



Saxmundham Town Council

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)

15/21AS	Apologies for absence Apologies were received from Councillor T Lock.
16/21AS	Pecuniary/Non-Pecuniary Interests There were no declarations of interests.
17/21AS	Minutes of the Previous Meeting RESOLVED: It was unanimously RESOLVED to approve the minutes of the meeting 21 June 2021.
18/21AS	Updates from the Clerk <ul style="list-style-type: none">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.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.The management of the Town Noticeboards was raised, and Councillor Hawkins offered to be noticeboard monitor and remove inappropriate and out of date information. RESOLVED: 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.

Signed _____ Date _____

19/21AS	<p>Memorial Landscape Project</p> <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 9th 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>RESOLVED: 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>High Street Furniture and Floral Decorations</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>RESOLVED: That the committee will work with local businesses to improve the Town Centre floral displays.</p>

Signed _____ Date _____

21/21AS	<p>Annual Plan & Monitoring of Maintenance</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> <p>RESOLVED: That committee members would conduct site visits to identify maintenance and development ideas for all the Town Council sites.</p>
22/21AS	<p>Town Gateways</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>RESOLVED: That improvements to the planting at the North and South Entrance as soon as approvals are received from Highways.</p>
23/21AS	<p>Street Furniture Requests:</p> <p>None received.</p>
24/21AS	<p>Correspondence</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>RESOLVED: 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

Signed _____ Date _____