

Saxmundham Town Council

| | |
|-------------------|----------------------------------------|
| Committee Meeting | Amenities and Services Committee |
| Meeting Date | 17 th July 2025 |
| Item Number | Item 3b |
| Report Title | Community Garden – Greener Sax Request |
| Report Author | Deputy Town Clerk |

For the Committee's information:

The Chair of Greener Sax, Roy Venables, will attend the Amenities and Services Committee meeting to request funding support for tree works at the Community Garden.

As there is limited flexibility within the Town Council's maintenance budgets, it is recommended that Greener Sax be invited to apply for a community grant from the Town Council to support this work.

In addition, Greener Sax has submitted an application to the Field to Fork scheme to seek further funding for the project.



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on
Thursday 15th 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 20th March 2025 and 17th 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 30th April 2025.
- b) Following an explanation from the Town Clerk of the Community Infrastructure Levy position, the Committee noted the Earmarked Reserves as of 30th 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 17th July 2025 at 5:30 pm.

The meeting closed at 6:35 pm.

Lisa Hamon
Deputy 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 30/06/25 | Committed 30/06/25 | Budget Under/Overspend 30/06/25 | 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 | £ - | £ 4,770 | £ - | £ 4,770 | | | | |
| 4 | 103 | 1090 | Bank Interest | £ 4,000 | £ 859 | £ - | | 11% | | | |
| | | | Total | £ 282,037 | £ 154,447 | £ 139,019 | £ 4,770 | | | | |
| | | | | | | | | | | | |
| | | | CIVIC AND COMMUNITY COMMITTEE - CIVIC SERVICES | | | | | | | | |
| 5 | 110 | 1305 | Civic Grants | £ - | £ 5,000 | £ - | £ 5,000 | | | | |
| 6 | 105 | 1100 | Market Stallage Fees | £ 1,800 | £ 514 | £ 261 | | 35% | | | |
| | | | Total | £ 1,800 | £ 5,514 | £ 261 | £ 5,000 | | | | |
| | | | | | | | | | | | |
| | | | AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION | | | | | | | | |
| 7 | 107 | 1110 | Land Rental | £ 603 | £ 50 | £ 20 | | | | | |
| 8 | 106 | 1310 | Project Grants | £ - | £ 1,000 | £ - | £ 1,000 | | | | |
| | | | Total | £ 603 | £ 1,050 | £ 20 | £ 1,000 | | | | |
| | | | | | | | | | | | |
| | | | TOTAL INCOME | £ 284,440 | £ 161,011 | £ 139,300 | £ 10,770 | | | | |
| | | | | | | | | | | | |
| | | | EXPENDITURE | | | | | | | | |
| | | | | | | | | | | | |
| | | | STAFFING COMMITTEE - STAFFING RESOURCE | | | | | | | | |
| 9 | 120 | 4000 | Town Council Salaries (82%) | £ 101,008 | £ 23,516 | £ 77,492 | | 93% | | | |
| 10 | 120 | 4055 | Payroll Service | £ 350 | £ - | £ - | | 0% | | | |
| 11 | 120 | 4060 | Recruitment | £ 100 | £ - | £ - | | 0% | | | |
| 12 | 120 | 4095 | Staff Training and Development | £ 2,500 | £ 2,178 | £ 36 | | 89% | | | |
| 13 | 140 | 4120 | Councillor Training and Development | £ 300 | £ 798 | £ 650 | £ 1,148 | 483% | | | |
| | | | Total | £ 104,258 | £ 26,492 | £ 78,178 | | | | | |
| | | | | | | | | | | | |
| | | | RESOURCES COMMITTEE - ADMINISTRATION AND CONSULTANCY | | | | | | | | |
| 14 | 140 | 4105 | Councillor Expenses | £ 50 | £ 10 | | | 20% | | | |
| 15 | 140 | 4275 | Elections Contingency | £ 1,000 | £ - | £ 1,000 | | 100% | | | |
| 16 | 160 | 4200 | Town House Cleaning | £ 3,000 | £ 616 | -£ 113 | | 9% | | | |
| 17 | 160 | 4205 | Town House Utilities | £ 3,200 | £ 375 | £ - | | 8% | | | |
| 18 | 160 | 4210 | Town House Refuse Collection | £ 1,250 | £ 862 | £ - | | 36% | | | |
| 19 | 160 | 4220 | Meeting Room Hire | £ 600 | £ 94 | £ 35 | | 18% | | | |
| 20 | 160 | 4228 | Financial Software | £ 3,500 | £ 3,261 | £ - | | 93% | | | |
| 21 | 160 | 4230 | Internal and External Audit | £ 1,250 | £ 524 | £ 630 | | 92% | | | |
| 22 | 160 | 4235 | Bank Charges | £ 153 | £ 64 | £ - | | 20% | | | |
