



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on
Thursday 20th 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 20th 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 25th 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 6th 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 17th 2025 at 5.30 pm.

The meeting closed at 6.55 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on
Thursday 17th April 2025 at the Town House, Station Approach, Saxmundham at 5:30 pm.

Minutes

1/25AS

Apologies

CLlr Tim Lock (Chair)
CLlr Elizabeth Clark
CLlr Marianne Kiff
CLlr David Humphreys

Present

Sharon Smith (Town Clerk)

The Town Clerk declared the Committee meeting inquorate and closed the meeting.

The meeting closed at 5:35 pm.

Sharon Smith
Town Clerk

Signed _____ Date _____

Town Council Budget Versus Actual Income and Expenditure 2025-2026

Line Number	Cost Centre	Nominal Code	Item	Approved Budget 2025-2026	Income and Expenditure 30/04/25	Committed 30/04/25	Budget Overspend 30/04/35	Percentage
			INCOME					
			RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY					
1	100	1076	Precept	£ 278,037	£ 139,019	£ 139,019		100%
2	101	1150	Community Infrastructure Levy	£ -	£ 9,799	£ -		
3	102	1105	Charitable Trusts' Reimbursement	£ -	£ 4,462			
4	103	1090	Bank Interest	£ 4,000	£ 229	£ -		6%
			Total	£ 282,037	£ 153,508	£ 139,019		
			CIVIC AND COMMUNITY COMMITTEE - CIVIC SERVICES					
5	110	1305	Civic Grants	£ -	£ 5,000	£ -		
6	105	1100	Market Stallage Fees	£ 1,800	£ 149	£ -		8%
			Total	£ 1,800	£ 5,149	£ -		
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION					
7	107	1110	Land Rental	£ 603	£ -	£ -		0%
8	106	1310	Project Grants	£ -	£ 1,000	£ -		
			Total	£ 603	£ 1,000	£ -		
			TOTAL INCOME	£ 284,440	£ 159,657	£ 139,019	£ -	
			EXPENDITURE					
			STAFFING COMMITTEE - STAFFING RESOURCE					
9	120	4000	Town Council Salaries (82%)	£ 101,008	£ 8,288	£ 81,573		89%
10	120	4055	Payroll Service	£ 350	£ -	£ -		0%
11	120	4060	Recruitment	£ 100	£ -	£ -		0%
12	120	4095	Staff Training and Development	£ 2,500	£ 328	£ 36		15%
			Total	£ 103,958	£ 8,616	£ 81,609		
			RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY					
13	140	4105	Councillor Expenses	£ 50	£ -	£ 10		21%
14	140	4120	Councillor Training and Development	£ 300	£ -	£ 798		266%
15	140	4275	Elections Contingency	£ 1,000	£ -	£ 1,000		100%
16	160	4200	Town House Cleaning	£ 3,000	£ 44	£ 789		28%
17	160	4205	Town House Utilities	£ 3,200	£ 64	£ -		2%
18	160	4210	Town House Refuse Collection	£ 1,250	£ 939	£ -		75%
19	160	4220	Meeting Room Hire	£ 600	£ -	£ 158		26%
20	160	4228	Financial Software	£ 3,500	£ 3,261	-£ 1,640		46%
21	160	4230	Internal and External Audit	£ 1,250	£ 524	£ 630		92%
22	160	4235	Bank Charges	£ 153	£ 17	£ -		11%
23	160	4240	Photocopier Lease and Toner	£ 2,000	£ 249	£ 894		57%
24	160	4245	Stationery	£ 1,300	£ -	£ 192		15%
25	160	4250	Subscriptions	£ 1,800	£ 1,125	£ -		63%
26	160	4255	IT Support	£ 4,050	£ 338	£ 3,718		100%
27	160	4260	Telephone and Broadband	£ 1,000	£ 198	£ 476		67%
28	160	4265	Town House Equipment and Supplies	£ 1,000	£ 128			13%
29	160	4270	Insurance	£ 1,800	£ 4,953	-£ 2,822	£ 331	118%
30	310	4615	Legal Consultancy	£ 1,000	£ -	£ -		0%
31	310	4705	Project Consultancy	£ 6,000	£ -	£ -		0%
32	170	4300	Town House - PWLB Repayment	£ 10,700		£ 10,689		100%

