



# Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Wednesday 17<sup>th</sup> January 2024 at the Town House, Station Approach, Saxmundham at 5:30 pm.

## Minutes

**76/23AS**

### Attendees

Cllr Tim Lock (Chair)  
Cllr Di Eastman  
Cllr Marianne Kiff  
Cllr Charlotte Hawkins  
Sharon Smith (Town Clerk)

### Apologies

Cllr James Sandbach  
Cllr Elizabeth Clark

### Also Present

Lisa Hamon (Deputy Town Clerk)  
Cllr John Fisher  
Cllr Benjamin Gulliford

**77/23AS**

### Declaration of Interests

None.

**78/23AS**

### Open Forum

None.

**79/23AS**

### Minutes

It was **unanimously resolved** to approve the draft minutes of the meeting held on 20<sup>th</sup> December 2023 as a true and accurate record.

**80/23AS**

### Matters Arising

None

**81/23AS**

### Traffic Calming Measures

- a) A progress report on the next steps regarding the Community Speed Watch initiative was deferred until the next meeting.
- b) The Committee received and discussed the SCC Highways speed and volume survey information for North Entrance, Rendham Road and Church Hill. Cllr Tim Lock agreed to analyse the data in detail and compile a report for the next meeting, incorporating the previously obtained data for South Entrance.  
**Action: Cllr Tim Lock.**

**82/23AS**

### Memorial Field

- a) Cllr Tim Lock circulated a sketch of the proposed replacement bridge. He is liaising with the architect for the final plan, which will be tabled for consideration in due course.  
**Action: Cllr Tim Lock.**
- b) Cllr Charlotte Hawkins reported that she has carried out further research into the proposal for a centre roundel for the Memorial Garden. She recommended that the Committee accepts her suggestion for a ready-made solution. Cllr Lock suggested that the diameter should be maximum

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2m, to ensure the path remains 1.8m wide. Cllr Lock also suggested that block paving retainers could keep the roundel in place to ensure that the surface was flat for health and safety purposes. The Committee gave approval for Cllr Hawkins to progress this.

The Committee discussed the member of the public who attended the Town Council meeting on 15<sup>th</sup> January 2024 to raise concerns about the removal of items she had placed around her memorial plaque. A discussion took place regarding the sponsoring of trees at the Memorial Garden. Cllr Di Eastman and the Town Clerk will arrange to meet the resident to agree appropriate memorials.

- c) The Committee considered a request from CYDS to create a partitioned area within the open plan section of the Youth Booth to enable privacy for sensitive one-to-one discussions with their service users. The Committee agreed to the proposal, in principle, subject to further information regarding materials and responsibility for costs. It was agreed to invite the Project Director of CYDS to the next meeting to discuss the partition and the mural they propose to paint on the exterior of the Youth Booth.

**Action: Town Clerk to send the invitation.**

### 83/23AS

#### Play Areas

- a) The Committee received a previously circulated report from Cllr Benjamin Gulliford regarding the Wildlife Walk. Cllr Gulliford explained that the Walk is intended to be educational with opportunities to learn about the environment. In response to an enquiry from Cllr Tim Lock, the Town Clerk explained that the ecology report from Suffolk Wildlife Trust identified no protected species within a 2km radius but improving habitats may increase opportunities for wildlife at the site. Cllr Gulliford informed the Committee that the Community Payback Team had agreed to create insect habitats from pallets sourced free from Ladybird Nurseries. The Committee discussed the provision of mulch which will be expensive due to the quantity required. Cllr Lock reported that he can source 25-30 tonnes of mulch, free of charge, subject to receiving the necessary permissions from EDF. Cllr Gulliford agreed to compile a written report about the project for submission to EDF. Following a discussion, it was **unanimously resolved** to purchase two metal information signs. Cllr Charlotte Hawkins suggested the inclusion of a QR code. The Committee also discussed the possibility of sourcing rewilding grants from ESC or ecology organisations. **Action: Cllr Benjamin Gulliford to create and order signs.**
- b) The Town Clerk reported that the repairs and improvements to the Seaman Avenue play equipment had been carried out, at a total cost of £3,751 (net of VAT). Cllr Benjamin Gulliford reported that there were still repairs to be carried out to the zipline  
**Action Town Clerk to check outstanding actions.**

### 84/23AS

#### Notice Boards

- a) The Committee considered a quotation to replace and provide further noticeboards around town. Cllr Charlotte Hawkins and Cllr Marianne Kiff said that the provision of notice boards was necessary as everyone does not access the website nor social media. The Committee agreed that it is important to show that Saxmundham is a town with lots going on, but it was **unanimously resolved** to reject the quotation due to the high expense. Cllr Tim Lock suggested that Sax News is used to disseminate information.
- b) The Committee received a report regarding Onward Travel Information from the Deputy Town Clerk. The report stated that there are notice boards at the train station exit, which provide

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detailed information for onward travel, including bus numbers, routes and taxi information. All the information was up to date, except the taxi numbers. **Action: The Deputy Town Clerk to request Greater Anglia to update the taxi information on the notice boards.** The Deputy Town Clerk also reported that she has looked at the touch-screen real-time information board at Wickham Market station and found that it is only accessible when the station building is open between 8am and 5pm and also reported that the information available in the transport section included garage services and car valeting. Cllr Hawkins said that there is a QR code at the bus stops in town, providing information on timetables.

**85/23AS Green Team**

- a) The Town Clerk presented a verbal report from the Environment Coordinator regarding the River Fromus clean-up initiative. Discussions with Suffolk Wildlife Trust are in the early stages, as care needs to be taken with the clean-up and the necessary permissions received. Suffolk County Council may provide training, equipment and insurance via the Community Self-Help Scheme. The Environment Coordinator will coordinate the Green and River teams.
- b) Following a report from the Town Clerk, it was **unanimously resolved** to allocate the remaining grants budget of £388 to the Station Adopters Team for mulch.

**86/23AS Fromus Square Signage**

The Town Clerk circulated a proposed design for the Fromus Square Walkway signage. She informed the Committee that she has requested designs and quotes from three companies, and these will be tabled for consideration by the Committee in due course.

**87/23AS Next Meeting**

The next meeting is scheduled for Wednesday 21<sup>st</sup> February 2024 at 5.30pm.

The meeting closed at 7.15 pm.

**Lisa Hamon**  
**Deputy Town Clerk**

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