| 23 | 160 | 4240 | Photocopier Lease and Toner | £ 2,000 | £ 612 | £ 746 | | 57% | | | |
| 24 | 160 | 4245 | Stationery | £ 1,300 | £ 264 | £ - | | 12% | | | |
| 25 | 160 | 4250 | Subscriptions | £ 1,800 | £ 1,125 | £ - | | 63% | | | |
| 26 | 160 | 4255 | IT Support | £ 4,050 | £ 1,014 | £ 3,042 | | 93% | | | |
| 27 | 160 | 4260 | Telephone and Broadband | £ 1,000 | £ 237 | £ 648 | | 87% | | | |
| 28 | 160 | 4265 | Town House Equipment and Supplies | £ 1,000 | £ 571 | £ - | | 34% | | | |
| 29 | 160 | 4270 | Insurance | £ 1,800 | £ 4,953 | £ - | £ 3,153 | 275% | | | |
| 30 | 310 | 4615 | Legal Consultancy | £ 1,000 | £ - | £ - | | 0% | | | |
| 31 | 310 | 4705 | Project Consultancy | £ 6,000 | £ 559 | £ 273 | | 5% | | | |
| 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 | £ 47,556 | £ 25,830 | £ 9,165 | £ 3,153 | | | |
| | | | | | | | | | | |
| | | | CIVIC AND COMMUNITY COMMITTEE - CIVIC AND COMMUNITY SERVICES | | | | | | | |
| 34 | 200 | 4400 | Newsletter & Publicity | £ 1,500 | £ 490 | £ - | | 10% | | |
| 35 | 200 | 4405 | Website Support and Development | £ 4,000 | £ 402 | £ 240 | | 8% | | |
| 36 | 140 | 4100 | Chairs Civic Allowance | £ 400 | £ 310 | £ - | | 78% | | |
| 37 | 200 | 4825 | Markets Support | £ 500 | £ - | £ - | | 0% | | |
| 38 | 300 | 4555 | Community Grants | £ 34,500 | £ 16,500 | £ - | | 48% | | |
| 39 | 320 | 4505 | Events | £ 10,000 | £ 673 | £ - | | 6% | | |
| 40 | 320 | 4560 | Christmas Trees and Lights | £ 6,700 | £ - | £ 6,700 | | 100% | | |
| | | | Total | £ 57,600 | £ 18,375 | £ 6,940 | £ - | | | |
| | | | | | | | | | | |
| | | | AMENITIES AND SERVICES COMMITTEE - TOWN HOUSE | | | | | | | |
| 41 | 600 | 4670 | Building Maintenance | £ 250 | £ 476 | £ - | £ 226 | 190% | | |
| 42 | 160 | 4285 | Health and Safety | £ 1,100 | £ 1,077 | £ - | -£ 23 | 98% | | |
| | | | Total | £ 1,350 | £ 1,553 | £ - | £ 203 | | | |
| | | | | | | | | | | |
| | | | AMENITIES AND SERVICES COMMITTEE - PARKS AND RECREATION | | | | | | | |
| 43 | 500 | 4829 | Memorial Field | £ 6,000 | £ 1,950 | £ 420 | | 24% | | |
| 44 | 500 | 4830 | Street Furniture | £ 3,000 | £ 2,127 | £ 451 | | 43% | | |
| 45 | 500 | 4810 | Green Team Activities | £ 3,000 | £ 508 | £ - | | 1% | | |
| 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 | £ - | £ - | | 0% | | |
| 49 | 600 | 4675 | Youth Booth Maintenance | £ 200 | £ 60 | £ - | | 30% | | |
| 50 | 500 | 4824 | Traffic Calming | £ 2,500 | £ - | £ - | | 0% | | |
| 51 | 500 | 4820 | Play Equipment Inspection and Maintenance | £ 4,501 | £ - | £ - | | 0% | | |
| | | | Total | £ 26,101 | £ 4,645 | £ 871 | £ - | | | |
| | | | | | | | | | | |
| | | | MARKET HALL TRUST | | | | | | | |
| 52 | 300 | 4500 | Contingency | £ 5,000 | £ - | £ - | | 0% | | |
| 53 | 120 | 4000 | Salaries (13%) | £ 18,477 | £ 3,728 | £ 15,823 | £ - | 100% | | |
| 54 | 160 | 4285 | Health and Safety | £ 1,100 | £ 1,077 | £ - | -£ 23 | 98% | | |
| | | | | £ 24,577 | £ 4,805 | £ 15,823 | -£ 23 | | | |
| | | | | | | | | | | |
| | | | GANNON INSTITUTE TRUST | | | | | | | |
| 55 | 300 | 4500 | Contingency | £ 5,000 | £ - | £ - | £ - | 0% | | |
| 56 | 120 | 4000 | Salaries (5%) | £ 6,198 | £ 1,434 | £ 5,177 | £ - | 100% | | |
| 57 | 160 | 4285 | Health and Safety | £ 1,100 | £ 1,077 | £ - | -£ 23 | 98% | | |
| | | | | £ 12,298 | £ 2,511 | £ 5,177 | -£ 23 | | | |
| | | | | | | | | | | |
| | | | TOTAL EXPENDITURE | £ 273,740 | £ 84,211 | £ 116,154 | £ 3,310 | | | |
| | | | | | | | | | | |
| | | | TOTAL INCOME | £ 284,440 | £ 161,011 | £ 139,300 | £ 10,770 | | | |
| | | | TOTAL EXPENDITURE | £ 273,740 | £ 84,211 | £ 116,154 | £ 3,310 | | | |
| | | | VARIANCE | £ 10,700 | £ 76,800 | £ 23,146 | £ 7,460 | | | |
| | | | | | | | | | | |
| | | | PLUS TRANSFER FROM EARMARKED RESERVES | £ - | £ 943 | £ 202 | | | | |
| | | | LESS TRANSFER TO EARMARKED RESERVE | £ - | £ 14,799 | £ 14,799 | | | | |
| | | | MOVEMENT TO GENERAL RESERVES | £ 10,700 | £ 62,944 | £ 8,549 | | | | |

