



# Saxmundham Town Council

Minutes of the Amenities and Services Committee Meeting held on Wednesday 13<sup>th</sup> September 2023 at 5.00 pm at the Town House, Station Approach, Station Road, Saxmundham

## Committee Members in Attendance:

Cllr Tim Lock (Chair)  
Cllr Di Eastman  
Cllr Charlotte Hawkins  
Cllr Elizabeth Clerk  
Cllr Marianne Fellowes (part of the meeting)

## Also Present:

Sharon Smith – Acting Town Clerk/RFO

## Actions

### 31/23AS Apologies for Absence.

Cllr James Sandbach

### 32/23AS Declarations of Interest

None.

### 33/23AS Open Forum

None.

### 34/23AS Minutes of the Previous Meeting

**It was unanimously RESOLVED** to approve the minutes of 26<sup>th</sup> July 2023 as a true and accurate record.

### 35/23AS Traffic Calming

a) **It was unanimously RESOLVED** to request the Resources Committee to consider allocating Community Infrastructure Levy to fund the purchase of one or two Speed Indicator Devices, in principle, subject to the necessary permissions from Suffolk Highways.

ATC to obtain quotations and add to Resources Committee agenda.

b) Cllr Marianne Kiff informed the Committee that that she attended new Councillors' training and learned that the Town Council is powerless to prevent illegal parking on the High Street. She said the Town Council can ask if the police are willing to support CCTV on the zigzag lines and that they will prosecute based on CCTV evidence. It was agreed to discuss this further with the police and to research CCTV provision in other similar sized local towns.

ATC to contact police and other Town Councils.

c) Cllr Elizabeth Clark informed the Committee that the new volunteers for Community Speedwatch had not yet submitted their paperwork.

EC to follow up.

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

d) The Committee agreed to progress other traffic calming measures including the deployment of the speed camera van and speed measuring at North Entrance. ATC to contact the Safer Neighbourhood Team and Suffolk Highways.

36/23AS **Environment**

a) The Committee received and noted a report from the Environment Coordinator.

b) The Committee considered a suggestion from the Environment Coordinator to approach New Tide Housing about the possibility of taking on the allotments for community use. It was agreed to contact New Tide in the first instance and to further consider the benefits and disbenefits. ATC to contact New Tide Housing.

c) Further to a request from the Environment Coordinator, the Committee agreed to consider quotations to purchase thermal weedkillers. Environment Coordinator to obtain quotes.

d) The Committee agreed to buy one replacement tree for the Town House car park. Environment Coordinator to order.

37/23AS **Memorial Field**

a) The Committee agreed not to replace the broken tree in the Memorial Garden to allow it to grow into a shrub.

b) Cllr Charlotte Hawkins offered to the Committee to buy a roundel, at her own expense, depicting a mariners' compass to complete the hard landscaping at the Memorial Garden. It is hoped this initiative will be completed by the end of the year. CH to research ideas with the architect and Art Station.

c) Cllr Tim Lock reported on progress with the design for the replacement bridge. The surface will comprise railways sleepers and the sides will be metal in the same design as the new gates. TL to follow up.

d) The Acting Town Clerk reported that the gates may need repainting in some areas and Cllr Charlotte Hawkins reported that the latch needs repairing. TL to inspect gates.

38/23AS **Play Areas**

a) The Acting Town Clerk updated the Committee about the Wildlife Walk at Seaman Avenue. A meeting was held with the Acting Town Clerk, the Environment Coordinator, Cllr Benjamin Gulliford and a representative from HM Probation Services. The Probation Service has agreed to undertake ground clearance work during the winter months. The next steps are to further develop the plan, to review and sign a Memorandum of Understanding, and to ensure the probationers are covered by the Town Council's Public Liability Insurance. ATC to review MOU and contact insurance provider. BG to develop plans. TL to ask a colleague to provide free wildlife advice.

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

b) The Acting Town Clerk informed the Committee that the Suffolk Coast and Heaths AONB has opened another round of funding from the Accessibility and Amenity Fund. **It was unanimously RESOLVED** to apply for a grant to support the creation of the Wildlife Walk and provide tools for ongoing use by the Green Team. ATC and Environment Coordinator to complete application form.

c) Cllr Charlotte Hawkins raised a concern with the Committee about the lack of fencing around Seaman Avenue play area. This may increase the risk of childhood blindness arising from dog fouling. It was agreed to consult the latest ROSPA report to assess the level of risk. **It was unanimously RESOLVED** to purchase signage informing users of the hazards and to prohibit dog fouling in the play area. ATC to research signage and consult ROSPA report.

39/23AS **Markets**

The Committee received and noted the Acting Town Clerk's report about the viability and future operation of the markets. **It was unanimously RESOLVED** to continue with the weekly and monthly markets next financial year and to give the weekly market traders three months' notice that fee charging will resume. ATC to inform weekly market traders.

40/23AS **Public Rights of Way**

The Committee deferred the report about footpath maintenance until the next meeting to allow Cllr Marianne Kiff to table her report. ATC to add to next month's agenda.

41/23AS **Services**

The Acting Town Clerk reported that she and the Assistant Town Clerk held a positive meeting with the new Managing Director of East Suffolk Services. Various issues regarding amenities and services were raised including the outstanding play equipment repairs, permission for the proposed gateway in the Memorial Field, and the provision of dog waste bin stickers.

42/23AS **Next Meeting**

The next meeting is scheduled for Wednesday 18<sup>th</sup> October 2023 at 5:30 pm.

The meeting closed at 7:10 pm  
Sharon Smith – Acting Town Clerk/RFO

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