33	170	4406	Gannon Institute - PWLB Repayment	£ 2,903	£ -	£ 2,903		100%		
			Total	£ 47,856	£ 11,840	£ 17,794	£ 331			
			CIVIC AND COMMUNITY COMMITTEE - CIVIC AND COMMUNITY SERVICES							
34	200	4400	Newsletter & Publicity	£ 1,500	£ -	£ -		0%		
35	200	4405	Website Support and Development	£ 4,000	£ 60	£ -		2%		
36	140	4100	Chairs Civic Allowance	£ 400	£ -	£ 135		34%		
37	200	4825	Markets Support	£ 500	£ -	£ -		0%		
38	300	4555	Community Grants	£ 34,500	£ -	£ -		0%		
39	320	4505	Events	£ 10,000	£ 465	£ -		5%		
40	320	4560	Christmas Trees and Lights	£ 6,700	£ -	£ 6,700		100%		
			Total	£ 57,600	£ 525	£ 6,835	£ -			
			AMENITIES AND SERVICES COMMITTEE - TOWN HOUSE							
41	600	4670	Building Maintenance	£ 250	£ 295	£ -		118%		
42	160	4285	Health and Safety	£ 1,100	£ 1,077	£ -	-£ 23	98%		
			Total	£ 1,350	£ 1,372	£ -	-£ 23			
			AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION							
43	500	4829	Memorial Field	£ 6,000	£ -	£ 1,642		27%		
44	500	4830	Street Furniture	£ 3,000	£ 763			25%		
45	500	4810	Green Team Activities	£ 3,000	£ -	£ 52		2%		
46	500	4815	Grounds Maintenance	£ 3,300	£ -			0%		
47	500	4821	Tree Survey and Maintenance	£ 2,600	£ -			0%		
48	600	4650	General Town Maintenance	£ 1,000	£ -	£ 61		6%		
49	600	4675	Youth Booth Maintenance	£ 200	£ -			0%		
50	500	4824	Traffic Calming	£ 2,500	£ -			0%		
51	500	4820	Play Equipment Inspection and Maintenance	£ 4,501	£ -			0%		
			Total	£ 26,101	£ 763	£ 1,755	£ -			
			MARKET HALL TRUST							
52	300	4500	Contingency	£ 5,000	£ -			0%		
53	120	4000	Salaries (13%)	£ 18,477	£ 1,314	£ 15,968		94%		
54	160	4285	Health and Safety	£ 1,100	£ 1,077	£ -	-£ 23	98%		
			Total	£ 24,577	£ 2,391	£ 15,968	-£ 23			
			GANNON INSTITUTE TRUST							
55	300	4500	Contingency	£ 5,000	£ -	£ -		0%		
56	120	4000	Salaries (5%)	£ 6,198	£ 505	£ 5,363		95%		
57	160	4285	Health and Safety	£ 1,100	£ 1,077	£ -	-£ 23	98%		
			Total	£ 12,298	£ 1,582	£ 5,363	-£ 23			
			TOTAL EXPENDITURE	£ 273,740	£ 27,089	£ 129,325	£ 262			
			TOTAL INCOME	£ 284,440	£ 159,657					
			TOTAL EXPENDITURE	£ 273,740	£ 27,089					
			VARIANCE	£ 10,700	£ 132,568					
			PLUS TRANSFER FROM EARMARKED RESERVES	£ -	£ 202					
			LESS TRANSFER TO EARMARKED RESERVE	£ -	£ 14,799					
			MOVEMENT TO GENERAL RESERVES	£ 10,700	£ 117,971					

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR - Capital Replacement Fund	15,700.00		15,700.00
326 EMR - Project Improvement Fund	5,000.00		5,000.00
329 EMR - Events Coordinator Grant	0.00	4,798.11	4,798.11
333 EMR - Project Consultancy	4,000.00		4,000.00
334 EMR - Elections Contingency	0.00	1,000.00	1,000.00
400 EMR - CIL 20/21	7,534.72		7,534.72
401 EMR - CIL 21/22	31,308.92		31,308.92
402 EMR - CIL 22/23	6,438.25		6,438.25
403 EMR - CIL 23/24	1,105.71		1,105.71
404 EMR - CIL 24/25	1,045.91		1,045.91
405 EMR - CIL 25/26	0.00	9,798.78	9,798.78
	72,133.51	15,596.89	87,730.40

