



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 16th May 2024 at the Town House, Station Approach, Saxmundham at 17.50 pm.

Minutes

15/24AS

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)

16/24AS

Declaration of Interests

None.

17/24AS

Open Forum

None.

The Town Clerk explained that the Chair would be a few minutes late. In his absence, the Committee nominated Cllr Elizabeth Clark to take the Chair.

18/24AS

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 20th April 2024 as a true and accurate record.

19/24AS

Markets

- a) The Committee received an update that the review of the Market Regulations and Trader Pack is ongoing.
- b) The Committee considered a proposal from the Community Officer regarding signage for the Saturday market. As the proposal involves fixing hooks to the Market Hall, it will be necessary to check with East Suffolk Council regarding planning permission. Cllr Charlotte Hawkins suggested that A boards may be a preferable way to advertise that stalls are available inside the Hall.
ACTION: Deputy Town Clerk to report back to Community Officer.

20/24AS

Memorial Field/Seaman Avenue

- a) The Committee received an update about the Wildlife Walk. Cllr Benjamin Gulliford is in discussion with EDF regarding mulch and the tree survey has been postponed until Autumn. Cllr Gulliford asked the Committee to consider having a children's activity area made from wood next to the willow dome. The Committee requested more information from Cllr Gulliford including a drawing and costings.

Cllr Tim Lock arrived at 6:00 pm and apologised for being late.

Signed _____ Date _____

- b) The Committee received a verbal report from Cllr Tim Lock regarding the replacement bridge. Cllr Lock reported that he had not received further information from Dark Arc and that he will follow this up. The Committee asked whether the bridge could have an open grid, to prevent dogs entering the children's play area and fouling.
ACTION: Deputy Town Clerk to obtain a quote to fence the play area and assess whether more signage is needed.
- c) The Committee received an update from the Deputy Town Clerk regarding the walkway at the south-west corner of the Memorial Field. A quote has been requested but has not yet been received.
- d) The Committee received a report from the Environment Coordinator regarding fly-tipping and anti-social behaviour, which has been reported to East Suffolk Council.
- e) The Committee received a report from the Town Clerk about the water supply at the Memorial Field. The water is metered and the Scouts Association have paid the invoices to date without seeking reimbursement from the Town Council. The Scouts Association identified a water leak between the Scout Hut and the Youth Booth which gave rise to two large bills. The water leak has now been repaired and the Town Clerk explained to the Scouts Association that the high water usage could also be due to the irrigation of the Memorial Garden. It was **unanimously resolved** to reimburse the Scouts Association for the two large water bills and to closely monitor the water usage at the Memorial Field. The Town Clerk explained that Pulham's Solicitors were drawing up a new lease between the Town Council and the Scouts Association and the terms for an equitable share of utilities will be agreed.
- f) The Committee noted the damage to the railings at Seaman Avenue and decided that the damage was not significant enough to require a repair.
- g) It was **unanimously resolved** to instruct HM Prisons Community Payback team to paint the railings and an amount up to £300 was agreed for materials.
- h) The Committee received a report from Cllr Charlotte Hawkins regarding the Memorial Garden roundel, which is still in progress.

21/24AS

Footpaths/Walkways

- a) The Committee received a verbal update from the Deputy Town Clerk that Aecom was not able to quote for lighting along the walkway between the High Street and the River Fromus. The Committee requested the Deputy Town Clerk to approach other suppliers for quotations. The Committee proposed 'Bridge Walk' as a name for the walk.
- b) The Committee noted the SCC Definitive Map of the parish footpaths.
ACTION: The Town Clerk offered to provide all Councillors with details about the locations of the footpaths and to request that these are walked, inspected, and any issues reported back.

22/24AS

Bins

- a) The Committee considered the location of the litter bin at Beech Road.

Signed _____ Date _____

ACTION: Deputy Town Clerk to contact Hopkins Homes to request permission to locate the bin on its land.

- b) The Committee discussed the correspondence received by the Town Council about fly tipping at the recycling facilities at the car park at the Back of Market Place. The Committee noted that East Suffolk Council has removed the rubbish but that the site needs to be monitored, in case of future occurrence.

23/24AS Green Team/Blue Spaces Team

- a) The Committee received an update about the proposed allotment space at Saxon Road. The Committee raised concerns regarding the water supply.
ACTION: Deputy Town Clerk to investigate further and report back.
- b) The Committee received a report about the activities of the Green Team and Blue Spaces team.

24/24AS Traffic Calming

- a) The Committee received an update about the Community Speed Watch initiative and Cllr Elizabeth Clark reported that one person had not carried out their training.
- b) The Committee received an update that the Rendham Road speed indicator device has been sent to Westcotec for servicing to ascertain whether a new battery is required.

25/24AS High Street

- a) The Committee considered the matter of illegal parking near the pedestrian crossing on the High Street and asked whether CCTV is the right solution.
ACTION: Deputy Town Clerk to:
- **contact Framlingham Town Council about its town centre CCTV installation;**
 - **ask HSBC in Saxmundham if they can display posters asking the public not to park illegally when accessing the cash machine;**
 - **contact the ESC parking enforcement department to ask if they can patrol this area more regularly; and**
 - **include a call-to-action notice in the next issue of Sax News.**
- b) It was **unanimously resolved** to erect flags in the town centre to celebrate D-Day 80 and the Arts Fest and the necessary expenditure was approved.
ACTION: Town Clerk to progress.

26/24AS Next Meeting

The Committee agreed the date and time of the next meeting, which is scheduled for Thursday 20th June 2024 at 5.30 pm.

The meeting closed at 7:00 pm

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____