



Saxmundham Town Council

Members of the Amenities and Services Committee are summoned to attend a meeting on Thursday 22nd January 2026 at 5:30 pm at the Town House, Station Approach, Saxmundham

Agenda

1. Attendance and Apologies for Absence

2. Declaration of Interests

To receive any declarations of interest and to consider requests for dispensations from members on matters in which they have a disclosable pecuniary interest, other registerable interest, or non-registerable interest.

3. Open Forum

Members of the public are invited to share their views on agenda items.

4. Minutes

To approve the minutes of the meeting held on 20th November 2025 as a true and accurate record.

5. Traffic Calming

- a) To consider Suffolk County Council's revised 20 mph Speed Limit Policy and whether the Town Council should undertake initial community consultation and engagement with the Community Liaison Engineer to inform any future application for 20 mph limits in the town centre. (*Annual Delivery Plan 1.7*)
- b) To receive a progress update regarding a new solar-powered speed indicator device on Church Hill. (*Annual Delivery Plan 2.14*)

6. Fromus Square Signage

To consider the creation of a decorative archway sign at Fromus Square. (*Annual Delivery Plan 1.12*)

7. Saxon Road Allotments

To receive an update on progress regarding the proposed allotment site. (*Annual Delivery Plan 2.6*)

8. Saxon Road Parking

To re consider a resident's request that the Town Council approach Suffolk County Council regarding the need for improved parking provision on Saxon Road.

9. Play Equipment

- a) To receive an update on the installation of the new play equipment at Seaman Avenue Play Park. (*Annual Delivery Plan 2.2*)
- b) To receive an update regarding the annual play equipment inspection reports.
- c) To consider whether to increase the frequency and type of playground inspections.

10. Fire Risk Assessments

To consider increasing the frequency of the five-year Fire Risk Assessment at the Town House to every three years.

11. Open Spaces

- a) To receive a report from the Environment Coordinator.
- b) To consider measures to address and prevent unauthorised vehicle parking on the Memorial Field.
- c) To approve the East Suffolk Services grounds maintenance schedule for 2026-2027.

12. Next Meeting

To note the date and time of the next meeting which is scheduled for Thursday 19th March 2026 at 5:30 pm.

Sharon Smith
Town Clerk
15th November 2025



Saxmundham Town Council

Minutes of the meeting of the Amenities and Services Committee held on Thursday 20th 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 18th 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 15th January 2026 at 5:30 pm.

The meeting closed at 7.15 pm.

Lisa Hamon
Deputy Town Clerk

Signed _____ Date _____

Saxmundham Town Council

Committee	Amenities and Services Committee
Meeting Date	22 January 2026
Item Number	5a
Report Title	SCC 20 mph Speed Limit Policy - Implications and Next Steps
Report Author	Sharon Smith, Town Clerk

1. Background

On 9 January 2026, Suffolk County Council approved a revised 20 mph Speed Limit Policy, intended to make it easier for local communities to introduce 20 mph limits where appropriate, particularly in residential streets and areas with high pedestrian activity.

2. Key Requirements of the Revised Policy

The revised policy sets out a clear framework that communities must follow when seeking the introduction of 20 mph limits. In summary, it requires that:

- The initiative comes from the local community, typically led by a parish or town council;
- The local council undertakes meaningful engagement to test local appetite, demonstrating clear community support through a survey or similar consultation exercise;
- The proposal has the support of the local County Councillor;
- Early engagement takes place with Suffolk County Council officers, including the Community Liaison Engineer, to discuss the proposal and its suitability; and
- Guidance within the policy is used to ensure proposals focus on locations where 20 mph limits are most likely to be effective, avoiding abortive work.

The policy does not introduce a blanket approach to speed reduction; rather, it provides a more proportionate pathway for communities to bring forward evidence-led proposals.

3. Implications for Saxmundham

The introduction of lower traffic speeds in the town centre is an established aspiration of the Town Council and the local community, as set out in the adopted Saxmundham Neighbourhood Plan.

Objective STC1 of the Neighbourhood Plan seeks:

“To create an attractive and welcoming town centre with space to gather and socialise, with a pedestrian-friendly environment stretching from the station to Fromus Square and along the length of the High Street.”

In addition, Objective STC2 seeks:

“To reduce the non-essential use of the High Street by motor vehicles and to prioritise pedestrian movement and safety in the centre, whilst improving and encouraging parking provision in accessible locations within walking distance of the town centre.”

