



WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Locum Town Clerk: Mr G E Diaper

Tel: 01394 383599

Email: townclerk@woodbridge-suffolk.gov.uk



TO MEMBERS OF THE AMENITIES COMMITTEE

Cllr Bale	Cllr Miller
Cllr Lady Blois	Cllr Rawlings
Cllr Gillard	Cllr Sanders
Cllr Jewers	Cllr Walsh
Cllr Mapey	Cllr Wilks

You are hereby summoned to attend the **MEETING** of the **AMENITIES COMMITTEE** to be held virtually on: **TUESDAY 4th AUGUST 2020 at 6.00PM**

Greg Diaper
Locum Town Clerk
28th July 2020

To join this meeting as a member of the public please contact the Town Clerk via email – townclerk@woodbridge-suffolk.gov.uk for more information.

Public Attendance

Members of the public and press are welcome to join the Zoom meeting. Members of the public will be invited to give their views/questions the Town Council on issues on the agenda, or raise issues for consideration or inclusion at future meetings. This item will be limited to 30 minutes duration but may be extended at the discretion of the Mayor.

AGENDA

- 1. APOLOGIES**
To receive apologies for absence.
- 2. TO RECEIVE DECLARATIONS OF INTEREST**
Members and officers are invited to make any declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests that they may have in relation to items on the Agenda and are also reminded to make any declarations at any stage during the meeting if it becomes apparent that this may be required when a particular item or issue is considered.

3. **TO CONSIDER REQUEST FOR DISPENSATIONS**
Councillors with a Pecuniary Interest in an item on this Agenda, who wish to remain, speak and/or vote during consideration of that item, may apply for a dispensation in writing to the Town Clerk prior to the meeting. Applications may also be considered at the meeting itself should the nature of the interest become apparent to a Councillor at the time of the meeting.
4. **TO RECEIVE AND APPROVE THE MINUTES OF THE MEETING HELD 20th JULY 2020**
To receive and approve the minutes of the meeting held 20th July 2020
5. **PUBLIC QUESTION TIME**
15 minutes maximum.
6. **TO CONFIRM THE ARRANGEMENT FOR GENERAL PUBLIC USE OF THE ACCESSCT COMMUNITY CAFE ACCESSIBLE TOILET – ATTACHED**
7. **TO NOTE THE PROGRESS MADE WITH THE BLACK LIVES MATTER REPRESENTATIVES REGARDING A PIECE OF COMMEMORATIVE ART - ATTACHED**
8. **TO AGREE HOW THE ANNUAL REVIEW OF ASSETS IS BEST CONDUCTED AND MANAGED - ATTACHED**
9. **TO AGREE TO CANCEL THE CONTRACT FOR REBUILDING THE MELON PIT WALL AND SEEK AN ALTERNATIVE CONTRACTOR – ATTACHED**
10. **TO AGREE POSSIBLE LOCATIONS FOR ADDITIONAL NOTICEBOARDS – ATTACHED**
11. **TO AGREE TO REPLACE THE POSTS AT FITZGERALD GREEN – ATTACHED**
12. **TO AGREE TO CROWNLIFT THE OVERHANGING OAK TREE IN FEN MEADOW – ATTACHED**
13. **TO AGREE TO USE ALTERNATIVE/ INCLUSIVE PROSOCIAL DECISION MAKING AS A MEANS OF MANAGING THE TOWN COUNCIL ESTATE**
14. **TO EXCLUDE THE PUBLIC AND PRESS FROM THE REMAINDER OF THE MEETING IN ACCORD WITH THE PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960 BECAUSE OF THE CONFIDENTIAL INFORMATION BEING DISCUSSED**
15. **TO REVIEW THE DECISION TO PROVIDE AN ADDITIONAL BENCH AT SCOUTS CORNER – CONFIDENTIAL REPORT CIRCULATED SEPERATELY**
16. **CLOSURE**

WOODBIDGE TOWN COUNCIL

Minutes of an on-line meeting of the AMENITIES COMMITTEE held on MONDAY 20TH JULY 2020 at 3pm

Councillors:

Present: S Bale, S Miller, R Sanders, C Walsh and M Wilks

Apologies: P Gillard and S Rawlings

Apologies without
Absence: Lady C Blois, J Jewers and C Mapey

In Attendance: Locum Town Clerk and Deputy Town Clerk

Action

179. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Gillard and Rawlings.

