



Saxmundham Town Council  
Amenities & Services Committee

**Meeting 10<sup>th</sup> May 2023 17:30 at the Town House, Saxmundham**

Councillors: Cllr. T. Lock (Chair) Cllr. D Eastman Cllr. C Hawkins Cllr. E Clark  
Cllr. J Sandbach

Also present: K Bailey Town Clerk

**1/23AS Apologies for absence**

Apologies from Cllr. James Sandbach  
Cllr. Tim Lock arrived at 17:40

**2/23AS Pecuniary/Non-Pecuniary Interests**

None declared.

**3/23AS Minutes of the Previous Meeting**

**RESOLVED:** It was unanimously RESOLVED to approve the minutes of the meeting 27<sup>th</sup> March 2023.

**4/23AS Open Forum**

**No members of the public were present.**

**5/23AS Report from the Environment Co-Ordinator (Amy Rayner):**

- The irrigation system is installed and works. There is a permanent link up to be sorted but Colin Hathway (Caretaker) has this in hand. It was noted that a timer could be added at a later date if felt necessary.
- The Green team are part way through weeding, they are set to weed and mulch the weeded areas next Tuesday and Wednesday am (16<sup>th</sup> and 17<sup>th</sup> May 2023). It was noted how nice the Memorial Garden looks.
- So far this year (June to June) Green team volunteers have clocked up 293.5+ hours of volunteer time on Saxmundham's Green Space and various projects around town.
- During this time the Green Team have also collaborated with The Men's Shed, The Primary School and Greater Anglia.
- Coming up: Community litter pick Tuesday 6<sup>th</sup> June meeting at Town House at 10am if anyone would like to borrow picking gear and join in.

Action: Town Clerk to check the following:

- Who will switch the irrigation system on.
- How the Oak planted for Queen Elizabeth II Jubilee is doing after vandalism.
- Grass to be cut/ weeded outside the Town House

**Memorial Field Update**

Outstanding items to complete –

- 6/23AS**
- a) Watering system – Update above 5/23AS
  - b) The centre piece for the memorial garden – the area looks alright for the moment. It was agreed to leave as it is for now and concentrate on other projects.
  - c) Tree Plaques – the plaques have arrived. Options for installing the plaques were discussed.
  - d) Update final budget – Town Clerk to send out to committee.

Action:

- The Town Clerk to approach the Men's Shed to see if they could make a box with a reusable shutter to set plinth stones into concrete as a possible solution for the plaque to sit in the



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garden and to research local council's that have Graveyard responsibilities or other clerks to see how they install plaques.

### 7/23AS RoSPA Report

- a) There was a discussion about the RoSPA quote.
- b) It was agreed that the work in Chantry Road should go ahead, especially looking at the fencing.

Action:

- Recommendation made to Town Council: The Amenities and Services Committee recommend that The Town Council go ahead with proposed works to play areas inline with The RoSPA Report at a cost of £7,478.02. There is currently £1,000.00 allocated to Play Areas for the 2023 - 2024 Budget. The Town Council will need to draw down from the £15,000 CIL in line with the Strategic Plan 4.2
- Town Clerk to check whether there is a no dog sign for Seaman Avenue, if there is not one, we source one including the risks of leaving dog faeces. RoSPA dog signs for play areas
- Follow up the extra dog bin/ stickers. Maybe sticker saying it is fine to use normal bins.

### 8/23AS Cleaning & Caretaking Activities

- There is a plan to polish the floor of The Market Hall in order to preserve it.
- The Horticultural Society has been contacted again with regards to their display shelves that need to be removed
- Colin Hathway (Caretaker) has been working on the Gannon Rooms.

Action:

- Refer to Market Hall Management Committee – white strips on stairs by stage and ask whether there are plans for the back door of the Market Hall.

### 9/22AS Speeding in Saxmundham – report from Cllr Elizabeth Clark

- a) Cllr. Elizabeth Clark has chased with regards to registering with the Speedwatch
- b) The Town Clerk has emailed Speedwatch as David Chenery is no longer in post.

Action:

- to chase Speedwatch again
- Update on the crossing in Church Street – The Town Clerk to find out from Suffolk Highways exactly where the proposed crossing is going to be.

### 10/22AS Review Strategic Plan

- The committee discussed the strategic plan and agreed to focus on the bridge to the Memorial Field and to look at putting in an entrance at the corner by the Mayflower Estate. The Town Clerk has been in touch with Paul Tynan and Shannon Ellis from NORSE to find information to present a recommendation.

Action:

- Cllr. Tim Lock to speak to Aubrey re: bridge
- The Town Clerk to bring a proposal for the Memorial Field
  - Entrance
  - Bridge
  - Gate – Avoid spring loading because of buggies



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The meeting closed at 18:40

Next meeting 17:30 28 June 2023

K. Bailey

Town Clerk, Saxmundham Town Council