



Saxmundham Town Council

Minutes of the Amenities and Services Committee Meeting held on Wednesday 15th November 2023 at 5.30 pm at the Town House, Station Approach, Station Road, Saxmundham

Committee Members in Attendance:

Cllr Tim Lock (Chair)
Cllr Di Eastman
Cllr Elizabeth Clark
Cllr Marianne Kiff

Also Present:

Sharon Smith – Town Clerk/RFO

Actions

55/23AS Apologies for Absence.

Cllr James Sandbach
Cllr Charlotte Hawkins

It was agreed to ask Cllr James Sandbach if he wishes to stand down from the Committee due to his other commitments.

Clerk to speak to
Cllr James
Sandbach

56/23AS Declarations of Interest

None.

57/23AS Open Forum

None.

58/23AS Minutes of the Previous Meeting

It was unanimously RESOLVED to approve the minutes of 18th October 2023 as a true and accurate record.

59/23AS Matters Arising

- a) With reference to item 48/23AS, the Town Clerk has not yet applied for permission to site the proposed Speed Indicator Devices on South Entrance, North Entrance, Rendham Road and Church Hill.
- b) With reference to item 49/23AS, the Environment Coordinator has not yet created a planting information board for the Memorial Garden.
- c) With reference to item 51/23AS, the Town Clerk reported that the High Street flags had been taken down with the permission of the business owners.

Signed _____ Date _____

- d) With reference to item 52/23AS, the Town Clerk has not yet reported the poor maintenance of the footpath between the first and second phases of the Hopkins development.
- e) With reference to item 52/23AS, Cllr Marianne Kiff reported that she had reported to Suffolk County Council the enclosure of the soft landscaping above Warren Road which was designed as a public access route.

60/23AS **Traffic Calming Measures**

- a) The Committee considered the position of the speed survey at North Entrance. **It was unanimously RESOLVED** to measure the speed near the entrance to the caravan park. The Committee also **unanimously resolved** to have two further speed surveys conducted at the same time on Church Hill just past the church and on Rendham Road near the Memorial Field. The Committee noted that the cost of three speed surveys will be £675. Town Clerk to arrange speed surveys.
- b) The Committee noted the recent accident on the High Street whereby a bus pushed a lorry across the pavement and into a shop front. Thankfully no-one was hurt, and the Committee agreed that this was an opportunity for action. The Committee considered the implementation of width restrictions to prevent large HGVs in the High Street and timed deliveries for LGVs with ANPR monitoring systems to obtain data for enforcement. Cllr Di Eastman informed the Committee that the District Council granted a parking permit for the lorry to park on the High Street. The Committee asked the Clerk to contact ESC to ask if the Town Council can object to the issue of such permits. Town Clerk to contact ESC regarding High Street parking permits.
- c) With regard to Community Speedwatch, Cllr Elizabeth Clark reported that she requested information from the police about how many volunteers have submitted their forms for verification but she has not yet received a response.

61/23AS **Memorial Field**

Cllr Charlotte Hawkins reported that she met with Peggs to discuss the fabrication of a galvanized steel ring to create a binding edge to ensure the roundel is a perfect circle. The Committee discussed the options for the centre roundel and concluded that purchasing a design of ready-made stones would be cheaper and easier but Cllr Hawkins reported that she is having difficulty sourcing a suitable design which is a 2–2.5 metre circle.

Cllr Charlotte Hawkins to progress.

62/23AS **Play Areas**

- a) The Committee agreed to obtain a quotation to paint the railings at the Seaman Avenue for consideration. Clerk to obtain quotation.
- b) The Committee considered a request from Cllr Benjamin Gulliford to create a wildlife pond at the Seaman Avenue Wildlife Walk. The request was declined for safety reasons. Cllr Tim Lock will try to arrange for an ecologist to carry out a wildlife survey before ground clearing work commences on 7th December 2023. Cllr Lock will also try to source bark chippings for the pathways.

63/23AS **Town House**

Signed _____ Date _____

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| a) The Committee considered a quotation for £390 (net of VAT) for necessary plumbing works. It was agreed to accept the advice of the Caretaker and unanimously RESOLVED to accept the quotation. | Caretaker to arrange plumbing works. |
| b) The Committee considered a quotation for £700 (net of VAT) to repair three walls in the car park. It was unanimously RESOLVED to accept the quotation. | Caretaker to arrange repairs. |
| c) The Committee asked for a list of works required in the Town House to be drawn up and for a periodic maintenance schedule to ensure works are proactive and not reactive. | Town Clerk and Caretaker to draw up a list of works and maintenance schedule. |

64/23AS **High Street**

The Committee considered a quotation for £363.50 (net of VAT) to replace a finger post arm to include the directions to the Fromus Centre. Cllr Di Eastman informed the Committee that the Saxmundham and District Community Interest Company have offered to contribute £180 towards the cost. The Committee commended the visual amenity of a traditional asset providing modern information and **it was unanimously RESOLVED** to accept the quotation.

Clerk to order replacement finger arm.

65/23AS **Next Meeting**

The next meeting is scheduled for Wednesday 20th December 2023 at 5:30 pm.

The meeting closed at 6:50 pm
Sharon Smith – Town Clerk/RFO

Signed _____ Date _____