



Saxmundham Town Council

Minutes of the Meeting of the Amenities & Services Committee
6.00 PM 21 June 2021 at Saxmundham Market Hall

Councillors:

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

Also Present: Roz Barnett (Town Clerk) Amy Rayner (Environment Co-ordinator) Councillor J Fisher

1/21AS	Apologies for absence No apologies were received.
2/21AS	Pecuniary/Non-Pecuniary Interests There were no Declarations of Interests.
3/21AS	Minutes of the Previous Meeting It was unanimously RESOLVED to approve the minutes of the meeting 28 April 2021
4/21AS	Entrances to the Town – The Committee discussed the report on the entrances to the Town. They suggested that bulb planting, low level evergreen shrubs, perennials and some annuals for colour would make the biggest impact. They also recommended that the entrance signage should be welcoming, include a Saxmundham crest and a safety speed message. The Clerk reported that the Men's Sheds agreed to make the planters. It was agreed the officers would bring back ideas and a plan for planting. It was noted that permissions would be needed from the Highways Department and displays must not obstruct pathways. The Committee also reinforced the point that maintenance would be important and that signs would need regular cleaning and vegetation must be kept trimmed back. It was suggested that Roman numerals could be considered and new sign to mark the Queen's Jubilee be commissioned. RESOLVED: The Committee approved the report on the Entrances to the Town and asked the Clerk and the Environment Co-ordinator to develop the projects, planting proposals and obtain costs for the ideas in the report
5/20AS	Environment Co-ordinator – The Committee discussed the priorities for the Environment Co-ordinator. They raised the importance of getting the mowing regime right with a balance between wildflower meadow planting and ensuring that some areas are mowed more regularly to allow the public to enjoy the open spaces. RESOLVED: The Committee agreed the following priorities: <ul style="list-style-type: none">● Establishing practical works party● Vegetation management contracts● Planning the entrances● Autumn bulb planting.● Planning floral displays for summer 2022

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6/20AS	<p>Environment Co-ordinator –</p> <p>The Committee discussed the practical operations for the Environment Co-Ordinator and noted the need for some resources to be allocated so the post can develop the work programmes. Ideas for sustainable transport options were also considered.</p> <p>RESOLVED: The Committee agreed £500 for the equipment and promotion of the Green Team. The Committee also agreed £1000 for autumn bulb planting and material and planting cost for projects. This would be taken from general STC Maintenance (4650).</p>
7/20AS	<p>Memorial Landscape Project (Appendix 5)</p> <p>a) Councillor Hedley Lewis updated the Committee on the survey of the Memorial Field. The Clerk was asked to go back to the surveyors and ask them to complete the missed corner at the entrance to Gilbert Road.</p> <p>The Committee agreed to develop a specification for a landscape design tender. It was noted that the public should be consulted on the options, and it was suggested that some targeted research with children and young people would be useful. It was agreed that this would be looked at in more detail at the Memorial Field Working Group meeting scheduled for the 29 June. Councillors recommended exploring a new entrance on Rendham Rd, planting options, and improved seating.</p> <p>The Clerk explained that the record office is closed to the public and to get the history for the information boards the Council would have to pay.</p> <p>The Environment Co-ordinator warned that there is difficulty sourcing plants and materials. The Committee decided that it would be best to phase the improvements on the site over a few years.</p> <p>It was agreed that everyone would email their ideas to Councillor Hawkins so she could collate them.</p> <p>b) The Clerk explained that several play companies would be visiting Seaman’s Avenue and providing quotes and ideas for improvements. Councillors asked that the health and safety matters of the bridge and fencing be considered. The Clerk thanked Councillor Hedley Lewis who offered to come to site meetings with contractors.</p> <p>RESOLVED: The Committee agreed £105 for the Suffolk Record Office to research the history of the Memorial Field.</p>
8/20AS	<p>Welcome Back Fund Update:</p> <p>The Clerk stated that East Suffolk District Council had given the Clerk a five-day window of opportunity to bid for funding for Saxmundham. After consulting with councillors by email and looking through the Council’s agreed plans and projects she suggested the following ideas for Saxmundham:</p> <ul style="list-style-type: none"> - 8 temporary benches suggested locations required. - Improvements at the gateways to Saxmundham 4 large planters N, S, E & W gateways to Saxmundham with soil and plants, (new signage with new branding) (Costs for repainting and install) - Improvements to Fromus Square 2 days of gardening and pruning of the trees, restoration of existing street furniture, new planting plan. - 6 pop up gazebos ‘for try your Market’ stalls. - 4 flag banners for promoting the Market, 4 banners for promoting the events program for the Market Hall - Markers for the development of walking trails and promotional materials

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	The Clerk reported that East Suffolk District Council has submitted a bid for the whole District Council area for the Welcome Back Fund and will inform the Town Council if they secure external funding.
9/20AS	<p>Youth Booth</p> <p>a) The Clerk informed the Committee that the contractor will paint the Youth Booth as soon as there is a spell of dry weather.</p> <p>b) The Committee liked the design completed by the young people for the sign for the Youth Booth</p> <p>c) The committee discussed the request from CYD'S to create a small, planted area by the Youth Booth. The Committee requested that the environment co-ordinator advise CYDS on the planting.</p> <p>RESOLVED: The Committee approved the design for the Youth Booth Sign and asked the Clerk to order and arrange installation. The Committee also approved the request for a raised bed at the Youth Booth.</p>
10/20AS	<p>Saxmundham Walking Trail</p> <p>The Clerk reported that Suffolk County Council Rights of Way Department have given their approval for us to attach trail markers to their way markers. The Committee discussed the proposal for three walks for the Town:</p> <ol style="list-style-type: none"> 1. Re- launch of the Town Trail, including redesign of current leaflet and new stickers to follow in the Town. (20mins) 2. New Family Trail route taking in play areas and all parts of the Town already approved by the Committee(40mins) 3. Saxmundham Countryside Trail to be developed (2hours) <p>The Committee recommended that a white arrow be used on a darker background and two very different colours be used to mark the two trails.</p> <p>RESOLVED: The Committee approved the way markers for the two trails and asked the Clerk to order at a cost of £115.07.</p>
11/21AS	<p>The Town House</p> <p>The Clerk explained that during lockdown the Town House had become community hub, with IP17 GNS using the building. She reported that the arrangement had been beneficial to the Town Council as lone working was an issue before IP17 GNS moved in. The Clerk agreed to set up a meeting of key individuals to discuss the logistics of shared space and whether this becomes a more permanent arrangement.</p>
12/21AS	<p>Annual Plan & Monitoring of Maintenance</p> <p>The Clerk asked the Councillors to attend some site inspection meetings in July to identify maintenance and health and safety issues. The outcome of these meetings will inform the Committee's annual plan of work.</p>
13/21AS	Street Furniture Requests – No requests were received.
14/21AS	<p>Correspondence - (Standing Item)</p> <p>The Committee discussed the Horsetail infestation and the Environment coordinator agreed to seek expert advice from Norse.</p>

The meeting closed at 7.15 p.m.

Roz Barnett

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

Tel: 01728 604595

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