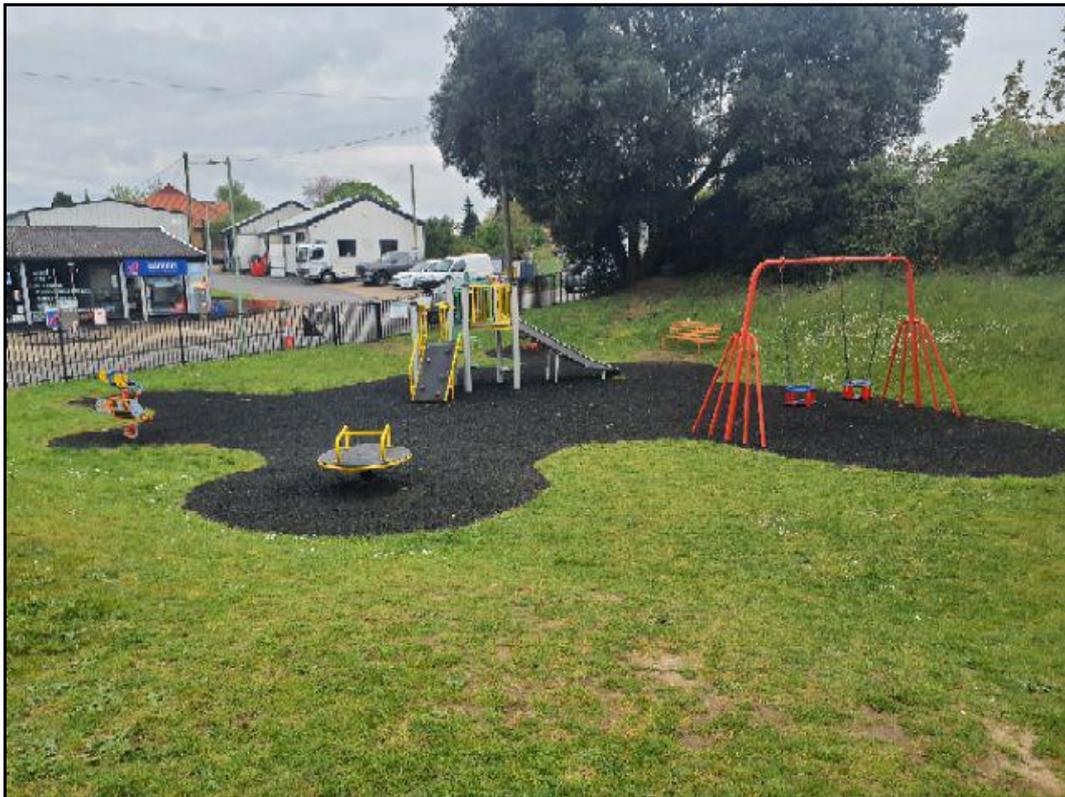
Chantry Road

Inspection Ref: 2613959

Site Ref: 119083

Routine/Visual Inspection 13-February-2025 - 08:45 by Gary Vann

Risk Assessment: 8 Low Risk



Location:

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

i 6 - Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

Item: Sign
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Gate - Self Closing
Manufacturer: Not Identified
Surface Type: Grass Matrix Tiles
Item Quantity: 2



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Gate - Maintenance
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Fence - Bow Top
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Fence - Chainlink
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

Item: Roundabout
Manufacturer: Sutcliffe Play Limited
Surface Type: Bonded Rubber Mulch
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Multi Play (Junior)
Manufacturer: Sutcliffe Play Limited
Surface Type: Bonded Rubber Mulch
Item Quantity: 1



Total Findings: 2

Finding 1

There are projecting bolt thread(s) present - Remove excess thread length and deburr or provide cap

Finding 2

There are a number of dents in the slide surface - Monitor for any further deterioration and repair as required

 6 - Low Risk

Item: Spring Helicopter
Manufacturer: Sutcliffe Play Limited
Surface Type: Bonded Rubber Mulch
Item Quantity: 1



Total Findings: 1

Finding 1

The item has been damaged - Monitor for any further deterioration and replace as required

 6 - Low Risk

Item: Spring Bird
Manufacturer: Sutcliffe Play Limited
Surface Type: Bonded Rubber Mulch
Item Quantity: 1



