



## Woodbridge Town Council

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

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 Adelson

Cllr Bale

Cllr Blois

Cllr Jewers

Cllr Miller

Cllr O’Nolan

Cllr Rawlings

Cllr Sanders

Cllr Walsh

Cllr Wilks

You are hereby summoned to attend the **meeting** of the **Amenities Committee** to be held the at **John Gibbons Gallery, The Longshed, Tide Mill Way** on: **Tuesday 8<sup>th</sup> February 2022 at 7.00pm**

Greg Diaper

Town Clerk

3<sup>rd</sup> February 2022

### Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda, or raise issues for consideration of inclusion at future meetings. This item will be limited to 30 minutes duration.

### Agenda

1. **Apologies**

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. Public Question Time**

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Fifteen minutes maximum.

5. To receive and approve the Minutes of the meeting held 25<sup>th</sup> January 2022
6. To consider the dredging requirements of the River Deben and receive a presentation from interested parties.
7. To receive an update from Grounds Maintenance Contract Working Party.
8. To receive an update from the Queens Jubilee Working Party.
9. To receive an update on the Melon Pit project.
10. To consider how to proceed with the Kingston Field artificial cricket wicket.
11. To consider the maintenance requirements of the Kingston Field stream.
12. To consider upgrading the Elmhurst Park sign.
13. To agree the wording for the Elmhurst Park play equipment update for the Contracts Finder website.
14. To consider the hire charges for the Strawberry Café and Galley Restaurant when using the Market Square for outside seating.
15. Closure.

## Woodbridge Town Council

Minutes of the meeting of the **Amenities Committee** held at the John Gibbons Gallery on **Tuesday 25<sup>th</sup> January 2022** at 7pm

### Councillors:

Present: D Adelson, S Bale, S Miller, E O’Nolan, S Rawlings, R Sanders, C Walsh and M Wilks

Apologies: Lady C Blois and J Jewers

In Attendance: Town Clerk, Locum Deputy Town Clerk and three members of the public.

Before the meeting the Town Mayor presented the Locum Deputy Town Clerk, Mr Gordon Mussett, with a card and gift as a token of thanks for his work for Woodbridge Town Council since 2019.

### **682. Apologies for absence**

Apologies for absence had been received from Councillors Blois and Jewers.

### **683. To receive declarations of interest**

Councillor Adelson declared a non-pecuniary interest in item 688 as his wife is an allotment holder, and as a member of the Woodbridge Growers Society.

### **684. To consider requests for dispensations**

There were no requests from Councillors with a Pecuniary Interest in an item on this Agenda for a dispensation.

### **685. Public Question Time**

Representatives from the Woodbridge Tide Mill spoke to Members about problems of silting in the Tide Mill race.

### **686. To receive and approve the Minutes of the meeting held 7th December 2021**

The Committee received and approved the signing of the minutes of the meeting held on 7<sup>th</sup> December 2021 as a true record.

### **687. To consider the options for the Council’s future Grounds Maintenance.**

Members agreed the following actions to study the Grounds Maintenance options for the Council’s estate:

- Establish a Working Group (Cllrs. Adelson, Bale, O’Nolan and Wilks) to determine the specification, based on the Grounds Management Plan, for future self-managed Grounds Maintenance to commence in April 2023, but to also consider the cost effectiveness of outsourcing the work to an external contractor.
- Invite ideas and suggestions for a Grounds Management Plan (covering nature and frequency of works) to form the basis for future Grounds Maintenance to commence in April 2023.
- The Town Clerk was mandated to enter into discussions with East Suffolk regarding a three-month extension to the Grounds Maintenance Contract until March 31st 2023.

**688. To receive an update on the projects previously discussed by this Committee.**

Melon Pit – The Town Clerk was asked to circulate to Members to a design received from a local builder.

Allotments/ Community Garden – The Town Clerk was asked email residents on the allotment waiting list, and post on the Council’s social media, explaining the Community Garden concept and seeking their interest in being part of such a group.

The Town Clerk was also asked to chase the Woodbridge Co-op further to a recent request to use their fence at Elmhurst Walk as a poster wall.

**689. To consider how to proceed with the Kingston Field artificial cricket wicket.**

It was agreed to seek public opinion via an online questionnaire about the future use of the land currently taken up by the artificial cricket wicket.

