



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on
Thursday 16th January 2025 at the Town House, Station Approach, Saxmundham at 5:50 pm.

Minutes

97/25AS

Attendees

Cllr Tim Lock (Chair)
Cllr David Humphreys
Cllr Marianne Kiff

Apologies

Cllr Elizabeth Clark

Also Present

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

98/25AS

Declaration of Interests

There were no declarations of interest or requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

99/25AS

Open Forum

None.

100/25AS

Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 19th December 2024 as a true and accurate record.

101/25AS

Street Furniture

- a) The Committee considered a quotation to replace the sign at the skate park as recommended in the recent RoSPA report. It was **unanimously resolved** to proceed with the quote, following verification that the text on the sign does not need to be changed and that the post is secure.
- b) The Committee agreed to supply and fit a litter bin at the junction of Fairfield Road and Revell's Terrace, following confirmation of the location with the resident who requested a bin.

103/25AS

Memorial Field

- a) The Committee considered a quotation for the installation of a roundel in the Memorial Garden. The Deputy Town Clerk informed the Committee that the donor of funds for the roundel had rejected the proposed design. It was **unanimously resolved** to ask the contractor to review the design and to approach another contractor for a quotation.
- b) The Committee considered a quotation to create a circular path within the Memorial Field. The Town Clerk advised the Committee that she had since recognised that the project needs a clear brief with a detailed specification to enable contractors to provide accurate quotations, to support grant applications, and to inform Town Council decision making. It was **unanimously resolved** to draft a project brief following a site visit by the Committee.

Signed _____ Date _____

104/25AS Saxon Road Allotments

The Committee considered a quotation for grounds clearance and fence repair at the proposed allotment site at Saxon Road. It was agreed to confirm the demand for allotments still exists and to seek advice from the Allotment Society. Following a verbal report from the Deputy Town Clerk, it was **unanimously resolved** to investigate alternative funding sources and support from various organisations for clearance and marking out the site.

105/25AS Grounds and External Maintenance

It was **unanimously resolved** to approve the draft Grounds and External Maintenance Invitation to Tender.

106/25AS Next Meeting

The Committee agreed the date and time of the next meeting which is scheduled for Thursday 20th February 2025 at 5.30 pm.

The meeting closed at 7:00 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____