Total Findings: 1

Finding 1

The item has been damaged - Monitor for any further deterioration and replace as required

i 6 - Low Risk

Item: Spring See-Saw
Manufacturer: Sutcliffe Play Limited
Surface Type: Bonded Rubber Mulch
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Sutcliffe Play Limited
Surface Type: Bonded Rubber Mulch
Item Quantity: 1



Total Findings: 1

Finding 1

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Findings information

i 8 - Low Risk (Finding 1)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Sutcliffe Play Limited

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



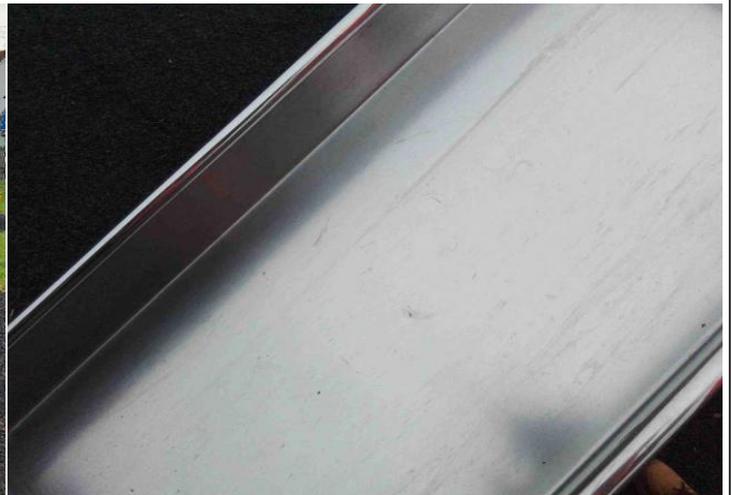
Finding: There are projecting bolt thread(s) present

Action: Remove excess thread length and deburr or provide cap

i 4 - Very Low Risk (Finding 2)

Item: Activity Equipment - Multi Play (Junior)
Manufacturer: Sutcliffe Play Limited

Risk Level: V - Very Low Risk
Surface: Bonded Rubber Mulch



Finding: There are a number of dents in the slide surface

Action: Monitor for any further deterioration and repair as required

6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring Helicopter
Manufacturer: Sutcliffe Play Limited
Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The item has been damaged
Action: Monitor for any further deterioration and replace as required

6 - Low Risk (Finding 1)

Item: Rocking Equipment - Spring Bird
Manufacturer: Sutcliffe Play Limited
Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: The item has been damaged
Action: Monitor for any further deterioration and replace as required

6 - Low Risk (Finding 1)

Item: Swings - 1 Bay 2 Seat (Cradle)
Manufacturer: Sutcliffe Play Limited

Risk Level: L - Low Risk
Surface: Bonded Rubber Mulch



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

Seaman Avenue

Inspection Ref: 2613960

Site Ref: 119085

Routine/Visual Inspection 13-February-2025 - 09:20 by Gary Vann

Risk Assessment: 12 Moderate Risk

**Location:**

The site is located in an area of public open space and is overlooked by a number of properties in the local community.

Disabled Access:

Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.

i 6 - Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

Item: Sign
Manufacturer: Not Identified
Surface Type: N/A
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 5 - Very Low Risk

Item: Gate - Self Closing
Manufacturer: Not Identified
Surface Type: Mixed Surface
Item Quantity: 1



Total Findings: 1

Finding 1

The gate is closing too slowly (in excess of 8 seconds) - Take effective action to ensure the gate closes between 4 and 8 seconds from 90 degrees

i 6 - Low Risk

Item: Gate - Maintenance
Manufacturer: Not Identified
Surface Type: Mixed Surface
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Fence
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

There is some damage to the item - Monitor for any further deterioration and repair as required

 6 - Low Risk

Item: Bench
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 8 - Low Risk

Item: Litter Bin
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1



Total Findings: 2

Finding 1

The surface has eroded and the foundations are exposed - Reinstate surrounding surfaces to cover the foundations

Finding 2

The item has been damaged - Monitor for any further deterioration and replace as required

i 8 - Low Risk

Item: Seating Area
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 2

Finding 1

The bench/es is/are not securely fixed to the surface and there is some possibility of the item/s tipping or rolling over - Secure to the ground

Finding 2

The item is slightly loose in its foundations - Monitor for any further deterioration and repair as required

