



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Wednesday 20th March 2024 at the Town House, Station Approach, Saxmundham at 5:30 pm.

Minutes

100/23AS

Attendees

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

Apologies

Cllr James Sandbach

Also Present

Sharon Smith (Town Clerk)
Lisa Hamon (Deputy Town Clerk)

101/23AS

Declaration of Interests

None.

102/23AS

Open Forum

None.

103/23AS

Minutes

Following a minor amendment, it was **unanimously resolved** to approve the draft minutes of the meeting held on 21st February 2024 as a true and accurate record.

105/23AS

Fromus Square

- a) The Committee further discussed the strategic redevelopment of the weekly market, considering the strength of the community response following the decision to give a market trader notice to leave. It was **unanimously resolved** to stand by the decision made at the meeting held in February 2024, however, following a proposal from Cllr Elizabeth Clark, which was seconded by Cllr Di Eastman, it was **agreed** to report the decision to the Town Council. The Committee further agreed to regularly review the Market Regulations and the Town Clerk was instructed to draft a Code of Practice for market traders.
- b) The Town Clerk reported that Waitrose had repaired the dip in the pavement in the alleyway between its car park and Fromus Square which should alleviate the permanent puddle.
- c) The Committee considered a previously circulated report from Cllr Charlotte Hawkins regarding the archway signage. It was **unanimously resolved** that the lettering should be 24cm tall stating 'Fromus Square' on one side and 'High Street' on the other. The Town Clerk informed the Committee that the next steps were to apply for permission from the adjacent building owners and the planning authority. The Committee further considered providing an information sign in Fromus Square, depicting the town centre businesses and amenities.

106/23AS

Traffic Calming Measures

Signed _____ Date _____

- a) Cllr Elizabeth Clark informed the Committee that the Community Speed Watch volunteers were undertaking online training.
- b) The Town Clerk informed the Committee that she had approached the Resources Committee informally about the use of Community Infrastructure Levy funding to purchase two Speed Indicator Devices. The Resources Committee advised that traffic calming was not one of the previously agreed CIL Priorities however these were due for review and further community consultation. The Town Clerk agreed to circulate the CIL Priorities to the Committee and to progress the review and consultation. The Town Clerk further informed the Committee that the Caretaker had removed the broken SID from the pole on Rendham Road. The Committee **unanimously resolved** to return the SID to the manufacturer to obtain a quotation for repair.

107/23AS

Memorial Field

- a) Cllr Charlotte Hawkins reported that the Memorial Garden roundel is due to be fitted next month.
- b) The Committee received a written report from Cllr Benjamin Gulliford regarding progress with the Wildlife Walk.
- c) The Committee considered a report from the Deputy Town Clerk regarding necessary repairs to the gates. Cllr Tim Lock agreed to speak to the contractor.
- d) Cllr Tim Lock reported that the installation of the replacement bridge was delayed as the contractor is unable to source railway sleepers. The Caretaker has been instructed to arrange fence panels to secure the area which will be closed for one week. The Town Clerk will arrange public information signage. The Committee studied the ground survey and noted the position of the high-pressure gas main. Cllr Tim Lock agreed to appraise the contractor of its proximity to the bridge.
- e) The Committee instructed the Town Clerk to obtain a quotation to extend the path alongside the skatepark to the entrance in the south-west corner.

108/23AS

Town Centre

- a) Following confirmation from the Town Clerk that there are sufficient funds in the budget, the Committee **unanimously resolved** to approve the quotation for £1,280 from Geaters to supply 40 hanging baskets in the town centre.
- b) The Committee received a report from the Deputy Town Clerk regarding a proposal from Saxmundham Judo Club to fundraise for one or more public benches for the community and to further cement the club's relationship with the people of Saxmundham. The club have suggested working with the mental health charity 'Legends on the Bench' who provide benches which are illuminated by solar lighting and have QR codes to connect people with mental health support organisations. The Committee agreed, in principle, to support the initiative and suggested locations for the bench included: the top of Chapel Road, Seaman Avenue play park, near the library, or at North Entrance before the gates.

Signed _____ Date _____

109/23AS Environment Coordinator

- a) The Committee received a previously circulated report about the activities of the Green Team and the Blue Spaces Team. The Town Clerk was instructed to contact East Suffolk Services Limited about tree pruning work behind the primary school. The contractors are not clearing the cuttings which are being washed into the watercourse causing blockages downstream.

- b) The Committee receive a report from the Deputy Town Clerk about the provision of allotment plots at Saxon Road. The Biodiversity and Land Manager at the Flagship Group was very amenable to the request as New Tide has no plans for this area and fly-tipping has been reported. The matter will be discussed further at Flagship who will revert with details regarding costs and conditions. The Committee agreed, in principle, to support this initiative and hoped the land would be provided free of charge.

110/23AS Next Meetings

- a) The Committee agreed the date and time of the next meeting which is scheduled for Thursday 18th April 2024 at 5:30 pm.

- b) The Committee approved the draft meetings schedule for 2024-2025.

The meeting closed at 7:15 pm.

Sharon Smith
Town Clerk

Signed _____ Date _____