



## 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](mailto: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 12<sup>TH</sup> JANUARY 2021 at 6.00PM**

Greg Diaper  
Locum Town Clerk  
6<sup>th</sup> December 2021

#### *Join Zoom Meeting*

<https://us02web.zoom.us/j/88436408013?pwd=aCtISUhFZ0JkWXhIKzM2UTFOVlpPQT09>

**Meeting ID: 884 3640 8013**

**Passcode: 087951**

#### *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 8<sup>TH</sup> DECEMBER 2020**

**5. PUBLIC QUESTION TIME**

15 minutes maximum.

**6. TO NOTE THE POSITION REGARDING THE KINGSTON FIELD PEDESTRIAN ACCESS BRIDGE – ATTACHED**

**7. TO AGREE TO THE PREPARATION OF A LEASE/LICENCE FOR THE SALE OF ICE-CREAM ON THE COUNCIL'S LANDS – ATTACHED**

**8. CLOSURE**

## WOODBIDGE TOWN COUNCIL

Minutes of an on-line meeting of the AMENITIES COMMITTEE held on TUESDAY 8<sup>TH</sup> DECEMBER 2020 at 5pm

### Councillors:

Present: Lady C Blois, P Gillard, J Jewers, S Rawlings, R Sanders, C Walsh

Apologies: S Miller and M Wilks

Absent without  
Apologies: S Bale and C Mapey

In Attendance: Locum Town Clerk, Locum Deputy Town Clerk and no members of the public

*Action*

### 657. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillors Miller and Wilks.

### 658. 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 an interest in matters on the agenda.

### 659. 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.

**660. CONFIRMATION OF AMENITIES COMMITTEE MINUTES**

The Committee received and approved the signing of the minutes of the meeting held 10<sup>th</sup> November 2020 as a true record.

**661. PUBLIC QUESTION TIME**

There were no members of the public present.

**662. TO REVIEW THIS COMMITTEE'S FUTURE REVENUE PROJECT REQUESTS TO THE FINANCE COMMITTEE**

The Committee reviewed their future revenue project requests to the Finance Committee and agreed to reduce the sum for post-COVID events to £4,000, all other sums remaining unchanged.

**663. TO AGREE TO REDUCED FREQUENCIES OF GRASS-CUTTING ON PARTS OF THE COUNCIL'S ESTATES**

The Committee agreed that the Chair of the Committee, together with the Chair of the Climate and Ecological Emergency Committee and the Town Clerk meet with Norse to agree revised maintenance regimes taking into account the rewilding and tree planting undertaken and planned for 2021.

**664. TO AGREE TO THE PURCHASE OF A COMBINED LITTER/RECYCLING BIN FOR WHISSTOCKS PLACE**

The Committee agreed to the purchase of a combined litter/recycling bin for Whisstocks Place at a cost of £1,030 plus VAT.

**665. CLOSURE**

The meeting was closed at 5.23pm.

Councillor Gillard  
Chair

## ITEM 6

### **TO NOTE THE POSITION REGARDING THE KINGSTON FIELD PEDESTRIAN ACCESS BRIDGE**

As a matter of safety following the recommendation of a structural engineer, it was necessary to remove the pedestrian access bridge to Kingston Field. The report from the engineer is attached and the cost to remove the bridge and install temporary safety fencing was £1,393.37 ex VAT.

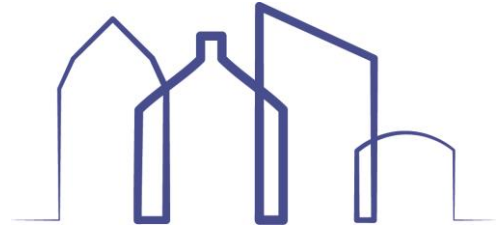
Arrangements are in hand for a soil investigation and level survey of site following the removal of the existing bridge and the production of a schedule of drawings for a new bridge, following which we will be seeking tenders for its construction. G C Robertson and Associates Ltd have been instructed to undertake this work at a cost of £1,325.00 ex VAT.

The Mayor and Chairman of the Finance Committee have been kept in lieu of these emergency spends in line with section 4.5 of Financial Regulations, under which these spends were authorised.

Discussions with both Highways and Planning have meant that the replacement bridge will be constructed at the current location.

**This item is for information only.**

**G C ROBERTSON & ASSOCIATES LTD**  
**CONSULTING CIVIL & STRUCTURAL ENGINEERS**  
60 High Street, Wickham Market, Woodbridge IP13 0QU  
Tel: 01394 384887  
Email: [engineers@gcrobertson.co.uk](mailto:engineers@gcrobertson.co.uk)  
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02 December 2020

Our ref: JKD/20/11526

Woodbridge Town Council  
Shire Hall  
Market Hill  
Woodbridge  
IP12 4LP

**FAO:** Mr. G. E. Diaper  
email to: [deputytownclerk@woodbridge-suffolk.gov.uk](mailto:deputytownclerk@woodbridge-suffolk.gov.uk)

## **Inspection, Footbridge, Kingston Fields, Woodbridge**

### **Brief**

G. C. Robertson & Associates Ltd. were instructed by Woodbridge Town Council to visit site and carry out an inspection of an existing pedestrian footbridge which is part of the footpath from Jetty Lane onto Kingston Fields adjacent to the tennis courts. The bridge spans over a small stream.

