



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Wednesday 21st February 2024 at the Town House, Station Approach, Saxmundham at 5:30 pm.

Minutes

88/23AS

Attendees

Cllr Tim Lock (Chair)
Cllr Di Eastman
Cllr Charlotte Hawkins
Cllr Elizabeth Clark

Apologies

Cllr James Sandbach
Cllr Marianne Kiff

Also Present

Sharon Smith (Town Clerk)
Lisa Hamon (Deputy Town Clerk)
Cllr Benjamin Gulliford

89/23AS

Declaration of Interests

None.

90/23AS

Open Forum

None.

91/23AS

Minutes

It was **unanimously resolved** to approve the draft minutes of the meeting held on 17th January 2024 as a true and accurate record.

92/23AS

Matters Arising

None

93/23AS

Traffic Calming Measures

- a) Cllr Elizabeth Clark reported that the requisite number of volunteers had come forward to ensure the viability of a community speed watch team and they had received police security clearance. The next step is to arrange practical training to use the camera and safety equipment and to draw up a rota of volunteers to operate on the major roads in succession.
- b) Cllr Tim Lock circulated an analysis of the speed survey reports from all four entrances. It was noted that almost half of all vehicles entering the town exceed the 30 mph speed limit. The Town Clerk advised that SCC Highways are unlikely to consider any request to reduce speed limits unless the Town Council demonstrated that it had introduced traffic calming measures. She said the community speed watch initiative and speed indicator devices are proven methods of reducing speed. The next steps for the speed indicator devices are to complete Site Suitability Checklists for Highways permission to position poles at each of the four entrances and to purchase two portable devices for rotation. The Town Clerk will take this forward. In a year's time the speed surveys could be undertaken again to evaluate the effectiveness of both methods.

Signed _____ Date _____

Memorial Field

- a) Cllr Tim Lock informed the Committee that the replacement bridge is due to be installed at the end of March 2024 in time for the Easter holiday. The estimated cost is £5,450 plus third party fencing. The old bridge will be removed and the Committee agreed that the materials could be repurposed for the Wildlife Walk. The Youth Booth will provide welfare facilities.
- b) Cllr Charlotte Hawkins asked for a site visit to confirm the size and brick colour for the Memorial Garden roundel. The Deputy Town Clerk agreed to arrange this. Cllr Hawkins informed the Committee that she is willing to consider using her donation of £5,000 to complete other unfinished projects.
- c) The Town Clerk advised that she asked CYDS for a design for the Youth Booth mural for approval by the Committee. CYDs confirmed that they will supply and fit the materials to create the Youth Booth partition.
- d) Following a suggestion from Cllr Charlotte Hawkins, the Committee considered relocating the litter and dog waste bins to outside the Memorial Garden gates. The Environment Coordinator reported that there has not been a litter problem in this area therefore the Committee decided not to move the bins at this time.
- e) The Deputy Town Clerk report that a displaced bench has been resecured.
- f) Cllr Tim Lock advised that the old metal gate belongs to the Stocks family. The Deputy Town Clerk will arrange for them to collect it.
- g) The Town Clerk circulated the grounds maintenance contract proposed by East Suffolk Services Ltd. It was agreed to remove the weedkilling and hedge cutting at the Town House, which will be undertaken by the Caretaker, and it was **unanimously resolved** to accept the terms of the EESL contract.
- h) The Committee noted the dates for the Stocks Fun Fair at the Memorial Field on the weekend of 8/9 June 2024. It was agreed to protect the Memorial Garden with fencing. The Town Clerk will arrange a quotation for the Committee's consideration.
- i) Cllr Benjamin Gulliford provided a progress report about the Wildlife Walk. The Community Payback team and the Mens Sheds are making wildlife habitats. Essex and Suffolk Water gave, in principle, permission to use the drive for mulch delivery but EDF have not yet confirmed the supply. The metal signs have been made and the bluebells and snowdrops planted. A pond has appeared due to the inclement weather. Cllr Gulliford will use the materials from the old bridge to provide a raised walkway. Planters will be built from recycled materials and flowers planted for bee pollinators. Noticeboards are being upcycled. The local schools are keen to be involved to create further habitats, but the Committee asked Cllr Gulliford to complete the projects he is currently working on before beginning new ones. Further minor expenditure was approved. Cllr Gulliford will provide the Town Clerk with a list of items for approval outside the meeting.

Weekly Market

Signed _____ Date _____

The Committee further considered the viability of the Wednesday market. The Committee noted that footfall had not improved since increased promotion and the move to Fromus Square, and that complaints were being received regularly. It was agreed that the weekly market in its current form was unsustainable and risked closure therefore the Committee considered the previously discussed suggestion to rebrand the market to promote fresh and healthy produce, similar to other local weekly markets. It was **unanimously resolved** to give a month's notice to the pick and mix sweets trader and to attract two new traders with a focus on fresh produce to try to draw in more weekday shoppers.

96/23AS Signage

- a) The Town Clerk informed the Committee that she had sought three quotations for the Fromus Square signage but only one was willing to quote. The Committee reviewed the proposal from Dark Arc Engineering and it was supported in principle. Cllr Charlotte Hawkins offered to undertake additional work on the design details and report back to the Committee.
- b) The Town Clerk informed the Committee that Greater Anglia will update the onward travel information on the train station signage. Cllr Charlotte Hawkins contacted ESTA about the outdated information at the bus stop opposite Street Farm Road. They have a key to access the signage, but they are unable to open it. The Town Clerk suggested that the Cllr Hawkins asks the Caretaker for assistance.

97/23AS Environment Coordinator

The Committee noted the previously circulated report about the activities of the Green Team and the Blue Spaces Team.

99/23AS Next Meeting

The next meeting is scheduled for Wednesday 20th March 2024 at 5.30pm.

The meeting closed at 7:15 pm.

**Sharon Smith
Town Clerk**

Signed _____ Date _____