**690. To consider the maintenance requirements of the Kingston Field stream.**

It was agreed to organise an Amenities Committee site visit with our arborist to further inform a decision for this site.

**691. To consider installing, and offering for sponsorship, further benches on the Town Council estate.**

The Town Clerk was asked to publicise the Councils existing bench scheme.

It was agreed that the Amenities Committee would fund the purchase and installation of bench on Fen Meadow in memory of those who have been affected by the coronavirus pandemic.

**692. To consider installing a story corner/ outdoor classroom on the Town Council estate.**

The Town Clerk and Chair were mandated to discuss the options for the installation of a story corner/ outdoor classroom on the Town Council estate.

693. Closure

The meeting was closed at 8.31pm

Councillor O’Nolan  
Chair

DRAFT

## Item 6

To consider the dredging requirements of the River Deben and receive a presentation from interested parties.

Members will recall the presentation given by the Tide Mill Trust regarding the requirement for the dredging of the Mill race - the full paper provided by the Chair can be viewed overleaf.

Officers have been made aware that a number of riverside stakeholders have entered into wider discussions about the potential for dredging the river, and the Town Council will need to be involved in any discussions due to its recent acquisition of the foreshore at the Tide Mill and Whisstocks Place.

**Members are recommended to appoint a Working Party to consider the Council's position regarding the dredging of the River Deben.**

## Woodbridge Tide Mill Charitable Trust

### Brief for WTC Amenities Committee, January 2022

#### Disruption to Operation of the Mill arising from Silting of the River Deben around the Tide Mill

Silt is being deposited by the river in a wide area on the Mill foreshore. The runoff from the Mill race is now silted up so much that the operation of the Mill is being affected and will mean milling using the water wheel will cease in the next year if nothing is done.

The Tide Mill is an important visitor attraction in Woodbridge. It is the No.1 attraction on TripAdvisor and a 2021 Travellers Choice. It is the eldest of the two remaining working tide mills in the UK. Much of its attraction is that it still mills grain to make flour using the waterwheel.

The foreshore at the Mill is leased from the Crown Estate by Woodbridge Town Council.

The Mill team have explored what can be done to dredge the silt in the runoff, so ensuring continued operation of the water wheel. There are three stages to the process to allow dredging.

1. A licence is required from the Marine Management Organisation (MMO). We are advised that the initial licence (which is valid for 10 years) will take almost a year to get and will cost £7-8,000. The main issue to be dealt with by the licence process is where the silt from the dredging is deposited. The Mill has also been advised that, because of the complex nature of the licence application, it would be advisable to use a consultant who is familiar with the process. The consultant's fees are estimated at £2,500.
2. Once the licence is issued the dredging and disposal can take place. This is estimated to cost the Mill £2-3,000
3. Further dredging can be undertaken in the 10-year life of the initial licence for a nominal licence fee.

The Mill team understand that dredging in other areas covered by the WTC lease may be necessary and would request the Amenities Committee facilitate:

- a. The involvement of the Mill team in any work to plan dredging, and
- b. WTC provision of finance for the initial MMO licence process to support the charity at a time of high expenditure. The Mill needs to pay for further external redecoration at a cost of £13,000 and the repair/replacement of the electric milling motor at a cost of £2,500, both within the next three months

