



Saxmundham Town Council
Amenities & Services Committee

Meeting 28th June 2023 17:30 at the Town House, Saxmundham

Councillors: Cllr. T. Lock (Chair) Cllr. D Eastman Cllr. C Hawkins Cllr. E Clark
Cllr. M Kiff

Also present: K Bailey Town Clerk

11/23AS Apologies for absence

Cllr. J Sandbach – no apologies received

12/23AS Pecuniary/Non-Pecuniary Interests

None declared.

13/23AS Minutes of the Previous Meeting

RESOLVED: It was unanimously RESOLVED to approve the minutes of the meeting 10th May 2023.

14/23AS Open Forum

No members of the public were present.

15/23AS Report from the Environment Co-Ordinator (Amy Rayner):

- June is the beginning of the Green Team year. Green Team has just celebrated its second birthday!
- Work Parties so far for June: community litter pick. Waste was collected for free by East Suffolk. Replanting of large planters at the Station and weeding the Memorial Garden.
- The Green Team also helped The Art Station prep the bed along the mural wall and had a pledges stall at the art festival.
- Amy has had confirmation of free bulbs from East Suffolk for Seaman Avenue to be planted in the autumn.
- Amy is on holiday week beginning 26th June.
- Attending river training day with Suffolk Wildlife Trust on 24th June
- Attending Greenprint Forum community gardens event 22nd June.
- Next Work Party is 4th July, weeding and mulching at the Memorial Garden.

Queries checked by the Town Clerk from the previous meeting:

- Who will switch the irrigation system on – *Amy or a member of the Green Team in her absence.*
- How the Oak planted for Queen Elizabeth II Jubilee is doing after vandalism.
The tree is doing well.
- Grass to be cut/ weeded outside the Town House. *It has been done now, it hadn't been cut due to 'No mow' May.*

Action:

Town Clerk to check:

- How are the trees on the driveway on the left hand side of the driveway?
- Look at the possibility of planting some new trees.
- What kind of bulbs have been given by East Suffolk?

Memorial Field Update

Outstanding items to complete –



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16/23AS

- a) Irrigation system – This has now been completed.
- b) Tree Plaques – the Men's Shed are making a way of securing the plaques in the garden.
- c) Update current budget –

Expenditure to date	£1,049.00
Budget remaining	£3,951.00

17/23AS RoSPA Report

- a) Resources signed off what they wanted done.
- b) Assistant Town Clerk has contacted Norse to undertake work, but because of the time frame they need to reproduce a quote.
- c) Monday 3rd July 2023 Norse is changing to East Suffolk Services

Action:

- Source dog poo stickers.
- Source dog poo bins or bins for Beech Road or Warren Avenue East Suffolk District Council
- Cllr. C Hawkins to check bins for stickers.
- Check budget for new equipment for Play Areas.

18/23AS Cleaning & Caretaking Activities

- The Caretaker played a significant role in The Art Festival, set up and take down, including putting up bunting and flags prior to the event. On this day, he also set up the usual Saturday market.
- There are 2 new smoke detectors in The Market Hall
- New fire call points with manual reset
- The new cooking range has been installed and is working.
- Gannon Rooms – the floor has been sealed, painted and cleaned.
- Gannon Rooms fire system will be up and running 29th June 2023.
- Cleaning - usual deep clean.

Action:

- Town Clerk to check Webster Rooms for the way it was left.

19/22AS Speeding in Saxmundham – report from Cllr Elizabeth Clark

- a) Cllr. Elizabeth Clark and the Town Clerk have met to discuss.
- b) Cllr. Elizabeth Clark has received an email confirming that they had received her application.
- c) Cllr. Marianne Kiff raised the issue of parking on the High Street.
- d) Wayne Saunders has been emailed about the speeding data.
- e) Town Clerk to attend 20s plenty webinar.

Action:

- To advertise for volunteers for Speedwatch on Social Media

20/22AS Review Strategic Plan

- Cllr. Tim Lock has spoken to Aubrey about the design of the bridge. Noted that there must not be gaps bigger than 100mm so that children don't get their head stuck.
- The Town Clerk has spoken to East Suffolk District Council and as The Memorial Field is our land we can put an entrance in. The area needs to be checked.

Action:

- The Town Clerk to bring a proposal for the Memorial Field to the next meeting.



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- Look at the area near the Mayflower Green corner.

The meeting closed at 18:35

Next meeting 17:30 26 July 2023

K. Bailey

Town Clerk, Saxmundham Town Council