 6 - Low Risk

Item: Basketball Post
Manufacturer: Not Identified
Surface Type: Tarmac
Item Quantity: 1
Life Expectancy: 3 - 5 Years



Total Findings: 2

Finding 1

The paint is flaking off the metalwork - Rub down and re-paint

Finding 2

There is some minor damage to the surface - Monitor for any further deterioration and repair as required

 6 - Low Risk

Item: Teenage Shelter
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 3

Finding 1

The surface has eroded in some areas and may be slippery in wet conditions - Reinstate the surface

Finding 2

The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding - Treat affected areas and repaint

Finding 3

There is/are bolt cap covers missing or damaged on the item - Replace missing or damaged bolt cap covers

 12 - Moderate Risk

Item: Cable Runway
Manufacturer: Eibe Play Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 3

Finding 1

There is algae or moss on the surface of the equipment - Clean and treat appropriately

Finding 2

There are areas or parts of the timber on the structure that have rotted - Replace all affected timbers

Finding 3

The chain links are worn in excess of 40% and require renewing - Replace worn chains

 10 - Low Risk

Item: Contact Swing - Type 4
Manufacturer: Wicksteed Playgrounds
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 3

Finding 1

There is some damage to the item - Monitor for any further deterioration and repair as required

Finding 2

There is some notable evidence of chain wear - Monitor for any further deterioration and replace when 40% worn

Finding 3

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

i 8 - Low Risk

Item: Basket Swing - Type 1
Manufacturer: Eibe Play Ltd
Surface Type: Grass Matrix Tiles
Item Quantity: 1



Total Findings: 5

Finding 1

The bushes are showing signs of wear - Monitor for any further deterioration and replace as required

Finding 3

There is algae or moss on the surface of the equipment - Clean and treat appropriately

Finding 5

The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process - Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Finding 2

There is some wear to the shackles. - Monitor for any further deterioration and replace when 40% worn

Finding 4

The swing seat connectors have some wear present - Monitor for further deterioration and replace when 40% worn

i 6 - Low Risk

Item: 1 Bay 2 Seat (Cradle)
Manufacturer: Action Play and Leisure
Surface Type: Grass Matrix Tiles
Item Quantity: 1
Life Expectancy: >10 Years



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

Findings information

5 - Very Low Risk (Finding 1)

Item: Gates - Gate - Self Closing
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Mixed Surface



Finding: The gate is closing too slowly (in excess of 8 seconds)

Action: Take effective action to ensure the gate closes between 4 and 8 seconds from 90 degrees

6 - Low Risk (Finding 1)

Item: Fences - Fence
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: There is some damage to the item

Action: Monitor for any further deterioration and repair as required

8 - Low Risk (Finding 1)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: The surface has eroded and the foundations are exposed

Action: Reinstate surrounding surfaces to cover the foundations

6 - Low Risk (Finding 2)

Item: Ancillary Items - Litter Bin
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Concrete



Finding: The item has been damaged

Action: Monitor for any further deterioration and replace as required

8 - Low Risk (Finding 1)

Item: Ancillary Items - Seating Area
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The bench/es is/are not securely fixed to the surface and there is some possibility of the item/s tipping or rolling over

Action: Secure to the ground

6 - Low Risk (Finding 2)

Item: Ancillary Items - Seating Area
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The item is slightly loose in its foundations

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 1)

Item: Multi Use Games Area - Basketball Post
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Tarmac



Finding: The paint is flaking off the metalwork

Action: Rub down and re-paint

i 4 - Very Low Risk (Finding 2)

Item: Multi Use Games Area - Basketball Post
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Tarmac



Finding: There is some minor damage to the surface

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 1)

Item: Ancillary Items - Teenage Shelter
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

i 6 - Low Risk (Finding 2)

Item: Ancillary Items - Teenage Shelter
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The paintwork on this item has been damaged or worn exposing the metal underneath which is rusting / corroding
Action: Treat affected areas and repaint

i 4 - Very Low Risk (Finding 3)

Item: Ancillary Items - Teenage Shelter
Manufacturer: Not Identified

Risk Level: V - Very Low Risk
Surface: Grass



Finding: There is/are bolt cap covers missing or damaged on the item

Action: Replace missing or damaged bolt cap covers

i 8 - Low Risk (Finding 1)

Item: Other - Cable Runway
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 2)

Item: Other - Cable Runway
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There are areas or parts of the timber on the structure that have rotted