180. MEMBERS AND OFFICERS WERE INVITED TO MAKE ANY DECLARATIONS OF DISCLOSABLE PECUNIARY OR LOCAL NON-PECUNIARY INTERESTS THAT THEY MAY HAVE IN RELATION TO ITEMS ON THE AGENDA AND WERE ALSO REMINDED TO MAKE ANY DECLARATIONS AT ANY STAGE DURING THE MEETING IF IT BECOMES APPARENT THAT THIS MAY BE REQUIRED WHEN A PARTICULAR ITEM OR ISSUE IS CONSIDERED, AND TO DEAL WITH DISPENSATIONS AS REQUESTED BY INDIVIDUAL COUNCILLORS IN LINE WITH S33 OF THE LOCALISM ACT 2011

No Members declared any interests in items on the Agenda.

181. COUNCILLORS WITH A PECUNIARY INTEREST IN AN ITEM ON THIS AGENDA, WHO WISH TO REMAIN, SPEAK AND/OR VOTE DURING CONSIDERATION OF THAT ITEM, MAY APPLY FOR A DISPENSATION BY WRITING TO THE TOWN CLERK PRIOR TO THE MEETING. APPLICATIONS MAY ALSO BE CONSIDERED AT THE MEETING ITSELF SHOULD THE NATURE OF THE INTEREST BECOME APPARENT TO A COUNCILLOR AT THE TIME OF THE MEETING

There were no requests from Councillors for a dispensation.

182. CONFIRMATION OF AMENITIES COMMITTEE MINUTES

The Committee received and approved the signing of the minutes of the meeting held 8th July 2020 as a true record.

183. PUBLIC QUESTION TIME

There were no members of the public present.

184. TO NOTE, AND AGREE TO RECOMMEND TO COUNCIL, THE WORKING GROUP'S CHOICE OF SEATING FOR WHISSTOCKS PLACE

The Committee noted, and agreed to recommend to Council, the Working Group's choice of seating for Whisstocks Place, and that six units be purchased, at a price, excluding VAT, of £21,538.88, and that Full Council allocate the additional funding from the Woodbridge Major Projects earmarked reserve.

185. CLOSURE

The meeting was closed at 3.31pm.

Councillor Sanders
Vice Chairman

ITEM 6

TO CONFIRM THE ARRANGEMENT FOR GENERAL PUBLIC USE OF THE ACCESS CT COMMUNITY CAFE ACCESSIBLE TOILET

Members will recall that at the Committee meeting held 8th July the Committee considered the future of the external accessible toilet at Kingston Field Pavilion and agreed to close it and convert it into a store and that the Clerk was asked to negotiate public access to the accessible toilet within the cafe.

Although still only operating a take-away service due to Coronavirus restrictions the Clerk has successfully negotiated an annual fee of £100 for use of the accessible toilet by the general public. This annual payment will commence once full cafe opening resumes.

Members are recommended to confirm this arrangement.

ITEM 7

TO NOTE THE PROGRESS MADE WITH THE BLACK LIVES MATTER REPRESENTATIVES REGARDING A PIECE OF COMMEMORATIVE ART

Members will recall that at the meeting held 23rd June the Council agreed to provide support and assistance in conducting a community art piece on BLM.

Initial discussions have taken place with the group with the intention of creating a large stylised steel head, mounted on a moveable base, to be sited in Whisstocks Place. The choice of location, by the river, has significance in terms of the maritime involvement in slavery, and the choice of material reflects the steel yachts build by Whisstocks when a functioning yard.

The stylised head would be made of flat panels, each etched or otherwise inscribed with a representation or name of a prominent member of BLM or the anti-slavery movement. Overall size is expected to be about 2-2.5 metres high mounted on a 1m cube concrete base – these figure are approximate and are dependent upon final design and stability.