Saxmundham Town Council
Sharon Smith
The Town House
Station Approach

Saxmundham
IP17 1BW
United Kingdom

Quotation date 9 July 2025
Quotation number 57308 / v3
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Line No.

1

PTOW11



Vancouver Play Tower

| Unit Price | Quantity | Total |
|-------------|----------|-------------|
| £ 19,999.00 | 1 | £ 19,999.00 |

2

PTOW06



Smeeton Play Tower

| Unit Price | Quantity | Total |
|------------|----------|------------|
| £ 8,599.00 | 1 | £ 8,599.00 |

3

BSK52009-5



Extended Picnic Table

Inclusive design.

Please note: All works are subject to a further site survey to take final measurements of the area.

| Unit Price | Quantity | Total |
|------------|----------|----------|
| £ 355.00 | 1 | £ 355.00 |

4

QF090



Circular Picnic Table

Circular picnic table - sizing - 2m x 2m

| Unit Price | Quantity | Total |
|------------|----------|----------|
| £ 935.00 | 1 | £ 935.00 |

5

SEN-INCL04



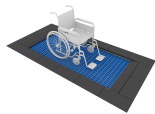
Inclusive Roundabout

Supply and install.

| Unit Price | Quantity | Total |
|------------|----------|------------|
| £ 5,529.00 | 1 | £ 5,529.00 |

6

BSK53457-12



Wheelchair Trampoline - Ramped

1.5m x 3m.