Together, these objectives establish a clear policy direction towards a more pedestrian-friendly town centre, with improved safety and reduced dominance of through traffic. Measures to reduce vehicle speeds in areas of high pedestrian activity, particularly within the High Street, Market Place and Station Approach are consistent with these adopted objectives.

The revised Suffolk County Council 20 mph policy provides a clearer framework through which these long-standing aspirations could potentially be progressed, subject to the policy requirements being met. However, the policy also requires proposals to be supported by current evidence of local appetite, meaning that proportionate engagement would be needed to demonstrate that community support remains robust and up to date.

Members should also be aware of the wider political and procedural context:

- Any proposal must have the support of the local County Councillor.
- The current County Councillor has previously expressed opposition to 20 mph limits in principle.
- The County Councillor has indicated an intention not to stand at the next County Council elections.
- The timing of those elections remains uncertain due to potential local government reorganisation, with the possibility that elections may be postponed until May 2027.

Notwithstanding these constraints, the revised policy does not prevent the Town Council from continuing to advance its adopted Neighbourhood Plan objectives, refreshing evidence of community support, engaging with Suffolk County Council officers, or lobbying for County Councillor support as circumstances evolve.

4. Recommendations

It is recommended that the Town Council takes a measured and strategic approach by:

- Focusing first on testing local appetite through proportionate community engagement;
- Using the results of that engagement to assess whether there is a credible basis for progressing a proposal under the revised policy;
- Engaging with the Community Liaison Engineer to understand practical considerations and constraints; and
- Continuing to lobby for County Councillor support, recognising both the current position and the likelihood of change over the medium term.

This approach would ensure that the Council is well-informed, policy-compliant and prepared to act should circumstances become more favourable.

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	22 January 2026
Item Number	Item 7
Report Title	Update regarding Saxon Road Allotments
Report Author	Lisa Hamon, Deputy Town Clerk

Lease and Tenancy Agreement

Flagship Housing has sent the draft lease agreement for review by Saxmundham Town Council. The lease has been reviewed by a solicitor at Pulham & Co Ltd, who has made various comments, which have been communicated to Flagship.

Grant Funding

An application for £5,000 has been submitted to the East Suffolk Council Community Partnership to replace the perimeter fencing. This application will be considered at their next meeting on 21 January 2025.

If further funds are required, an approach will be made to the Saxmundham District and County Councillors to request funds from their budgets.

Ground Clearance

The Sizewell C Social Benefits Forum has been informed that the project is taking longer than anticipated and has confirmed it is still able to clear the allotment area.

Next Steps

- Await the outcome of the funding application from the East Suffolk Council.
- Receive the revised draft lease from Flagship and seek legal advice.

Saxmundham Town Council

Committee Meeting	Amenities and Services Committee
Meeting Date	22 January 2026
Item Number	Item 8
Report Title	Saxon Road Parking
Report Author	Lisa Hamon, Deputy Town Clerk

Background

A resident of Saxon Road has asked the Council to consider a request to add double yellow lines to the part of Saxon Road which is over and opposite a communal driveway. The driveway services the back access for all properties on the right-hand side of Saxon Road. Members of the public accessing the Pear Tree Café park their vehicles opposite the driveway, which causes parking problems, and makes it very difficult to enter and exit the driveway without using the grass verge.

Recent information has been received from Suffolk County Council regarding a planning application for erection of a single storey outbuilding for residential purposes and creation of new vehicular access at 36 Saxon Road. Suffolk County Council has stated, in its capacity as Highway Authority, that no part of the development shall be permitted until the access has been laid out and completed to an acceptable design in the interest of the safety of persons using the access and users of the highway (Saxon Rd).



Suffolk County Council state that a strategy should be followed in the interest of highway safety, to avoid the hazard caused by parking and loading on the highway (Saxon Rd).

Recommendation

On the basis of the comments from Suffolk Highways and if the resident is successful in an appeal against the decision by East Suffolk Council to reject the planning application at 36 Saxon Rd, the Committee should agree to contact Suffolk County Council to request that new waiting and loading restrictions are implemented to help improve the flow of traffic and prevent obstruction on the road.

These restrictions either:

- limit the length of stay (thin intermittent white lines with a sign stating the permitted parking time)
- prevent waiting at any time (double yellow lines)
- prevent waiting at certain times of the day or certain days of the week (shown on a sign next to the yellow lines)

The waiting and loading restrictions will meet the requirements of the Saxon Rd resident.

