



WOODBIDGE TOWN COUNCIL

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP
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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 8TH SEPTEMBER 2020 at 7.00PM**

Greg Diaper
Locum Town Clerk
2nd September 2020

Join Zoom Meeting

<https://us02web.zoom.us/j/86453698304?pwd=SkZxWE1Va0s4YTZuV1AyYmx1Z2FBUT09>

Meeting ID: 864 5369 8304

Passcode: 547519

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 4TH AUGUST 2020

5. PUBLIC QUESTION TIME

15 minutes maximum.

6. TO AGREE THE CHARGES FOR THE HIRE OF THE SHIRE HALL FOR WEDDINGS 2021 AND 2022 – ATTACHED

7. TO CONSIDER HOW TO DELINEATE THE LAND BOUNDARY AT FEN MEADOW – ATTACHED

8. TO NOTE THE WORK REQUIRED AND TAKEN FOLLOWING THE ANNUAL TREE SURVEY – ATTACHED

9. TO AGREE THE ESTIMATE FOR THE EXTERNAL REPAINTING OF KINGSTON PAVILION – ATTACHED

10. TO CONSIDER ADDITIONAL REVENUE ITEMS FOR INCLUSION IN THER 2021/2022 BUDGET – ATTACHED

11. TO AGREE THE INSTALLATION OF BOLLARDS AT FITZGERALD GREEN – ATTACHED

12. CLOSURE

WOODBIDGE TOWN COUNCIL

Minutes of an on-line meeting of the AMENITIES COMMITTEE held on TUESDAY 4TH AUGUST 2020 at 6pm

Councillors:

Present: S Bale, Lady C Blois, P Gillard, J Jewers, S Miller, R Sanders and M Wilks

Apologies: C Mapey, S Rawlings and C Walsh

In Attendance: Locum Town Clerk, Locum Deputy Town Clerk and Councillor Sutton

Action

238. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors, Mapey, Rawlings and Walsh.

239. 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

Councillors Jewers and Sanders declared an interest in item 248 as they knew the resident who was offering to supply the posts. No other Members declared any interests in items on the Agenda.

240. 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.

241. CONFIRMATION OF AMENITIES COMMITTEE MINUTES

The Committee received and approved the signing of the minutes of the meeting held 20th July 2020 as a true record.

242. PUBLIC QUESTION TIME

There were no members of the public present.

243. TO CONFIRM THE ARRANGEMENT FOR GENERAL PUBLIC USE OF THE ACCESSCT COMMUNITY CAFE ACCESSIBLE TOILET

The Committee confirmed the arrangement for general public use of the AccessCT community cafe accessible toilet in that there would be, when the cafe re-opened, an annual payment of £100 to AccessCT in order that members of the public who were not customers could use the accessible toilet.

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

The Committee noted the progress made with the Black Lives Matter representatives regarding a piece of commemorative art and agree: -

- a) That the artwork be sited in Whisstocks Place.
- b) That a competition be held and artists invited to submit designs for a suitable piece of commemorative artwork for outdoor display.

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

The Committee agreed that frequency of the annual review of assets be increased, and that a schedule of assets be prepared for issue to Councillors willing to undertake a visual check, together with photographic examples of assets in good condition and those which should be reported as in need of repair. The frequency of inspection was to be monthly April-September and 3-monthly October to March.

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

The Committee agreed to cancel the contract for rebuilding the melon pit wall in accord with the terms of the contract and appoint an alternative contractor from those who had originally submitted tenders for the work.

247. TO AGREE POSSIBLE LOCATIONS FOR ADDITIONAL NOTICEBOARDS

The Committee proposed a number of possible locations for additional noticeboards. It was agreed that the matter be deferred until these sites had been inspected as to whether it was possible to site a noticeboard there.

248. TO AGREE TO REPLACE THE POSTS AT FITZGERALD GREEN

The Committee agreed to replace the posts at Fitzgerald Green. It was reported that a resident had offered to pay for the costs of the posts themselves in order to keep the costs down.

249. TO AGREE TO CROWNLIFT THE OVERHANGING OAK TREE IN FEN MEADOW

The Committee agreed to crownlift the overhanging oak tree in Fen Meadow.

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

The Committee agreed to consider using prosocial decision making as a means of managing the Town Council estate in the future and take further advice from Councillor Wilks on the methods use and implementation.

251. 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

The Committee agreed 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.

252. TO REVIEW THE DECISION TO PROVIDE AN ADDITIONAL BENCH AT SCOUTS CORNER

The Committee agreed to recommend to Full Council that the decision to provide an additional bench at Scouts Corner be rescinded.

253. CLOSURE

The meeting was closed at 7.52pm

Councillor Gillard
Chairman

DRAFT

ITEM 6

TO AGREE THE CHARGES FOR THE HIRE OF THE SHIRE HALL FOR WEDDINGS 2021 AND 2022

The current charges for weddings are: -

Weekdays – £456 (inc VAT)

Weekends – £516 (inc VAT)

The Amenities Committee at their meeting held 8th July agreed that these charges should be increased by £72 (inclusive of VAT) to cover the increased costs of COVID19 cleaning.

Enquiries are being received for 2022 weddings and it is recommended that the charges for 2021 be: -

Weekdays - £528 (inc VAT)

Weekends - £588 (inc VAT)

But the charges for 2022 still needs to be agreed.

