



Minutes of the Meeting of the Amenities & Services Committee
6.00 PM 25 April 2022 at Saxmundham at the Town House

Chair of Meeting Tim Lock
Also Present Roz Barnett
Attendees: Councillor C. Hawkins
Councillor D Eastman

97/21A Apologies for absence

Roger Hedley Lewis

98/21AS Pecuniary/Non-Pecuniary Interests

None declared

99/21AS Minutes of the Previous Meeting

RESOLVED: It was unanimously RESOLVED to approve the minutes of the meeting 28 of March 2022

100/21 A Clerk Updates

Discussion:

- The Clerk had tried to arrange meeting with resident proposing the countryside trail, but he was unavailable.
- The vegetation management contracts have been agreed with Norse and the Clerk has requested a management meeting to discuss.
- The Committee agreed that they wanted two benches on Fromus Green on the path between Waitrose and the Chapel Rd bench replaced.

Action items	Person responsible	Deadline
✓ Route for countryside town trail to be finalised	Clerk to meet with resident to finalise	May 2022
✓ Meeting with Norse to discuss contract	Clerk to arrange and Cllr Hedley Lewis and Lock to be invited	May 2022
✓ The Environment Co-ordinator to be consulted on location of benches on Fromus Green	Clerk	May 2022

101/21 A Report on the Environmental Co-ordinator's Activities

Discussion:

- The Clerk informed the Committee that the station planting would be completed in the autumn. The environment co-ordinator would however be leading some work parties in May to tidy up the station beds.
- The Committee agreed that the trees would need watering on a regular basis.

RESOLVED: The Committee agreed to accept the Norse quote for watering the trees for 26 visits between April and September at a Total Cost £1126.66 + VAT (To be paid for from ground maintenance)

Action items	Person responsible	Deadline
✓ Tidy up the two front beds at the Station.	Environment Co-ordinator and	May 2022
✓ Add additional plants to fill gaps in Station beds.	Green Team	Autumn 2022
✓ Arrangements made for contract watering.	The Clerk	May 2022

102/21 A Updates on Improvements to the Market

Discussion:

- The Chair reported that the April Market was well attended by the public and stall holders. The Clerk said that the Town Centre co-ordinators had done an excellent job and that the bookings are going well for the rest of the planned events. The Committee noted the feedback surveys from participants and customers from the first event and the income report.
- The Committee discussed the signage and publicity for the event. The Committee noted that the Clerk in consultation with the chair had authorised expenditure of £380 to advertise the markets in all local publications. The Committee suggested that larger more permanent signage be explored for future events, and that parking signage be provided.

Action items	Person responsible	Deadline
✓ Better car park signage and roadside signage to be explored	Town Centre co-ordinator Clerk	June 2022 April 2022
✓ Clerk to follow up on website search engine and Website volunteer		

103/21A Memorial Field Landscape Project

Discussion:

- The Committee noted the draft specification and agreed to recommend the tender for the entrance to Full Council.
- The Committee noted the designs for the Memorial and agreed to recommend them to Full Council.
- The Committee noted the existing designs for the Gate and agreed to recommend the revised designs to Full Council.
- The Committee discussed the wording of the memorial sign and agreed further work was required.

Action items	Person responsible	Deadline
✓ Recommendations taken forward to Full Council	Clerk	May 2022
✓ Further work required on wording of signage.	Councillor Hawkins and Lock to review.	May 2022

104/21A Tree Survey

Discussion:

The Clerk received two quotes for the tree survey, and it was agreed to proceed with the cheaper quote.

RESOLVED: That the Committee appoint Suffolk Treescape at a cost of £800 for the survey of the Town Council's trees.

Action items	Person responsible	Deadline
✓ The Council to appoint Treescape to survey the Town Council's trees	Clerk	May 2022

105/21A Town gateways and speeding

Discussion:

- The Clerk informed the Committee that the traffic survey will be completed later in May due to scheduled road closures.
- The Committee discussed the design quote received from Suffolk County Council of £4458.06. This quote includes:
 - Site visits
 - Preparation of scheme drawings,
 - Consultations with third parties
 - Obtaining approval from third parties
 - Construction cost estimate
 - Hazard identification and risk assessments
 - Utilities enquiries
 - Overhead cable assessments (if required)
 - Temporary traffic management plans
 - Compiling the works pack,(ready for ordering works element of the scheme).

Councillors decided that they wished to proceed with the designs but were concerned that the County Council envisaged that the works element would cost in the region of £42,000.

- The Clerk informed the Committee that 4 volunteers had put themselves forward for speed watch and the Committee agreed to proceed with setting up the scheme.

RESOLVED: That the Committee recommend to Full Council proceeding with the design quote from Suffolk County Council for the gateway entrances at a cost of £4458.06

Action items	Person responsible	Deadline
✓ To arrange the setup of the speed watch scheme	Clerk	May 2022
✓ To recommend proceeding with the design costs to Full Council	Clerk	May 2022

106/21A Street Furniture Requests

Discussion:

The committee agreed the application for a dog bin replacement at Ashford Close

RESOLVED: To replace the dog waste bin between Tennyson Rd. and Ashford Close.

Action items	Person responsible	Deadline
✓ Replace bin	Town Clerk	April 2022

107/21A Allotments

Discussion:

The Committee noted that the Environment Co-ordinator is now keeping the waiting list for allotments. The Committee discussed whether there was a need allotment within the Town. It was suggested that the Town Council be consulted before the allotment waiting list was advertised.

Action items	Person responsible	Deadline
✓ Consult with full Council on advertising the allotments list	Clerk	May 2022

108/21A Correspondence

The Committee noted the comments on the mowing of Fromus Green.

Action items	Person responsible	Deadline
✓ Approve the Stocks use of the Memorial Field with conditions. Ask CYDS whether they could provide detached youth workers for the evening.	Clerk	May 2022
✓ The Request from Men’s Sheds for timber flooring was declined	Clerk	May 2022

The meeting closed at 7.50 p.m.

Roz Barnett Clerk to Saxmundham Town Council, The Town Council , Station Approach Road, Saxmundham, IP17 1BW Tel: 01728 604595