Our Ref: SCC/CON/4638/25

Date: 13 November 2025

Highways Enquiries to: Highways.DevelopmentControl@suffolk.gov.uk



All planning enquiries should be sent to the Local Planning Authority.

Email: planning@eastssuffolk.gov.uk

The Planning Department
East Suffolk Council
Development Management
East Suffolk House
Station Road
Melton
Woodbridge, Suffolk
IP12 1RT

For the attention of: Nick Clow

Dear Nick Clow,

TOWN AND COUNTRY PLANNING ACT 1990 CONSULTATION RETURN: DC/25/3673/FUL

PROPOSAL: Erection of detached single storey outbuilding for residential rental purposes and creation of new vehicular access

LOCATION: 36 Saxon Road, Saxmundham, Suffolk, IP17 1ED,

Notice is hereby given that the County Council as Highway Authority recommends that any permission which that Planning Authority may give should include the conditions shown below:

Condition: No other part of the development hereby permitted shall be commenced until the new access has been laid out and completed in all respects in accordance with drawing no. 2511-008 and DM/000/01A with an entrance width of 3 metres for a distance of 5 metres measured from the nearside edge of the metalled carriageway. Thereafter it shall be retained in its approved form.

Reason: To ensure the access is laid out and completed to an acceptable design in the interests of the safety of persons using the access and users of the highway. *This needs to be a pre-commencement condition because access for general construction traffic is not otherwise achievable safely.

Condition: Before the access is first used visibility splays shall be provided as shown on Drawing No. 2511-008 with an X dimension of 2.4 metres and a Y dimension of 33 metres [tangential to the nearside edge of the carriageway] and thereafter retained in the specified form. Notwithstanding the provisions of Part 2 Class A of the Town & Country Planning (General Permitted Development) Order 2015 (or any Order revoking and re-enacting that Order with or without modification) no obstruction to visibility shall be erected, constructed, planted or permitted to grow over 0.6 metres high within the areas of the visibility splays.

Reason: To ensure drivers of vehicles entering the highway have sufficient visibility to manoeuvre safely including giving way to approaching users of the highway without them having to take avoiding action and to ensure drivers of vehicles on the public highway have sufficient warning of a vehicle emerging in order to take avoiding action, if necessary.

Condition: A construction management strategy is to be submitted to and approved in writing by the Local Planning Authority prior to work commencing on site;

•methodology for preventing mud tracking onto the highway with a strategy for remedy of this should it occur,

- parking and turning for vehicles of loading and unloading of plant and materials
- parking provision for construction traffic.
- delivery routes and methods

The approved strategy is to be adhered to until completion of the development.

Reason: In the interest of highway safety to avoid the hazard caused by parking and loading on the highway and to ensure minimal adverse impact on the public highway during the construction phase.

Yours sincerely,

Samantha Harvey

Development Management Technical Manager

Growth, Highways and Infrastructure

Saxmundham Town Council

Committee	Amenities and Services Committee
Meeting Date	22 nd January 2026
Item Number	9c
Report Title	Frequency and Type of Playground Inspection Reports
Report Author	Lisa Hamon

Background

The Council currently commissions RoSPA to carry out an annual inspection of its four play areas. In addition our maintenance officer has been trained to carry out visual inspections.

ESSL (East Suffolk Services Ltd) has informed us that The Play Inspection Company recommends that a schedule of inspection is carried out, which consists of eight visual inspections, four operational inspections and an annual inspection.

The Committee needs to decide whether to increase the number and type of its play area inspections and whether to use ESSL instead of the current supplier RoSPA.

Quotations

ESSL is able to carry out visual, operational and annual inspections and has quoted

Visual = £23.10 + VAT / (8no = £184.80 + VAT) (Maintenance Officer currently carries out visual inspections)

Operational = £49.98 + VAT / (4no = £199.92 + VAT)

Independent Annual = £96.60 + VAT

Total PER PLAY AREA. as recommended = £481.32 + VAT x 4 play areas = **£1925.28 plus VAT**

RoSPA does not carry out visual inspections but has quoted for operational and annual inspections

March - £274 plus VAT for the first play area and then £125 plus VAT per subsequent area. Total cost for x4 areas = £649.00 plus VAT.

June - £274 plus VAT for the first play area and then £125 plus VAT per subsequent area. Total cost for x4 areas = £649.00 plus VAT.

September/October – reduced rate as this is when the inspector is in your area. We aim to complete the majority of the inspections in September, however there is a chance the inspection can fall into the following month during exceptionally busy times.- £84.00 plus VAT per play area to inspect up to five items of play equipment on the play area. Total cost for x4 area = **£336.00 plus VAT** if no change to the play areas since the last inspection.

