



# Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 20<sup>th</sup> March 2025 at the Town House, Station Approach, Saxmundham at 5:40 pm.

## Minutes

117/24AS

### Attendees

Cllr Tim Lock (Chair)  
Cllr Elizabeth Clark  
Cllr David Humphreys

### Apologies

Cllr Marianne Kiff

### Also Present

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

118/24AS

### 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.

119/24AS

### Open Forum

None.

120/24AS

### Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 20<sup>th</sup> February 2025 as a true and accurate record.

121/24AS

### Matters Arising

- a) The Committee noted that the funding application for £1000 from Nature First towards the cost of the boardwalk at the Wildlife Walk had been granted.
- b) Following a request from the Town Clerk, it was unanimously resolved that the Adventure Playground may submit a grant application to the Town Council to support litter collection and grounds maintenance costs. The Committee also extended an invitation to members of the Adventure Playground Committee to attend a future meeting to discuss the long-term plans for the facility.

122/24AS

### Memorial Field

- a) The Deputy Town Clerk updated the Committee regarding the installation of a roundel at the Memorial Garden and noted that the resident donating funds for the roundel had agreed extra funding for the roundel to be installed with no concrete jointing for the outer block edges.
- b) The Committee noted the settlement of a claim made by a resident regarding damage to his property from trees. It was **unanimously resolved** that preventative measures should be taken in future and asked that the Maintenance Officer to carry out a regular inspection of trees overhanging the Memorial Field fence.

123/24AS

### Future Projects

Signed \_\_\_\_\_ Date \_\_\_\_\_

- a) The Town Clerk informed the Committee that community consultation regarding new play equipment at Seaman Avenue was ongoing, a poster had been circulated and a survey sent out to all relevant youth organisations and disseminated via social media.
- b) The Committee received a second quotation for the installation of a circular path, for information. Cllr Tim Lock agreed to compile a draft specification following the Town Clerk's request that a brief be drawn up for this project. The Committee agreed that naturalised edging along the path would be preferable to a defined steel border.
- c) The Committee agreed a date for a site visit to determine the exact location for the circular path.
- d) The Committee received a report about potential sources for grant funding for future projects, which included District and Town Community Infrastructure Levy, East Suffolk Council grants, and Sizewell C grants.

**124/24AS Grounds and External Maintenance**

- a) The Committee reviewed the tender submissions for the Grounds and External Maintenance Contract for the period 2025–2028. Following discussion, it was unanimously resolved to award the contract to East Suffolk Services Ltd. The Committee also requested that detailed records be maintained to enable effective monitoring of the work undertaken throughout the contract term.
- b) The Deputy Town Clerk informed the Committee that East Suffolk Council is progressing the supply, fit and street furniture licences for new litter bins in Beech Road and Fairfield Road.

**125/24AS Bicycle/Wheel Maintenance Station**

The Deputy Town Clerk informed the Committee that health and safety and risk assessment reports for the maintenance station had been requested from East Suffolk Council, but no response has been received. It was **unanimously resolved** to take no further action until a response is received.

**126/24AS Christmas Lights**

The Committee considered requests from the Events and Communications Committee regarding the date for the Christmas lights switch-on and the colour of the Market Hall and Christmas tree lights. The Deputy Town Clerk informed that Committee that the contractor responsible for the lights has been asked for costs to have warm white lights instead of icy white lights around the Market Hall.; icicle lights added to the Bell Hotel and new lights on the Christmas tree. It was **unanimously resolved** that the date of the Christmas light switch should be earlier than the Christmas Fayre date of 6<sup>th</sup> December, as the town looks brighter and more festive with the lights on. In response to a question from Cllr Tim Lock, the Deputy Town Clerk agreed to obtain a quotation for the tree to be positioned more centrally in the Market Hall forecourt.

**127/24AS Next Meeting**

The Committee noted the date and time of the next meeting, which is scheduled for Thursday April 17<sup>th</sup> 2025 at 5.30 pm.

The meeting closed at 6.55 pm.

**Lisa Hamon**  
**Deputy Town Clerk**

Signed \_\_\_\_\_ Date \_\_\_\_\_