This report should be read in conjunction with our Scope of Investigations Sheet for Civil Engineering Structures which is attached as Appendix A.

### **Description**

The existing pedestrian footbridge is around 2.4 metres wide and spans approximately 2 metres across an existing stream. The bridge was probably constructed during the second half of the 20<sup>th</sup> Century.

### **Inspections and Investigations**

The site was visited by the undersigned on 01 December 2020. A visual inspection of the bridge was made from above and from within the existing stream.

The local 1:50 000 Geological Survey Map Sheet 207 (Ipswich) was consulted and this indicated River Terrace Deposits (sand & gravel) outcropping at the site.

**Observations and Assessment**

The bridge structure comprises a 70 mm thick concrete slab (the slab may be reinforced but this is unknown) supported on a series of closely spaced timber beams (approximately 100 mm x 100 mm in cross section) at 100 mm centres. The concrete slab probably acts compositely with the timber beams below it.

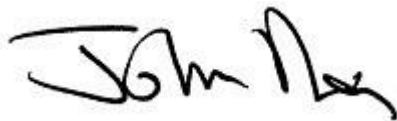
The timber beams bear directly onto the soil of the stream banks. Many of the timber beams are badly decayed and a screwdriver can easily be pushed into some of them while others are broken and are hanging down from the concrete slab (see photo 1).

The slab itself is not thick enough to span across the stream by itself, even if reinforced, and it is badly cracked across its entire width, in line with the apparent creased dip in the slab (see photo 2).

We would therefore consider that the bridge is in danger of collapse and should be closed as soon as practically possible and subsequently replaced with a suitably designed and constructed bridge.

We are available to assist in implementing the recommendations and /or further works required as a result of any findings made. This will be subject to a separate instruction as our present involvement ends at the production of this report.

Yours sincerely  
For G C Robertson and Associates Ltd



John K Davis

Enc

APPENDIX A - Scope of Investigation Sheet for Civil Engineering Structures

APPENDIX B – Photographs 1 & 2

**APPENDIX A**  
**STRUCTURAL ENGINEER'S REPORTS ON CIVIL ENGINEER STRUCTURES**  
**SCOPE OF INVESTIGATIONS**

6. Structural Engineer's Reports are normally prepared in order to investigate specific defects which have been noted within a structure by the Owner or a third party or to confirm the adequacy or otherwise of an existing structure. The nature of these defects is stated in the report.
2. Unless instructed, the Engineer's investigations have been confined to specific defects in the brief and the report should not be taken as a complete investigation of all the load bearing elements of the structure.
3. In any event, the Engineer's investigations do not include such items as damp penetration, adequacy of services, state of finishes, timber infestation which are not part of the main loadbearing elements of the structure.
4. The report has been prepared from a visual inspection of the structure, together with other investigations detailed in the report. Any further investigations have been limited to those practical in the circumstances of the inspection, for instance foundations cannot be exposed when below concrete, without assistance from a builder. Conclusions and recommendations are based on this evidence and do not take account of items not directly inspected. We have recommended a more thorough investigation where we considered it advisable.
5. We have not inspected the woodwork or other parts of the structure which are covered, unexposed or inaccessible and we are unable to report that any such part of the structure is free from defect.
6. When the sub-soil investigations have been undertaken, it must be noted that exceptional conditions may exist elsewhere on the site not revealed by the exploratory borings or trial pits. Where reference is made to groundwater levels, this relates only to the time of boring and does not take account of variations due to seasonal or other effects.
7. This report is the property of the G C Robertson & Associates Ltd and is confidential to the client designated in the report. Whilst it may be shown to his professional advisors, the contents are not to be disclosed to, or made use of, by any third party, without our express written consent. Without such consent we can accept no responsibility to any third party.
8. We cannot give any advice, instructions, recommendations, warnings, notices or supervision regarding asbestos, asbestos fibres or structures materials containing asbestos. Any client will need to make their own arrangements regarding the possible presence of asbestos in the structure, or on the site.



**APPENDIX B**



**Photo 1**



**Photo 2**

## ITEM 7

### TO AGREE TO THE PREPARATION OF A LEASE/LICENCE FOR THE SALE OF ICE-CREAM ON THE COUNCIL'S LANDS

The Council has received an enquiry from someone wishing to have the rights to sell ice-cream from the Council's land. There was a previous licence used which has been sent to Birketts to be reviewed before being used as a template for 2021/22. The initial response from Birketts was;

*'I would like to discuss this with my colleagues in the public sector team as I am not sure that this is the right form of document for what you are intending to achieve as a licence for over 12 months can cause security of tenure concerns and there may be a better way to document the arrangement. My colleagues are back in the office after the new year. Can you leave this with me to consider and come back to you please?'*

In addition, your officers are researching the value of such a licence in order that invitations for the licence can be invited. It is intended to exclude Kingston Field from the licence to avoid conflict with the cafe, and to impose an additional fee if an event is being held on our land (e.g., pop-up cinema in Elmhurst Park, or an event on Whisstocks).

**Members are recommended to agree to the review of the licence, and thereafter to advertise the opportunity to bid for the rights for the sale of ice-cream on the Council's lands.**