Supply and install.

| Unit Price | Quantity | Total |
|------------|----------|------------|
| £ 6,217.00 | 1 | £ 6,217.00 |

7

TRT2021-06







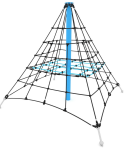


Primary Trim Trail Package Three

TRT098-01 Balance Beam Advanced - Linked to trim trail
TRT096-01 Balance Challenge Advanced - Linked to trim trail
TRT064 Log Pass
TRT056-02 Rope Traverse Zag - attached to 2 x trim trail items
TRT127 Spinning Log
TRT130 Drop Rope Traverse
TRT142 Split Traverse Wall
TRT124 Wobbly Planks




| Unit Price | Quantity | Total |
|------------|----------|------------|
| £ 8,129.00 | 1 | £ 8,129.00 |



Quotation date Quotation number Page
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| Line No. | | | | | |
|------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|------------|
| 8 |  | Yellow Chicken Springer Supply and install. | Unit Price | Quantity | Total |
| VP-SPRING-CH | | | £ 995.00 | 1 | £ 995.00 |
| 9 |  | Bee Springer | Unit Price | Quantity | Total |
| VP-SPRING 0608-2 | | | £ 940.00 | 1 | £ 940.00 |
| 10 |  | Sheep Springer Please note: All works are subject to a further site survey to take final measurements of the area. | Unit Price | Quantity | Total |
| BSK51267-10 | | | £ 995.00 | 1 | £ 995.00 |
| 11 |  | Crooked Bench - Long | Unit Price | Quantity | Total |
| WILD019 | | | £ 299.00 | 3 | £ 897.00 |
| 12 |  | Net Climber Supply and install. | Unit Price | Quantity | Total |
| BSK57308-01 | | | £ 3,786.12 | 1 | £ 3,786.12 |
| 13 |  | Grass Matting - 22mm, per m2 Supply and install. | Unit Price | Quantity | Total |
| SS20 | | | £ 40.00 | 182 | £ 7,280.00 |
| 14 |  | Rubber Mulch Surfacing 35m2 Supply and install 35m2 of brown rubber mulch surfacing @ 40mm depth onto grass/soil, includes 50mm MOT type 1 stone subbase and geotextile membrane. *Subject to a further site survey. | Unit Price | Quantity | Total |
| BSK57308-1 | | | £ 3,954.00 | 1 | £ 3,954.00 |

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 9 July 2025 57308 / v3 3 / 3

| | | | | | |
|-----------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|----------|----------|
| Line No. | | | | | |
| 15 SITE-PP01 |  | Site Set Up - Play Parks Includes Heras fencing, skip for removals and site welfare. | Unit Price | Quantity | Total |
| | | | £ 500.00 | 1 | £ 500.00 |
| 16 MAIN05 |  | Post Installation Playground Inspection ESP provide the Post Installation Inspection (PII) Free of Charge to be undertaken by an independent qualified inspector from the Playground Inspection Company. | Unit Price | Quantity | Total |
| | | | £ 0.00 | 1 | £ 0.00 |
| 17 DEL-05 |  | Delivery Charge | Unit Price | Quantity | Total |
| | | | £ 900.00 | 1 | £ 900.00 |



If you are effected by the changes to VAT Reverse Charge for Building & Construction Services, Please contact us at - finance@espplay.co.uk

