



# Saxmundham Town Council

Minutes of the Meeting of the Amenities & Services Committee  
6.00 PM 25 October 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)

<b>42/21AS</b>	<b>Apologies for absence</b> No Apologies were received.
<b>43/21AS</b>	<b>Pecuniary/Non-Pecuniary Interests</b> There were no declarations of interests.
<b>44/21AS</b>	<b>Minutes of the Previous Meeting</b> <b>RESOLVED:</b> It was unanimously RESOLVED to approve the minutes of the meeting 20 September 2021.
<b>45/21AS</b>	<b>Updates from the Clerk</b> a) The Clerk explained that the Assistant Clerk had tried to negotiate on the price for the Town House Fire Alarm however the company were reluctant to price for an alternative option as this was not specified in the fire risk assessment. The Clerk explained that the Council would be seeking costs for a health and safety consultant who would advise the Council on health and safety matters. b) The Clerk reported on the Welcome Back Funding update and explained that she had submitted a request for <ul style="list-style-type: none"><li>• 2 x days gardening</li><li>• 8 x seating – please define requirement (Gannon rooms furniture)</li><li>• 4 x planters</li><li>• 6 x pop-up gazebos</li><li>• 4 x event banners</li><li>• Trail markers</li></ul> Councillors suggested she asked for the money for the storage container for memorial field and possibly sustainable transport for the environment co-ordinator. c) The Clerk reported that the painting of the Youth Booth has been completed. d) Phil Leon has provided a quote to repaint the Men's Sheds garage doors at a cost of £355.60 before the winter season. The Committee agreed that the Clerk could use delegated powers to arrange the painting of the doors. e) The Resources Committee have approved the underground survey costs and the Clerk will send the DWG drawings to the successful company.
<b>46/21AS</b>	<b>Report on the Environmental Co-ordinators Activities</b> The Clerk reported that the Green Team had arranged a clean-up outside the Gannon Rooms their next scheduled task will be to rake up the arisings from the Memorial field.  The next task to be completed by the Green Team will be bulb planting. The bulbs have been dispatched but not yet received.

Signed \_\_\_\_\_ Date \_\_\_\_\_

	It was agreed that the Environment Co-ordinator could provide some advice to the garden volunteers from Access Gardens.
<b>47/21AS</b>	<p><b>Memorial Field Landscape Project</b></p> <p>a) Councillor Hedley updated the Committee on discussions with the Environment Co-ordinator on the tree planting plans. It was agreed that planting the tree during the winter period would be a priority. The areas to be planted would be the wavy path, the strip adjacent to Rendham Road, and the entrance area. Costs and detailed plans to be presented at the November meeting.</p> <p>b) It was agreed to seek costs for the design works for making a wider drop off area at the entrance, The Clerk would try again to get advice from Highways, but in order that the project can progress she will also seek quotes from the private sector. Once the entrance has been designed further advice would be needed on the soft landscaping and planting.</p> <p>c) The Committee discussed the brief for the pedestrian and main entrance gate. Councillor Hedley Lewis offered to draw up a draft specification.</p> <p>d) The Committee noted the work completed on the research for the Memorial signage. It was agreed to seek advice further on the presentation the information from the Museum.</p> <p>e) The Committee approved the idea of the development of the Memorial historical walk The Committee noted that the Clerk would submit a grant application to the Sizewell community fund for an aspect of the project.</p>
<b>48/21AS</b>	<b>Site Maintenance Plans</b> – The Committee noted the template and agreed to defer to the next meeting
<b>49/21AS</b>	<b>Vegetation Management Tender</b> - – The Committee noted the reports and agreed that this would provide the basis for maintenance for 2022-23/
<b>50/21AS</b>	<p><b>Town Gateways</b></p> <p>The Committee discussed alternative options for the gateway entrance signs and decided to recommend a traditional white sign with black writing and the Town Crest. The Clerk said she would now submit the specification to the highways department.</p>
<b>51/21AS</b>	<p><b>Floral Decorations</b></p> <p>The Clerk explained that there would be £300 left in the Sax in Bloom budget and that she would be consulting with the environment co-ordinator on the best use of these funds.</p>
<b>53/21AS</b>	<p><b>Proposals for electric Charging Points</b></p> <p>The Clerk explained that she had chased the County Council about the charging points again and they have promised to send out the details before December.</p>
<b>54/21AS</b>	<p><b>Street Furniture Requests:</b></p> <p>The Clerk reported that she had asked East Suffolk Council whether they would stick to the original price quoted for the metal litter bins unfortunately they declined. The Committee discussed the option of cheaper bins but decided to order the two metal chieftain litter bins.</p> <p>The committee discussed the benches in Seaman’s Avenue and agreed to remove both benches and replace the bench nearest the swings at a cost of £671.45</p> <p><b>RESOLVED: The Committee agreed to purchase two metal chieftain litter for Fromus Green and Rendham Rd at a cost of £690.57+ VAT per bin to cover line search and scanning before installation.</b></p> <p><b>RESOLVED: The Committee agreed to remove both Seaman’s rd Benches and purchase a Phoenix recycled bench at a cost of £671.45 + VAT.</b></p>
<b>58/21AS</b>	<b>Correspondence</b> – The correspondence was noted

The meeting closed at 7.52 p.m.

Roz Barnett

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

Tel: 01728 604595

Signed \_\_\_\_\_ Date \_\_\_\_\_