October - £274 plus VAT for the first play area and then £125 plus VAT per subsequent area. Total cost for x4 areas = £649.00 plus VAT.

Total cost for the year = **£2283.00 plus VAT.**

Recommendation

To continue using RoSPA to carry out annual play area inspections (annual cost £336 + vat) and to consider using ESSL to carry out four additional operational inspections per annum (total cost £799.68 + vat). **Total £1135.68 + VAT.**

Environment Coordinator Report Amenities and Services January 2026

Green Team:

November 2025

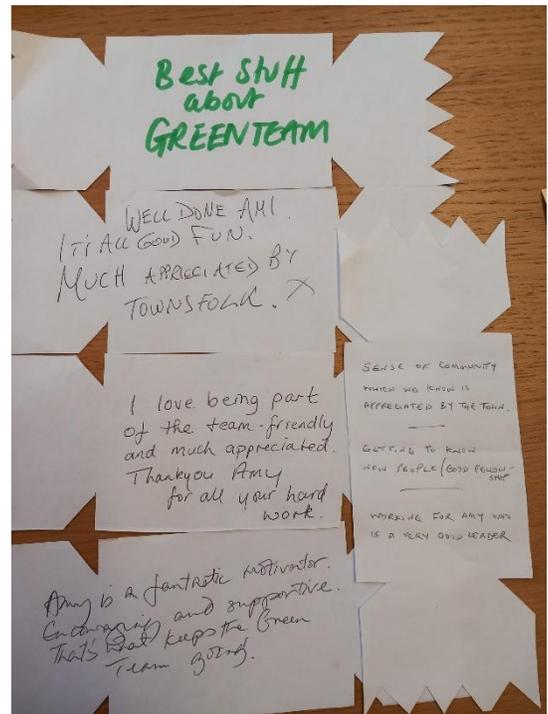
- Bulb planting.
- Last weeding everywhere for Winter.
- Deadhead and tidy planters.

December 2025

- Christmas Fayre
- Volunteer Thank you event
- Holiday

Other news:

- January/Feb will see a new year collaboration with the Mens Shed to create bird boxes for Fromus Green. If you would like to join us for a Tuesday morning bird box making session please get in touch.



Feedback from volunteers December 2026

Happy New Year!

Schedule of Works

**Customer
Name:**

Saxmundham Town Council

Item	Location	Task	Frequency	Notes	Quantity	Unit Cost	Total Cost	Increase
1	Saxmundham Town Council	Watering of 40 hanging baskets in Saxmundham between June-September	2-3 times weekly			n/a	£1,386.00	+£65.30
2	Seaman Avenue, Memorial Field and play area.	Grass cutting and litter picking April – November.	8			£115.50	£924.00	+£44.00
3	Chantry Road	Grass cutting April – November	8			£22.00	£176.00	+£8.00
4	Town pots	Watering of two self-watering pots outside Market Hall, and one two tiered planter outside Post Office Sorting Office between June to September	Once every 2 weeks	8 visits from June to September		£15.70	£125.60	+£5.60
5	Memorial Field	Water replacement Queens Oak between June and September	4	Watering 1 oak		£15.70	£62.80	+£2.80
6	Memorial Field	Annual cut of long meadow areas late summer time.	Once per year	2.5 hours to complete red area on maps		£136.50	£136.50	+£6.50

7	Memorial Field	Two weekly cut of football pitch/skatepark/paths and glades between April and June (between April and July if there is no Funfair or Sax fest on site).	5	5 extra cuts		£53.50	£267.50	+£12.50
8	Memorial Field	Cut hedges once per year during winter/between Memorial Field and the B1119 Rendham Road		Flail cut 1 .5 hour to complete		£ 47.25	£47.25	+£2.25
Grand Total							£3,125.65	+£146.95

Saxmundham Town Council

Committee	Amenities and Services Committee
Meeting Date	22 January 2026
Item Number	Item 12
Report Title	Fromus Square Signage
Report Author	Sharon Smith, Town Clerk

Introduction

The Council has a long-standing ambition to encourage greater pedestrian movement from the supermarket area through Fromus Square and onward to the High Street, thereby supporting local businesses and enhancing the vitality of the town centre. This ambition has more recently expanded to include encouraging residents and visitors to make greater use of Fromus Green, including its play area and open space, as part of a more coherent and attractive town centre experience.