Action: Replace all affected timbers

! 12 - Moderate Risk (Finding 3)

Item: Other - Cable Runway
Manufacturer: Eibe Play Ltd

Risk Level: M - Moderate Risk
Surface: Grass Matrix Tiles



Finding: The chain links are worn in excess of 40% and require renewing

Action: Replace worn chains

i 10 - Low Risk (Finding 1)

Item: Swings - Contact Swing - Type 4
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some damage to the item

Action: Monitor for any further deterioration and repair as required

i 6 - Low Risk (Finding 2)

Item: Swings - Contact Swing - Type 4
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some notable evidence of chain wear

Action: Monitor for any further deterioration and replace when 40% worn

i 6 - Low Risk (Finding 3)

Item: Swings - Contact Swing - Type 4
Manufacturer: Wicksteed Playgrounds

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some wear to the shackles.

Action: Monitor for any further deterioration and replace when 40% worn

i 4 - Very Low Risk (Finding 1)

Item: Swings - Basket Swing - Type 1
Manufacturer: Eibe Play Ltd

Risk Level: V - Very Low Risk
Surface: Grass Matrix Tiles



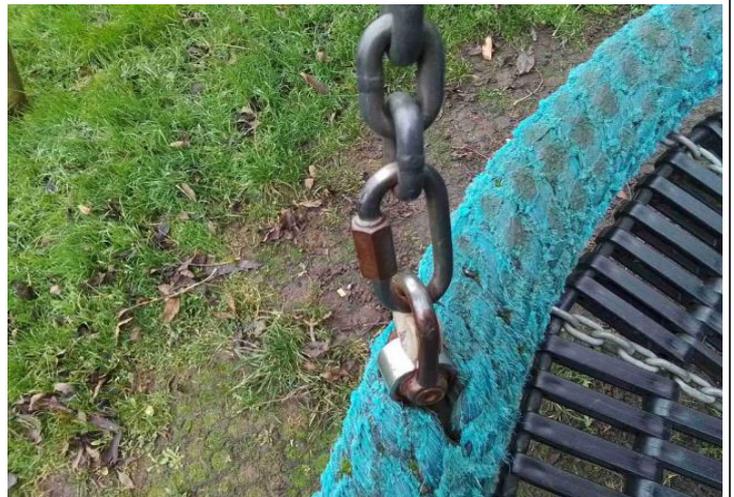
Finding: The bushes are showing signs of wear

Action: Monitor for any further deterioration and replace as required

i 6 - Low Risk (Finding 2)

Item: Swings - Basket Swing - Type 1
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is some wear to the shackles.

Action: Monitor for any further deterioration and replace when 40% worn

i 8 - Low Risk (Finding 3)

Item: Swings - Basket Swing - Type 1
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: There is algae or moss on the surface of the equipment

Action: Clean and treat appropriately

i 6 - Low Risk (Finding 4)

Item: Swings - Basket Swing - Type 1
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The swing seat connectors have some wear present

Action: Monitor for further deterioration and replace when 40% worn

i 6 - Low Risk (Finding 5)

Item: Swings - Basket Swing - Type 1
Manufacturer: Eibe Play Ltd

Risk Level: L - Low Risk
Surface: Grass Matrix Tiles



Finding: The timber has a number of splits/shakes or air cracks and this may affect the stability or allow water ingress which will accelerate the rotting process
Action: Monitor to ensure the splits do not cross through fixing points of the structure and/or cause any instability

Saxmundham Skate Park

Inspection Ref: 2613961

Site Ref: 119084

Routine/Visual Inspection 13-February-2025 - 10:00 by Gary Vann

Risk Assessment: 6 Low Risk



Location:

The site is located in an area of public open space and is not directly overlooked by any properties in the local community.