RRP £ 70,010.12
 ESP Contribution £ -10,010.12
Your price: **£ 60,000.00**

All amounts exclude VAT

Acceptance

I sign in acceptance of the above quotation and commit to it as a sales order. I hereby authorise ESP to proceed with the preparation of plans, specifications, manufacturing, installation and any other works required so that the content of this accepted quotation / sales order can be delivered. We understand that the itemised contents of this acceptance supersedes any prior design visualisations provided by ESP and that ESP reserves the right to levy a cancellation charge of 25% of the order value in the event of the order being cancelled by the customer. Any such charge is non-negotiable and is solely at the discretion of the company. For full terms and conditions of sale please visit www.espplay.co.uk/terms

| | | | |
|-------------------------|-------------------|-----------------|-------------|
| Signed: _____ | Name: _____ | Position: _____ | Date: _____ |
| Invoicing E-mail: _____ | Tel Number: _____ | | |



Saxmundham Town Council

"Designing Playgrounds, Inspiring Futures."



Physical & Social Development

Where Energy Meets Imagination!

Inclusive Play

Natural Aesthetic



ESPPLAYPARKS

Designed for everyone. Built for play.

Room to Rest, Space to Socialise.

A dynamic duo of accessible play: the ramped trampoline offers safe, supported bouncing for all abilities, while the flush-level roundabout allows wheelchair users and seated children to spin together — making play truly inclusive.

Fast Feet, Brave Climbers- Game on!

Bouncy Barnyard Buddies!

Climb
Explore
Play

What do I
feature?

Diverse
Climbing

Slides
x2

Balance &
Coordination

Socialising

Sensory
Play

Design Plan & Key Features

Rubber mulch is a loose-fill safety surface made from recycled rubber. It combines natural aesthetics with excellent impact absorption, drainage, and long-term durability.



Product Key:

1. Vancouver Play Tower
2. Smeeton Play Tower
3. Extended Picnic Table
4. Circular Picnic Table
5. Inclusive Roundabout
6. Wheelchair Trampoline - Ramped
7. Primary Trim Trail Package Three
8. Yellow Chicken Springer
9. Sheep Springer
10. Bee Springer
11. Net Climber
12. Crooked Bench - Long x3

"Eco-smart surfacing — supports nature while keeping play areas safe."

Grass matting offers critical fall protection while preserving a natural look and supporting drainage, accessibility, and long-term durability. Perfect for high-use areas without sacrificing green space.

Soft Underfoot.

Tough Under Pressure.

Saxmundham Town Council

| | |
|-------------------|----------------------------------|
| Committee Meeting | Amenities and Services Committee |
| Meeting Date | 17 July 2025 |
| Item Number | Item 7b |
| Report Title | North-W Corner Fencing |
| Report Author | Lisa Hamon, Deputy Town Clerk |

A revised quotation was requested to close the gap between the fence and the hedge at the north-west corner of the Memorial Field, adjacent to Rendham Road, in order to prevent young users from accessing the field at that point.

The quotation is to:

Take down the sloping fence panel

Supply and install new timber close board full height fencing up to the telegraph pole.

Total cost = £675 (net of VAT)

Saxmundham Town Council

| | |
|-------------------|----------------------------------|
| Committee Meeting | Amenities and Services Committee |
| Meeting Date | 17 July 2025 |
| Item Number | Item 7c |
| Report Title | Litter Bin Relocation |
| Report Author | Lisa Hamon, Deputy Town Clerk |

A quotation has been obtained from East Suffolk Services Ltd to relocate two litter bins at the Memorial Field from their current location in front of the new bridge to a new location shown in the picture below.

Works required: Line searches of proposed location, removal and disposal of current concrete pads relevelling with topsoil on completion, new concrete base for double bin, post mix for dog litter bin, 4 hours labour to complete works. Bins will be aligned symmetrically with the building once installed.

Total: £262.16 (net of VAT)



Treeline observations



Saxmundham Town Council

| | |
|-------------------|-----------------------------------------|
| Committee Meeting | Amenities and Services Committee |
| Meeting Date | 17 July 2025 |
| Item Number | 8a |
| Report Title | Saxon Road Allotments – Progress Report |
| Report Author | Lisa Hamon, Deputy Town Clerk |

Pro Bono Labour

Through proactive liaison by officers with the Sizewell C projects team, an agreement has been reached for the team to clear the allotment plot and prepare it for use at no charge. This successful outcome demonstrates the value of ongoing engagement and partnership working with major stakeholders and represents a significant saving for the Council, enabling resources to be focused on further improvements to the site and supporting new allotment holders.