To support these objectives, the Committee previously proposed the creation of a decorative archway sign at Fromus Square, displaying two-way lettering with *'High Street'* on one face and *'Fromus Square'* on the reverse. This concept has since been further developed to include a complementary archway leading towards Fromus Green, displaying *'Fromus Green'* on one face and *'Fromus Square'* on the reverse. It is now proposed to progress this initiative to the next stage.

Illustrations

AI-generated illustrations (attached) have been produced to demonstrate the potential appearance, scale, and character of the proposed archway signage. These images are illustrative only and are intended to inform discussion and support the development of a final design, subject to professional input and statutory approvals.

The attached illustrations show how traditional wrought-iron arch signage could be adapted for Saxmundham, using black panels with gold lettering in a heritage style.

The illustrations also indicate how symbolic motifs, such as the crown and the bird, could be incorporated into the final design to reflect and complement the existing historic village signs, helping to reinforce local identity and continuity.

Design and Fabrication

The Town Clerk has met with the metal fabricator from Dark Arc Engineering, who previously designed and installed the Memorial Field gates and bridge. Dark Arc Engineering has confirmed its interest in undertaking this work and has advised that it intends to provide a formal quotation prior to the Committee meeting.

The fabricator has outlined a proposed specification whereby the signs would be manufactured from mild steel, hot-dip galvanised for longevity and corrosion resistance, and powder-coated black for durability and visual consistency with existing heritage features. The lettering would be commissioned separately from a specialist signwriter and would be 150mm high, finished in gold leaf and embossed, allowing it to stand out clearly and provide visual depth and prominence.

Should the Committee wish to proceed with the optional motifs, the fabricator has proposed that the crown motif be formed as a rounded three-dimensional feature, rather than a flat plate, to enhance its appearance and heritage character.

In addition, it has been proposed that the Fromus Green sign be bolted rather than fixed rigidly, enabling it to be swung back if required to allow access for high vehicles.

Given Dark Arc Engineering's familiarity with the town, its understanding of heritage-appropriate metalwork, and its proven track record, it is recommended that they be appointed subject to receipt of a satisfactory quotation and the necessary approvals.

Planning, Listed Building and Other Consents

Fromus Square lies within a conservation area and at least one of the buildings (the former White Hart Hotel) to which the proposed signage would be fixed is Grade II listed. As such, the proposal will require advertisement consent and listed building consent for the associated works.

Given the heritage sensitivity of the location, it is recommended that a suitably qualified architect is appointed to prepare the necessary applications, including detailed drawings, fixing details, and a Heritage Impact Statement, to support the submission and maximise the likelihood of approval. The Deputy Town Clerk has agreed to approach the architect from Mainstay Architecture, who previously undertook the listed building work for the replacement of the Market Hall rear door, to establish whether they would be interested in this commission.

In addition, permission will need to be obtained from the landowner at Fromus Square, who also owns the former White Hart Hotel, and from HSBC Bank. The Community Officer has an established working relationship with the landowner, and it is anticipated that consent can be secured. HSBC Bank has not yet been approached.

Funding

It is proposed to submit an application to East Suffolk Council's Visitor Economy Support Scheme (VESS), which supports projects that strengthen town centres by enhancing the visitor economy. The scheme funds capital and revenue projects that improve place identity, wayfinding, signage, visitor experience, and footfall, and Saxmundham is an eligible town under the scheme. Applications to the fund close in February 2026.

The VESS funding allocation is also intended to support the creation of Art-Deco travel poster-style imagery for the new Destination Website. A final quotation for this element is also awaited. Should there be any shortfall in funding for the archway signage project, it is proposed that this is met from the Community Infrastructure Levy reserve.

Recommendation

1. To recommend to Town Council that approval be given to progress the Fromus Square signage project, noting that it constitutes a major town-wide initiative with implications for heritage, public realm and place-making, and is therefore appropriately referred to Town Council for decision.
2. Subject to Town Council approval, to approve the submission of an application to the Visitor Economy Support Scheme to support delivery of the project.
3. Subject to Town Council approval, to recommend the appointment of Mainstay Architecture to prepare the planning, listed building and advertisement consent applications, including the required Heritage Impact Statement.
4. Subject to Town Council approval, to authorise officers to engage with and seek the necessary permissions and agreements from relevant landowners and building owners to enable the installation of the proposed signage.
5. Subject to Town Council approval and the granting of all necessary consents, to recommend the appointment of Dark Arc Engineering to fabricate and install the proposed signage.