Disabled Access:

Generally accessible; an area accessible to most.

i 6 - Low Risk

Item: Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

i 6 - Low Risk

Item: Litter Bin
Manufacturer: Glasdon
Surface Type: Grass
Item Quantity: 2
Life Expectancy: 5 -10 Years



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Bench
Manufacturer: Glasdon
Surface Type: Concrete
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Sign
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Picnic Table
Manufacturer: Glasdon
Surface Type: Concrete
Item Quantity: 1



Total Findings: 1

Finding 1

There is some evidence of fire damage to the item - Monitor for any further deterioration and repair as required

 6 - Low Risk

Item: Football Goal
Manufacturer: Not Identified
Surface Type: Grass
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

 6 - Low Risk

Item: Concrete Skate Park
Manufacturer: Not Identified
Surface Type: Concrete
Item Quantity: 1



Total Findings: 1

Finding 1

This item is satisfactory - no work required -

Findings information

 6 - Low Risk (Finding 1)

Item: Ancillary Items - Picnic Table
Manufacturer: Glasdon

Risk Level: L - Low Risk
Surface: Concrete



Finding: There is some evidence of fire damage to the item **Action:** Monitor for any further deterioration and repair as required

Completed Findings Information

The following items have been marked as complete by the inspector during the course of this inspection.

6 - Low Risk (Finding 1) - Marked as complete on 13-February-2025

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: L - Low Risk
Surface: Grass



Finding: The surface has eroded in some areas and may be slippery in wet conditions
Action: Reinstate the surface

0 - Risk Assessment not Undertaken (Finding 2) - Marked as complete on 13-February-2025

Item: Multi Use Games Area - Football Goal
Manufacturer: Not Identified

Risk Level: N - Risk Assessment not Undertaken
Surface: Grass



Finding: The item of equipment is missing / removed from site and the inspector was unable to assess the condition of it
Action: Consider replacement of missing item

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	15 th May 2025
Item Number	Item 6b
Report Title	Consultation Summary Report: Seaman Avenue Play Park
Report Author	Town Clerk

Overview

This consultation collected public feedback on four proposed designs for the redevelopment of Seaman Avenue Play Park. A total of 61 responses were received, providing qualitative insights into preferences, concerns, and desired features. This report summarises the key findings and recurring themes.

1. Participant Profile

- **Respondents:** Primarily adults or adult/child combinations.
 - **Location:** Most respondents provided postcodes from the IP17 area, indicating local engagement.
-

2. Design Preferences

Survey respondents were asked to rank the four designs. While individual preferences varied, a few general trends emerged:

- **Design 2 and Design 3** were most frequently rated as top choices.
 - **Design 4** consistently ranked lowest.
 - Some respondents selected **“None of the Designs”**, citing lack of inclusivity or toddler-friendly features.
-

3. Key Positive Themes

a. Diversity of Equipment

- Many participants appreciated a **varied range of equipment**, especially climbing frames, slides, and accessible roundabouts.
- Several mentioned liking **natural materials** (e.g., timber) and **woodland-style colours** over bright plastics.

b. Age Appropriateness

- Participants valued play areas that catered to **both younger and older children**.

- Positive comments highlighted **clear separation** of zones for different age groups when included in a design.

c. Accessibility and Inclusivity

- The **accessible roundabout** and **spacious layouts** were frequently praised.
 - Some designs received credit for aiming to be inclusive, even if more could be done.
-

4. Key Concerns and Suggestions

a. Insufficient Equipment for Toddlers and Teens

- Multiple respondents expressed concern that the play park does not adequately cater for:
 - **Babies and toddlers** (1–3 years)
 - **Teenagers** or older children (over 10s)
- Requests included:
 - **Ninja Warrior-style challenges**
 - **Larger slides**
 - **Safer toddler access points**

b. Lack of Seating and Facilities

- There were frequent calls for:
 - **More benches and picnic tables**
 - **Bins**
 - **Water fountains**

c. Accessibility Shortcomings

- Several respondents criticised the lack of equipment for children with **mobility issues** or **special educational needs (SEN)**.
- Requests included:
 - **Ground-level trampolines**
 - **Sensory play zones**
 - **All-access roundabouts**

d. Supervision and Safety

- Some designs were said to have **poor visibility** or **zoning that would challenge parents with multiple children**.
- Concern was raised over the **proximity of certain equipment (e.g., zip line) to other play features**, posing a safety risk.

5. "None of the Designs" Feedback

Some participants rejected all four proposals, citing:

- Designs being **too basic or sparse**
- A **lack of truly toddler-safe features**
- Concerns about **overly elaborate or expensive options** amid cost-of-living pressures

6. Additional Suggestions

Participants suggested incorporating:

- **Nature areas or duck ponds**
- **Dog-friendly zones**
- **Role-play areas** (e.g., fire engines, trains)
- **Interactive or sensory features**

Conclusion

There is strong community interest in revitalising Seaman Avenue Play Park. While several designs were positively received, the feedback clearly indicates the need for:

- More inclusive, accessible, and imaginative features
- Equipment and zoning that caters to **all age ranges**
- Improved **amenities for adults and carers**

Design revisions that integrate these priorities would better align with local expectations and increase community use and satisfaction.