Grant Funding

A 'Field to Fork' grant from East Suffolk Council of up to £2,000 has been applied for to fund essential infrastructure to support sustainable access and usage, including:

- A communal shed with individual lockers. The shed will provide safe, accessible storage for tools, seeds, and other supplies. This will reduce the need for users to drive to the site and encourage sustainable travel choices. As a shared space, the shed will also provide an informal setting for peer support, knowledge exchange, and building a sense of community.
- A rainwater harvesting system, comprising a roof extension and three 1,000-litre storage tanks, to provide a sustainable and cost-effective water source. This will reduce reliance on treated mains water and help ensure the site operates in an environmentally responsible way.

The next step will be to secure funding to replace the fencing and gate, ensuring the site is safe, secure, and welcoming for future plot holders. Officers intend to pursue external funding opportunities through The Adnams Community Trust, the East Suffolk Council Enabling Communities Budget, and the Suffolk County Council Locality Budget. In addition, some match funding is proposed from the Town Council's Community Infrastructure Levy fund, with £2,500 indicatively included in the Annual Delivery Plan to support this work.

This combined approach will help maximise external contributions while demonstrating the Town Council's commitment to investing in community facilities.

Community Consultation

Officer decided to undertake targeted consultation with Saxon Road residents regarding the proposed allotments by hand-delivering a leaflet. Flagship Housing has approved the draft leaflet, which will be considered by the Committee under item 8b.

Legal Arrangements

In the interim, Flagship are preparing a draft lease agreement for Saxmundham Town Council, following the latter's agreement of the terms of reference.

SAXON ROAD ALLOTMENTS



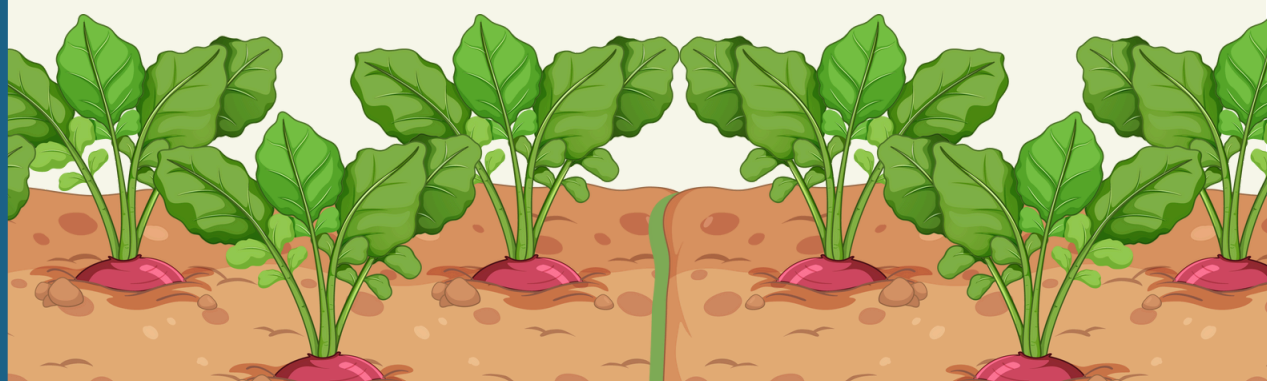
Saxmundham Town Council has been given the opportunity by Flagship Housing to transform the allotment site into a vibrant community growing space. The project will create allotment plots for local residents, promoting social gardening, wellbeing, and community cohesion.

WE WANT TO KNOW WHAT YOU THINK

As a resident of Saxon Road, your views are especially important to us. We're still in the early stages of planning, and your feedback will help us decide what to do next.

We understand that parking is already limited on Saxon Road, so our intention is to include secure on-site storage for plot-holders and to encourage walking or cycling to the site whenever possible.

Please take a few moments to share your thoughts using the questionnaire overleaf.



