



# Saxmundham Town Council

Minutes of the Meeting of the Amenities & Services Committee  
6.00 PM 20 September 2021 at Saxmundham Market Hall

**Councillors:**

Councillor D. Eastman

Councillor C. Hawkins

Councillor R. Hedley Lewis

Councillor T. Lock (Chair)

Councillor J Smith (In attendance)

**Also Present:** Roz Barnett (Town Clerk)

<b>25/21AS</b>	<b>Apologies for absence</b> No Apologies were received.
<b>26/21AS</b>	<b>Pecuniary/Non-Pecuniary Interests</b> There were no declarations of interests.
<b>27/21AS</b>	<b>Minutes of the Previous Meeting</b> <b>RESOLVED:</b> It was unanimously RESOLVED to approve the minutes of the meeting 19 July 2021.
<b>28/21AS</b>	<b>Updates from the Clerk</b> <ul style="list-style-type: none"><li>a) The Clerk informed the Committee that Suffolk monuments have confirmed that they will do the restoration work in September ready for the remembrance ceremony.</li><li>b) The Clerk had chased the painter and he has confirmed that he will complete the painting of the Youth Booth this season.</li><li>c) The Clerk explained that the noticeboards in Fromus Square will be painted by our maintenance volunteer when there is two clear days of fine weather.</li><li>d) The Clerk reported that the outside tap has been installed at the Town House by our maintenance volunteer.</li></ul>
<b>29/21AS</b>	<b>Review of Amenities Priorities within the Action Plan</b> The Committee discussed the proposed priorities and made the following recommendations <ul style="list-style-type: none"><li>1.1 Actions needs to include commissioning a topographical survey for Fromus Square</li><li>1.2 Budget needs to be increased in line with the County Council estimates £5000 for feasibility £15000 for implementation.</li><li>2.2 Increase the budget to £1500 to allow for carpark improvements.</li><li>2.3 Defer to 2023/2024</li></ul>
<b>30/21AS</b>	<b>Report on the Environmental Co-ordinators Activities</b> The Clerk reported that Environment Co-ordinator has established the Green Team and has begun to recruit volunteers. She has had two volunteer days and tackled the Trees on the Memorial Field and cleared up Fromus Square. The next activity will be based at the station, weeding the Town Council beds ready for the opening planned for the 24 <sup>th</sup> of September. The Committee noted the spending of £285.60 on spring bulbs and £215 for plants for planters. The committee also noted the proposed spending of £ 560 for volunteer equipment and the £166 on publicity for the Green Team. These items of expenditure were within the agreed delegated budget of £2010 and will leave £783.40 available to spend by the end of the financial year.

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

31/21AS	<p><b>Memorial Field Landscape Project</b></p> <p>a) The Committee discussed the feedback from the public. The Committee noted the concerns around anti-social behaviour and keeping a buffer zone between houses and activity areas. The Committee noted the responses on the skatepark, the ideas about solar lighting and toilets. The Amenities Committee agreed the following priorities and suggested some indicative budgets</p> <ol style="list-style-type: none"> <li>1) Memorial Garden, improved entrance on Rendham Road and Green Landscaping (£5000- £10,000)</li> <li>2) Storage (£3000)</li> <li>3) Bridge and hedge (£5000- £10,000)</li> <li>4) Improvement to the Play Equipment in Seaman’s Avenue (£10,000 - £30,000)</li> <li>5) Improved parking, possibly Seaman’s Avenue (£20,000- £30,000)</li> </ol> <p>The Committee agreed that the masterplan be developed after the consultation with Frederick Whyte and the end of the public consultation.</p> <p>b) The Committee discussed the need for an underground utilities survey.  <b>RESOLVED: That the Clerk commission an underground utilities survey at a maximum cost of £3000.</b></p> <p>c) The committee discussed the revised costings on the mowing of the Memorial Field.  <b>RESOLVED: The committee agreed the revised costs for the mowing and vegetation management on the Memorial Field as detailed below:</b></p> <ul style="list-style-type: none"> <li>• Annual mow cuts marked in red on maps supplied/AM on map project bumblebee =£162.5 no grass to be collected</li> <li>• No mow May- August/LM on map project bumblebee, you will need 1 cut in march 2 cuts in April, 2 cuts in September, 1 cut in October total amount 6 cuts per year no grass to be collected =£300.00</li> <li>• Every two weeks grass cut /LM on map project bumblebee, we suggest a cut every 2 weeks from April to October 13 cuts per year =487.50 no grass to be collected.</li> <li>• Pitch marking line marking = £141.00 + VAT for 3 times per year.</li> <li>• Horsetail weed control £ 115.00+ VAT on boundary for 2 times per year</li> </ul> <p><b>Total vegetation management per year £1206 + VAT</b></p>
32/21AS	<p><b>Site Maintenance Plans</b> – The Committee noted the template and agreed to defer to the next meeting</p>
33/21AS	<p><b>Vegetation Management Tender</b> - – The Committee noted the template and agreed to defer to the next meeting</p>
34/21AS	<p><b>Tree Inspection Tender</b>  <b>RESOLVED: That the Town Clerk goes out to tender for a company to conduct the tree inspections for a 5-year period.</b></p>
35/21AS	<p><b>Town House Fire Alarm</b></p> <p>a) The Clerk explained that Fire Risk Assessments had recommended that a Fire Alarm system be put into Town House. The Amenities Committee considered the three quotes but were concerned that the cost of £4166 was excessive for a small building and that the money was not in the budget for 2021/2022.  <b>RESOLVED: That the Town Clerk seeks further advice on the requirements of the fire alarm system and asks the company whether there is an alternative cheaper option.</b></p>

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

<b>36/21AS</b>	<b>Youth Booth Lights</b> <b>RESOLVED:</b> That the Coastal Fire be awarded the contract for replacement of the Youth Booth emergency lights at a cost of £333.60.
<b>37/21AS</b>	<b>Town Gateways</b> The Clerk explained that most of the gateway project would have to be completed by the Highways Department. The Highways engineer advised that the Town Council would need to submit a specification for the works. Highways would then provide the costs for designing and surveying for the scheme. The engineer advised that for the design of the scheme the council should allow an indicative budget of £5000.  <b>RESOLVED: That the Resources Committee recommend to the Town Council the specification for the gateway entrances in order that a quote for the design works can be requested from Suffolk County Council</b>
<b>38/21AS</b>	<b>High Street Floral Decorations-</b> The Committee asked the Clerk to get quotes for additional planting for the station.
<b>39/21AS</b>	<b>Electrical Charging Points</b> – This item was deferred as the Clerk had not received the costs from the County Council
<b>40/21AS</b>	<b>Street Furniture Requests:</b> None received The Clerk reported that she was still chasing the installation of the metal chieftain litter bin on Fromus Green and Rendham Rd. The costs of these bins have gone up to £690.57+ VAT to cover line search and scanning before installation. The Committee agreed to the higher cost but asked the Clerk to see if she could negotiate for the original quoted price.
<b>41/21AS</b>	<b>Correspondence</b> - No correspondence received

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 \_\_\_\_\_