Full Council have asked that the Committee in setting the charges investigate the current charges in comparison with other wedding venues, and to consider a reduced charge for Woodbridge residents.

The cost to the Council of a wedding is made up as follows: -

Wedding Licence for Shire Hall (£1,800 for 3 years)–	
assume 36 weddings	£50
Wedding Attendant Staff Costs	£35
Maintenance of Wedding Chairs (£2,000 every 3 years)	£56
Contribution to Shire Hall Maint/Heat/Light	£30
COVID19 cleaning	£60
TOTAL	£231 exc VAT

The existing (pre-COVID) charges allow for roughly a 100% mark-up on these costs, and there is no evidence that the current charges have ever been a factor in the Shire Hall not having been selected as a venue.

Comparative costs for the two other licensed Woodbridge venues are: -

Register Office	2020/21	£495	2021/22	£515
St Marys Church	2020 only	£550		

The practicalities of offering a discount for Woodbridge residents need to be considered – does it apply when one party or both are residents ? How long must they have been resident for ? What about former residents who have moved away ?

In 2017 there were 3,608 marriages across the whole of Suffolk, or 0.4% of the population. If this data can be used across Suffolk it would be expected that there were 32 weddings in Woodbridge – at the Shire Hall we hosted 26 of these despite the total cost of a wedding (Shire Hall plus Registrar’s cost) exceeding £1,000, so it would appear that pricing is not an issue for those who want a simple ceremony.

Based on this data, **Members are recommended to agree the following charges for a wedding at the Shire Hall from 1st January 2022 to 31st December 2022: -**

- a) Monday to Friday £540 (inc VAT)
- b) Saturday £660 (inc VAT)

In the event that the current additional COVID19 cleaning is not required at that time these charges will both reduce by £72 (inc VAT)

ITEM 7

TO CONSIDER HOW TO DELINEATE THE LAND BOUNDARY AT FEN MEADOW

It has come to light that a narrow strip of Fen Meadow was not transferred to the Town Council by East Suffolk Council and is used as a private drive by a resident. This has raised concern amongst Councillors in the event of an accident or incident occurring involving a moving motor vehicle.

Full Council have asked this Committee to investigate how this strip of land can be delineated, to reduce the risk of accidents and to denote the extent of land in the Council’s ownership, having rejected the option of a line of posts.

The options for a form of delineation which reduces the likelihood of there being contact between a car and a pedestrian are limited, and would appear to be: -

- a) A line of trees
- b) A fence (wire or otherwise)
- c) A hedge

Under the Woodland Trust scheme <https://www.woodlandtrust.org.uk/plant-trees/schools-and-communities/> -the Council would be eligible to apply for sufficient saplings for a double-row hedge of between 85-100m in length, sufficient to provide a living boundary. There would be costs involved in planting the saplings which could be met from the Amenities Committee budget.

Members are to agree how to delineate this area safely.

ITEM 8

TO NOTE THE WORK REQUIRED AND TAKEN FOLLOWING THE ANNUAL TREE SURVEY

The Council's trees have been surveyed to ensure that they are safe to the public. As a consequence, a number of works were identified, namely: -

Fen Meadow

Main copse at middle of meadow:

Dead Sycamore, sooty bark disease– Fell

Dead tree near to property - Fell

Ash, near to playground – Remove deadwood

Recommend work to be carried out within three months

Elmhurst Park

Dead Alder – Fell

Recommend work to be carried out within three months.

As this is a safety issue the instructions to undertake this work have been issued. The cost of £750 to be met from the Amenities Committee budget.

Members are to note the felling of these trees as a safety issue

The advice from the Tree Officer is that consideration should be given to replanting any felled trees.

Members are to agree to the replanting of semi-mature trees to replace those felled.

ITEM 9

TO AGREE THE ESTIMATE FOR THE EXTERNAL REPAINTING OF KINGSTON PAVILION

The Committee previously agreed the repainting of the Pavilion. Although many more have been invited to quote for the work it has only proved possible to get an estimate from two companies; one for £6,890 and one for £1,618. Both include the use of good quality paint and repairs to woodwork.

Members are recommended to agree to accept the lower quotation, to be funded from the Kingston Field earmarked reserve

ITEM 10

TO CONSIDER ADDITIONAL REVENUE ITEMS FOR INCLUSION IN THE 2021/2022 BUDGET

The Working Group looking at capital investment in the playgrounds has yet to meet but the Committee are asked to consider additional revenue (i.e. annually re-occurring or small-scale – less than £1,000) projects for possible inclusion in the 2021/22 budget.

Examples might include – small scale tree planting, additional bedding planting in Elmhurst Park, a small-scale event, further signage, etc.

Members are asked to put forward suggestions for consideration at the next meeting

ITEM 11

TO AGREE THE INSTALLATION OF BOLLARDS AT FITZGERALD GREEN

Members will recall that a resident has offered to pay for the new wooden posts at Fitzgerald Green. However, they will still need installing, and the only quotation we have received is for the sum of £1,296.

Given the need to work safely and the number of posts **Members are recommended to approve the installation of the posts at a cost of £1,296 to be met from the Amenities Committee budget.**