The Group would like to conduct, with the Council's assistance, a competition for local and/or black artists to work with a wider group, possibly involving Farlinghaye School to create the artwork. They understand the funding issues and are willing to both crowdfund and seek local sponsorship (in cash or kind).

Previous discussions at Full Council have highlighted the need for a greater visitor attraction to Whisstocks Place and the need for a vertical element to the area. This could provide both of those elements.

At the last Full Council meeting Members asked for a visual impression of a future Whisstocks Place with various elements in place.

Here are “before and after” pictures of a similar area (the Oscar Niemeyer auditorium in Ravello) showing how the appearance and attraction to the area changes when artwork is introduced:-

Before



After



Members are recommended to:-

- a) Note the progress to date
- b) Agree both the siting and concept in order that a competition for artists to create this piece can commence

ITEM 8

TO AGREE HOW THE ANNUAL REVIEW OF ASSETS IS BEST CONDUCTED AND MANAGED

The Town Council has a large number of small, but important, assets; benches, litter and dog bins, and noticeboards.

Each of these needs a minimum of an annual inspection, and a regular programme of maintenance. To check, and note the condition of each of the benches takes an officer a day. Adding in the litterbins and noticeboards, even though they may be sited with or near a bench, will double that time, and whilst these items can be deemed safe to have an annual inspection, benches which will have more intensive use, and be more dangerous to a user in the event of a defect, probably need a monthly inspection during the summer reducing to three monthly in the period October to Easter.

Where the Council has a Parish Tree Warden, is it worth exploring the practicalities of having a (number of) Parish Asset Wardens whose role, once a month during the summer and three-monthly in winter would be to check and report the condition of these small assets ?

Members are recommended to consider appointing, from with their number, Parish Asset Wardens to inspect and report on the Council's small assets.

Knowing the condition of each asset is however, meaningless unless there is an adequate financial provision to address any maintenance issues. The current Locum Deputy Clerk has been working on the preparation of a long-term maintenance programme, and the results of this will be presented, initially to the Finance Committee and then the Full Council for agreement.

Arising out of this review to date however has been the identification that whilst the Council has an unwritten policy regarding private funding of benches, this does not appear to cover the ongoing maintenance costs or ownership issues of these benches. When the round bench in Kingston Field was vandalised recently it was unclear as to whether the Council was obliged to repair/replace or, or was entitled to dispose of its remains. This policy needs to be written as soon as possible to protect the Council from longterm liabilities following a well-intentioned donation from a member of the public.

Members are recommended to ask the Standing Orders Working Party to agree a new bench donation policy

ITEM 9

TO AGREE TO CANCEL THE CONTRACT FOR REBUILDING THE MELON PIT WALL AND SEEK AN ALTERNATIVE CONTRACTOR

The Council has now been waiting over nine months for a revised method of construction and quotation for rebuilding the melon pit wall in Elmhurst Park.

The original reconstruction was halted when it became apparent that additional reinforcing measures were needed to address the issue of the poor footings and the wall height. The wall itself is not listed, so does not need to be rebuilt to its original height, and can be rebuilt in a different way (i.e. with intermediate supporting piers).

The resident whose garden is beyond the wall has agreed the height can be reduced provided that people cannot see over it – this implies a minimum height of 2 metres.

However there has been no communication from the contractor since work was halted.

Members are recommended to:-

- a) Issue immediate notice to the original contractor that the contract has been breached and is to end forthwith; and
- b) Approve the appointment of an alternative contractor from amongst those who originally tendered unsuccessfully for the work

ITEM 10

TO AGREE POSSIBLE LOCATIONS FOR ADDITIONAL NOTICEBOARDS

Members at the meeting of Full Council indicated that there were locations within the town where an additional noticeboard promoting the Town Council could be required.

County Councillor Page has provided some funding and Members are invited to name locations for additional noticeboards. In doing so it should be noted that both the landowner and property owner's permissions may be required before they can be installed.

