



# Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 20<sup>th</sup> November 2025 at the Town House, Station Approach, Saxmundham at 5:30 pm.

## Minutes

40/25AS

### Attendees

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

### Apologies

None

### Also Present

Lisa Hamon - Deputy Town Clerk

*The Deputy Town Clerk informed the Committee that Cllr Laura Purina has resigned from the Amenities and Services Committee.*

41/25AS

### Declaration of Interests

Cllr Elizabeth Clark declared an interest in item 46/25AS.

42/25AS

### Open Forum

No members of the public were present.

43/25AS

### Minutes

It was **unanimously resolved** to approve the minutes of the meeting held on 18<sup>th</sup> September 2025 as a true and accurate record.

44/25AS

### Play Equipment

- a) The Committee considered the Town Clerk's communication with the Managing Director of the supplier of the new play equipment at Seaman Avenue. The Town Clerk has expressed the Council's dissatisfaction with various aspects of the installation. The Committee agreed on the importance of a final inspection of the equipment being carried out by an independent inspector and also agreed that no further payment should be made to the supplier until all installation work is complete. The Committee **unanimously resolved** to retain a percentage of the final sum due for payment, for a 12-month period, to cover obvious and latent defects. *(Annual Delivery Plan 2.2)*
- b) It was **unanimously resolved** to ratify expenditure of £1,003 incurred for the removal of the teen shelter but not to pay the supplier until all work on the new playground equipment is complete. The Committee also **unanimously resolved** to follow the recommendation of the Youth Booth Director, regarding an alternative suitable location for the shelter. *(Annual Delivery Plan 2.2)*
- c) The Committee received the annual play inspection reports and noted that no high-risk actions had been identified. It was **unanimously resolved** to include more detail in the Deputy Town Clerk's summary of medium risks identified during the inspection and to reflect the action status accordingly.

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

- d) The Committee received a report and quotation for new cradle swing seat for Chantry Road play park. It was **unanimously resolved** to accept the quotation of £610.00 (net) to supply and fit the seat.

**45/25AS Memorial Field**

- a) It was **unanimously resolved** to approve a quotation for two sets of new pegs for the goalposts. *(Annual Delivery Plan 2.2)*
- b) It was **unanimously resolved** to approve a quotation for the installation of a concrete base for a bench.

**46/25AS Saxon Road Allotments**

The Committee received an update on the progress regarding the proposed allotment site. The draft lease agreement is still being prepared by Flagship Housing. An application for £5,000 has been submitted to the East Suffolk Council Community Partnership to replace the perimeter fencing and will be considered at their next meeting in January 2026. *(Annual Delivery Plan 2.6)*.

**47/25AS Street Furniture**

- a) The Committee received an update regarding the provision of a new litter bin at Long Avenue. As the land is owned by East Suffolk Council, it will be their responsibility to empty the bin. East Suffolk Services will install a Topsy Royale litter bin at the chosen site.
- b) It was **unanimously resolved** to approve a quotation for Christmas trees for the exterior of the Market Hall. *(Annual Delivery Plan 3.11)*

**48/25AS Speed Indicator Devices**

The Committee received a progress update from the Deputy Town Clerk. It was **unanimously resolved** to approve a quotation for £2,862.50 (net) for a new speed indicator device to be sited on Church Hill. *(Annual Delivery Plan 2.14)*

**49/25AS Electrical Installation**

It was **unanimously resolved** to approve a quotation for £774.00 (net) for electrical installation work at the Town House and Youth Booth.

**50/25AS Saxon Road Parking**

The Committee considered a resident's request for the Town Council to approach Suffolk County Council regarding the need for improved parking provision on Saxon Road. The Committee was sympathetic to the resident's concerns regarding parking but do not have the funds to cover the costs to implement double yellow lines and advised the resident to approach Suffolk County Council directly.

**51/25AS Open Spaces**

- a) The Committee received a report from the Environment Coordinator, regarding the activities of the Green Team and commended the valuable work undertaken by its members.
- b) Further to amendments, it was **unanimously resolved** to recommend to Full Council the approval of the amended Open Spaces Policy.

**52/25AS Next Meeting**

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

The Committee noted the date and time of the next meeting, which is scheduled for Thursday 15<sup>th</sup> January 2026 at 5:30 pm.

The meeting closed at 7.15 pm.

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

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