This summary report has been shared with the suppliers of Design 2 and Design 3—the two most preferred options—inviting them to review the feedback and submit revised quotations that respond to the community's comments and suggestions, for the Committee's consideration at the next meeting.

ALDE FENCING LTD

QUOTATION NUMBER 1,255

Adam Blowers
24 Bittern Road
Saxmundham
Suffolk
IP17 1WT

Tel: 01728 633144 / Mob: 07896766719
Email: adamblowers@btinternet.com
VAT No: 196 4037 86

Date: 08/04/2025

Saxmundham Town Council

Ref: Memorial Field

Take down and dispose of existing fencing.

Supply and install 2m high close board fencing, using 100 x 100mm timber posts, and timber gravel boards, as discussed, the total cost will be...

£2,240 plus VAT (£2,688 inc)

To board up both sides of the fence the total cost will be...

£3,120 plus VAT (£3,744)

All timber used will be fully pressure treated and all posts will be concreted a minimum of 600mm in the ground.

PAYMENT TO BE MADE WITHIN 7 DAYS OF WORK COMPLETE

All goods remain the property of Alde Fencing Limited until paid for in full.

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	15 th May 2025
Item Number	Item 7c
Report Title	Bench at the Memorial Field for veterans of the Falklands War
Report Author	Deputy Town Clerk

A resident has asked whether it will be possible to have a bench like the one in the picture below, so that veterans, like himself, can sit and reflect. This will be particularly appropriate as it will be the 45th anniversary of the war in 2027.



Environment Coordinator Report – April/May 2025

Green Team:

February 2025

- Mens Shed collaboration – making bug boxes

March 2025

- Trimming and planting and weeding at Memorial Garden.
- Planting trees at old bridge site on Memorial Field.
- Community Orchard work, mulching tree circles.
- Installation of bug and bat boxes at Town House.
- Secured half the funding for the Wildlife Walk bridge/boardwalk.
- Collaboration on Town House wall protection planters.

April 2025

- Hoeing at town House, weeding Mural bed and Gannon Bed, sweeping/weeding front of Market Hall.
- Seed and Plant Swap Stall. Raising over £50 for Green Team funds and connecting with the community. I think this year we had the most donations of plants we have had in four years of our stall and we swapped out nearly all of the plants despite the cold weather. A very sociable morning!
- Dead heading town pots.

May 2025

- Installation of Town House wall protection planters.

Upcoming work:

- Instillation of Swift boxes at Gannon Rooms.
- Weeding.
- Switching town pots to summer planting.
- Bin Cubby for Gannon Rooms.
- Application for remainder of funding for Wildlife Walk bridge/boardwalk.
- More litter pick opportunities over National Volunteer Week.

Blue Spaces:

Join Laura and the other Blue Spaces volunteers for spring water testing on Friday 25th April. Our MP is very keen to join us for this when I last spoke with her. Meet outside canopied (non-entrance) to Waitrose on Fromus Square. For those that can stay, we will then continue with a River Fromus in channel clean-up (weather + flow permitting); with a bankside clean-up too.

Other:

- Amy and Laura have been working on DCO responses for Water, Environment, Ecology and Habits for Sealink.



Green Team Seed and Plant Swap Stall 2025

- Town House held two very successful litter picks lead on the days by Laura and Amy for the Keep Britain Tidy Great British Spring Clean event with the Saxmundham Town Council. Thank you again to everyone who participated.

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	15 th May 2025
Item Number	Item 9
Report Title	Proposal regarding Market Hall and Christmas Tree lights
Report Author	Deputy Town Clerk

The contractor has proposed that instead of the Council paying around **£1400.00 plus VAT** for new warm white light curtains, extending the icicle around the Bull hotel and putting new lights on the Xmas trees, it agrees to extend the agreement with the contractor a further year i.e. to 2027, and the contractor will incorporate the extra lighting costs. The annual cost for the extra year will therefore remain at **£6100 plus VAT**.

The contractor is assuming that there are gutters to fix the icicle lights at the Bell Hotel and that they will be powered from the Market Hall lights.