SAXON ROAD ALLOTMENTS



Would you like to see Saxon Rd allotments brought back into good order and community use?

Yes

No

☐☐

Would you be interested in a plot?

Yes

No

☐☐

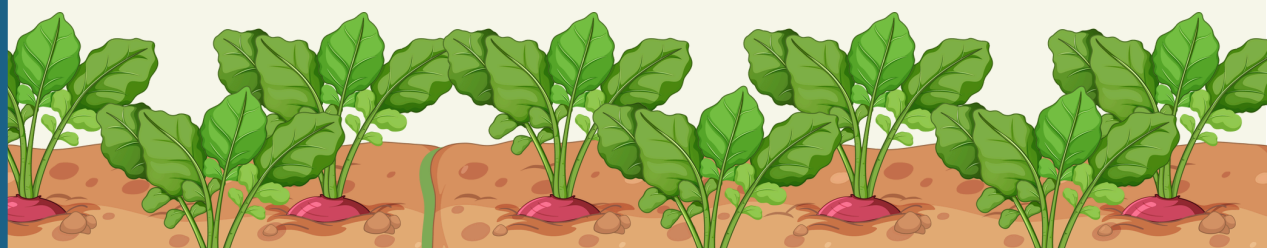
Please share any concerns, suggestions or ideas you have:

Please return your answers to: The Town House, Station Approach, Saxmundham IP17 1BW.

Alternatively, scan the QR code to access a digital version of the questionnaire or phone us on 01728 604595..



THANK YOU FOR YOUR FEEDBACK



Saxmundham Town Council

| | |
|-------------------|----------------------------------|
| Committee Meeting | Amenities and Services Committee |
| Meeting Date | 17 July 2025 |
| Item Number | 10 |
| Report Title | Litter Bins – Progress Report |
| Report Author | Lisa Hamon, Deputy Town Clerk |

Beech Road

East Suffolk District Council has obtained the street furniture licence for the bin on Beech Road and have instructed East Suffolk Services Ltd to install a Topsy Royale litter bin.

St Johns Road/Fairfield Road

Suffolk Highways has not agreed to the proposed location of the litter bin on the junction of St Johns/Fairfield Road because the pavement is not wide enough to place a bin. East Suffolk Council has proposed a new location on the green area between numbers 46 & 48 St Johns Road.

Proposed Location



Next Steps

Officers intend to investigate the ownership of this land and once identified, seek the landowner's permission to install a litter bin.

Environment Coordinator Report Amenities and Services July 2025

Green Team:

May 2025

- Instillation of Swift boxes at Gannon Rooms/ bug and bat boxes at Town house.
- Install wall protection planters
- Trimming and planting, weeding and watering at Memorial Garden.
- Installation of new railing planter at Market Hall.



June 2025

- Town pots planted up.
- Purchase of watering tank equipment/ RA and Training.
- Hoeing at Town House, weeding Gannon Bed, sweeping/weeding and deadheading front of Market Hall.
- Weeding and watering at Memorial Garden.
- Watering pots and Chantry trees.

July 2025

- Pruning at Wildlife Walk.
- Memorial Garden weed/ cut back Oxeyes.
- Mens Shed collaboration. Gannon Room Binn Cubby/Green Roof.
- Dead heading town pots/ watering.
- Costings for Allotment funding.

Upcoming work:

- Installation of more Town House wall protection planters.
- Installation of bin cubby green roof.
- Herb planters for Gannon Rooms collaboration.
- Rain harvesting project.
- Mulching Memorial Garden October 2025

Other:

Leaflet delivery, meeting attendance, Empowering Nature, Sealink Relevant Rep.

Blue Spaces:

Laura has been leading twice monthly river cleans, encouraging participation in the Sea link Relevant Representation, reporting Japanese Knotweed, bashing Himalayan Balsam, attending water vole training and arranging a trip for volunteers to the water tower in Saxmundham. I recommend joining her email list so that you can receive her excellent news letter 'Dripfeed'. Email Laura at Bluespaces@saxmundham-tc.gov.uk

