESOLVED: That arrangements are made for emergency watering for the newly planted trees and a quote is secured for regular watering.**

Action items	Person responsible	Deadline
✓ That £400 be spent on plants to complete the two front beds at the Station. That an additional £150 be spent on Mulch to keep the weeds down.	Environment Co-ordinator and Green Team	May 2022
✓ That £350 be spent on wholesale bulbs for Autumn planting	Environment Co-ordinator and Green Team	November 2022
✓ Arrangements made for emergency watering	Environment Co-ordinator	March 2022

#### **89/21 A Updates on Improvements to the Market**

##### **Discussion:**

- 104 people had responded to the Market Survey. Respondents liked the idea of a Saturday Market and were very keen on food and drink.
- The Committee noted that the Clerk has only had verbal consent from East Suffolk to use Fromus Square.
- The Market Events have been listed on Eventbrite and 12 stalls have booked for the first event.
- The Committee discussed the signage and publicity for the event.
- The Clerk reported that she had paid £50 for the Market Road closures for the Saturday Market however this will not be used for the April Event.
- The Town Centre co-ordinator is progressing the new sign for Fromus Square.
- The Clerk asked that Councillors note that she had reported the Market Place surfacing
- The Market Traders refused the Council's offer to take over the electricity supply

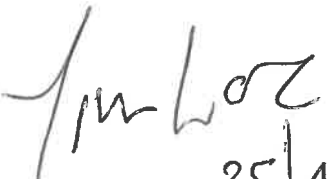
**RESOLVED: That the Committee approved the costs of £302 for road signage and £50 for the Road closure for the Market Events.**

Action items	Person responsible	Deadline
✓ Fromus Square sign is being progressed	Town Centre co-ordinator	June 2022
✓ Clerk to follow up on website search engine and Website volunteer	Clerk	April 2022
✓ Clerk to book Aldeburgh festival event for June	Clerk	June 2022
✓ Antique and Vintage fair booked	Clerk	July 2022

#### **90/21A Memorial Field Landscape Project**

**Discussion:** The committee noted that they needed to wait for the designs from the garden designer before pursuing options for the gate, signage, and memorial stone. The Councillors stressed that regulations, must be complied with, for the gate.

Action items	Person responsible	Deadline
✓ Meeting with garden designer and gate designer	All	13 <sup>th</sup> of April 2022

  
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**91/21A Town Trails**

**Discussion:**

- The Chair updated the Committee on the Memorial Trail. Members agreed to support the trail by providing prize money and funds for trail markers.
- The Committee agreed to the development of a longer trail around Saxmundham
- The Committee discussed the longer trail route and made some suggestions to avoid crossing the railway line

**RESOLVED: That the Committee approved £300 for the development of the Memorial Trail and longer around the Town Trail.**

Action items	Person responsible	Deadline
✓ The Council to provide 5 £20 prize vouchers from Crisps.	Clerk	April 2022
✓ Clerk to ask the trail designer to modify the route.	Clerk	April 2022

**92/21A Maintenance Management Tenders**

**Discussion:**

- The Clerk reported that only one tender had been received by the deadline. The Clerk suggested that Saxmundham is too small to attract the larger cheaper companies to quote. The Committee looked at the costs in the tender submitted and decided that it was too expensive and that insufficient funds were available in the 2022/2023 budget.
- The Clerk informed the Committee that Norse and East Suffolk are still going through their reorganisation and the District Councillor advised that we should wait until the situation was clearer.
- The Committee agreed to stay with existing suppliers for another year.
- The Clerk was asked to set up a meeting with Norse to discuss the Council’s requirements.

**RESOLVED: That the Committee approved the appointment of Norse for the 2022-23 season Vegetation Management Costs of:**

**Grass cutting and litter picking at Seaman Avenue, Memorial Field as per specification Total = £950**

**Chantry Road Grass cutting 8-10 x visits per year April – November Total = £131.61**

**Watering of 40 hanging baskets between June-September 2022 Total = £1103.33**

**RESOLVED: That the Committee approved the appointment of Geaters for the supply of 40 Hanging baskets at a cost of £1160**

Action items	Person responsible	Deadline
✓ Clerk to inform Norse that we stay with	Clerk	April 2022
✓ Clerk to inform Norse about the location of benches	Clerk	April 2022

*M. Hall*  
25/4/22

**93/21A            Tree Survey**

**Discussion:**

- The Clerk approached 5 local companies to quote for the completion of tree survey and only one company had responded.
- The Committee asked the Clerk to ask existing supplier to quote again.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ The Clerk to request quote one more time.	The Clerk	April 2022

**94/21A            Town Gateways and speeding**

**Discussion:**

- The Chair updated the Committee on the progress for a design quote for the gateways. He informed the Councillors that the County Councillor was also applying pressure to the officers involved.
- The Clerk informed the Committee that the traffic Survey will be completed in May.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Continue to apply pressure to Suffolk Highways for a quote for the design of gateways	Cllr Lock	April 2022

**95/21A            Street Furniture Request**

**Discussion:**

The Committee suggested the locations for the free Welcome Back funded benches and the Talking Bench. They agreed that they wanted the benches to be at new locations and not replace broken benches.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Inform Norse about the location of the benches	Clerk	April 2022

**96/21A            Correspondence – None Received**

The meeting closed at 7.32 p.m.

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

*Roz Barnett*  
25/4/22