



# 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 received an update that the grant request of £1000 from Nature First towards the cost of the boardwalk at the Wildlife Walk had been approved.
- b) Following a request from the Town Clerk, the Committee **unanimously resolved** that the Adventure Playground could apply for a grant from the Town Council.

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 the extra costs 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. The Committee **unanimously resolved** that preventative measures should be taken in future and asked that the Caretaker should carry out a regular inspection of trees overhanging the Memorial Field fence.

123/24AS

### Future Projects

- 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 organisations and disseminated via social media.

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

- b) The Committee received a second quotation for the installation of a circular path, for information. Cllr 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 a naturalised path would be preferable to a steel one.
- c) A date of 25<sup>th</sup> March at 3pm was agreed by the Committee 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 CIL finding, East Suffolk Council and Sizewell C grants.

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

- a) The Committee reviewed tender submissions for the Grounds and External Maintenance Contract 2025-2028. Following discussion, the Committee **unanimously resolved** to award the 2025-2028 contract to East Suffolk Services (ESS) but requested that more detailed records are kept monitoring the work carried out by ESS.
- b) The Deputy Town Clerk updated the Committee regarding the provision of two litter bins in Beech Rd and Fairfield Rd. East Suffolk Council is dealing with the order of the bins and street furniture licences.

**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. The Committee **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. The Committee **unanimously resolved** that the date of the Christmas light swich 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. Cllr Lock asked whether the tree could be positioned more centrally and the Deputy Town Clerk will request a quote for this.

**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 \_\_\_\_\_