Members are also asked to advise whether these are to be "official" Town Council noticeboards, where Town Council notices/agendas/etc are to be placed, or informal "community" noticeboards for use by the local community.

Members are recommended to:-

- a) Supply a list of proposed locations; and
- b) Identify if noticeboards at these locations should be for "Town Council" or "community" use

ITEM 11

TO AGREE TO REPLACE THE POSTS AT FITZGERALD GREEN

The wooden posts at Fitzgerald Green, erected to prevent parking on the Green, are in need of replacement.



Members are recommended to agree to their replacement, the cost to be met from the Amenities budget

ITEM 12

TO AGREE TO CROWNLIFT THE OVERHANGING OAK TREE IN FEN MEADOW

Members will recall that the Full Council at their meeting held 23rd June deferred a decision on works to a large oak tree in Fen Meadow which was overhanging a neighbouring garden and obstructing light.

Advice has now been received that crown lifting is appropriate for this very large tree which will recover quickly, and is the preferred option, given that the resident has the right to simply cut the branches overhanging their garden.

From: Nicholas Newton <Nicholas.Newton@eastsoffolk.gov.uk>

Sent: 27 July 2020 13:55

To: Deputy Town Clerk <deputytownclerk@woodbridge-suffolk.gov.uk>

Subject: RE: Trees on Fen Meadow

Good Afternoon Greg,

Whilst having due regard to the Town Council's policy towards future tree management, it should be noted that a species such as Oak is perfectly capable of responding to a crown reduction such as that proposed in this instance. The previous specification I supplied should be perfectly sufficient with the inclusion of the required extent of reduction. Provided that BS3998 guidance is followed and the reduction follows the branching pattern of the tree, regeneration of a new crown will follow. It would actually be preferable if the crown was given an overall balanced reduction so that it could develop new overall fresh foliage cover. The Town Council should also be aware that where the crown of a tree extends over adjacent land, the adjacent landowner has a right in law to prune the crown back to the boundary without the consent of the owner of the tree. That right also exists even if the tree is covered by TPO or Conservation Area because the right to prune to the boundary is regarded as mitigation of a legal nuisance which is exempt from tree protection legislation. Depending on the final extent of the reduction, the tree will look less than ideal initially, but Oaks respond well to crown reduction and new foliage will emerge during the Spring following the reduction. A skilled tree surgeon following BS guidance will give the tree the best chance of a good long term future.

With regards
Nicholas



Nicholas Newton Arboriculture and Landscape Manager

East Suffolk Council

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East Suffolk Council will continue to review and prioritise the delivery of its services during this unprecedented time.

The COVID-19 outbreak will severely impact what we are able to do, however we will continue to support and protect our communities, delivering the critical services you need.

Members are recommended to agree to crown lift this oak tree.

ITEM 13

TO AGREE TO USE ALTERNATIVE/ INCLUSIVE PROSOCIAL DECISION MAKING AS A MEANS OF MANAGING THE TOWN COUNCIL ESTATE

Recent flurries of dispute & disquiet pointed briefly to Fitzgerald Green, but other areas such as the Whisstocks development, the Quaker burial ground, our parks - possibly the majority of the areas / amenities that we manage for the common benefit of the community (our town's commons) could all benefit from a fresh look at how we steer their maintenance, conservation and development. Indeed, this is already beginning to happen with the Elmhurst park green-veining development where community involvement and 'buy-in' is acknowledged as a vital necessity.

Pro-social group design integrates research from evolutionary science and behaviour change science into an 'up & down' scalable model for bringing together all interested stakeholders into equitable and inclusive dialogue about how best to share and move forwards with a common purpose. The 8 core design principles safeguard against what is often known as 'the tragedy of the commons' - the phenomenon of aggressive individual self-interest undermining the creative possibilities for collective, collaborative decision making. Decision making by collective consent, or sociocracy, sidesteps the tendency, in majority democratic decision making, for creating disgruntled minorities.

Members are recommended to agree to consider using alternative/ inclusive prosocial decision making in the future planning and management of the Town Council estate.