



# Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on  
Thursday 15<sup>th</sup> May 2025 at the Town House, Station Approach, Saxmundham at 5:35 pm.

## Minutes

**2/25AS**

### Attendees

Cllr Tim Lock (Chair)  
Cllr Elizabeth Clark  
Cllr David Humphreys  
Cllr Marianne Kiff  
Cllr Laura Purina

### Apologies

None

### Also Present

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

**3/25AS**

### 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.

**4/25AS**

### Open Forum

No members of the public were present and invited representatives from the Adventure Playground were not available for the meeting.

**5/25AS**

### Minutes

It was **unanimously resolved** to approve the minutes of the meetings held on 20<sup>th</sup> March 2025 and 17<sup>th</sup> April 2025 as true and accurate records.

**6/25AS**

### Matters Arising

In answer to a question from Cllr Elizabeth Clark, the Deputy Town Clerk replied that the Events and Communications Committee had been provided with the Committee's decision regarding the Christmas lights.

**7/25AS**

### Finance

- a) The Committee noted the budget versus actual expenditure report as of 30<sup>th</sup> April 2025.
- b) Following an explanation from the Town Clerk of the Community Infrastructure Levy position, the Committee noted the Earmarked Reserves as of 30<sup>th</sup> April 2025.

**8/25AS**

### Play Parks

- a) The Committee received the quarterly play equipment report from East Suffolk Services Ltd and noted there were no medium or high-risk actions identified in the report.
- b) The Town Clerk presented the findings of the recent community consultation on new play equipment for Seaman Avenue. The Committee welcomed the survey results and agreed that the exercise had been very worthwhile. Four design options were put out for community consultation, with two emerging as clear favourites among respondents. The Committee

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

requested that the Town Clerk arranges site visits with the suppliers of the two most popular designs to verify the accuracy of their existing quotations to ensure there are no unforeseen or hidden costs. The Committee also asked for the quotations to reflect that the existing play equipment is to be retained and to incorporate recommendations arising from the community survey. The Town Clerk agreed to present the revised specifications and quotations for the two most popular design options for consideration at the next meeting.

**9/25AS Memorial Field**

- a) The Deputy Town Clerk informed the Committee that installation of the roundel had been delayed due to concerns raised by the funder regarding the colour and size of the brick. The Deputy Town Clerk agreed to continue progressing this project and to work towards a satisfactory resolution.
- b) The Committee received a quotation to extend the fencing in the northwest corner. The Deputy Town Clerk was asked to revise the specification and obtain further quotations for the Committee's consideration.
- c) The Committee considered a request to fund and install a bench commemorating Falklands War veterans. While recognising the importance of honouring those who served in the Falklands, the Committee noted the need to reflect the service of veterans from all recent conflicts. In view of the cost associated with a bench commemorating only a single war, the Committee asked the Deputy Town Clerk to explore alternative options, such as a memorial tree, for the Committee's consideration.

**10/25AS Green Team**

The Committee received an update from the Environment Coordinator regarding the activities of the Green Team

**11/25AS Christmas Lights**

It was **unanimously resolved** accept a proposal from the current supplier of the Christmas lights, under which the additional costs of extending the lights to the Bell Hotel and altering the style of lighting around the Market Hall and Christmas Tree would be waived, on the condition that the Committee agrees to extend the existing contract by a further year, until 2027.

**12/25AS Next Meeting**

The Committee noted the date and time of the next meeting, which is scheduled for Thursday 17<sup>th</sup> July 2025 at 5:30 pm.

The meeting closed at 6:35 pm.

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

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