John Carrington, Chair, Woodbridge Tide Mill Charitable Trust

Dan Tarrant-Willis, Mill Manager & Head Miller

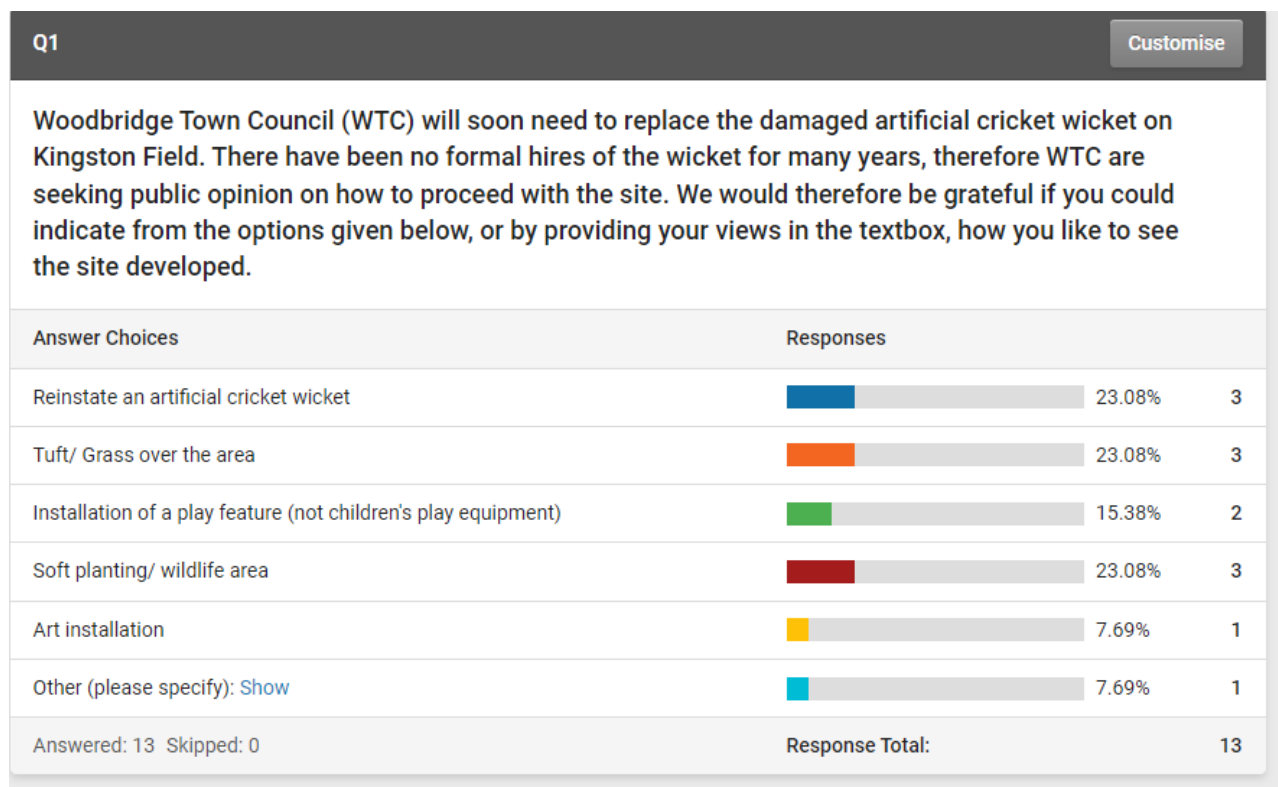
**WOODBIDGE**  
**TIDE MILL**®  
**MUSEUM**

## Item 10

To consider how to proceed with the Kingston Field artificial cricket wicket.

At the time of writing (Thursday am), thirteen responses to the online consultation for the cricket wicket have been received – the ‘final’ results will be collected shortly before the meeting.

The current responses:



Members are to consider how they wish to proceed with Kingston Field cricket wicket.



## Item 11

To consider the maintenance requirements of the Kingston Field stream.

During a discussion with Mr Kingston-Smith, Officers and Cllr Wilks took the opportunity to discuss the work required to the Kingston Field stream.

There is no space to undertake any planting along the stretch of riverbank where the chestnut palling has collapsed. The palling has failed entirely and is now a health and safety concern as we move into the warmer months and people begin to play in the river.

The bank is eroding, and much material has fallen into the stream – whilst this is a natural process it is well known that people cross the river at this point rather than use the bridge some twenty yards away, which exacerbates the problem.



**Members are asked to consider the following options:**

- To immediately remove the section of chestnut palling which has collapsed.
- To ask Officers to seek professional opinion on how to engineer the river bank to provide a safe place for recreation and potential for planting.

## Item 12

**To consider options for upgrading the Elmhurst Park sign.**

The Elmhurst Park sign which can be seen from the Hamblin Road car park is a well known and recognisable landmark in the town.

The sign itself however is showing signs of age, and with visitor numbers to the town increasing WTC should ensure that a good impression is given when arriving at this location.

Photos of the sign and the metal structure to which it is attached will follow.

**Members are asked to consider if they wish to upgrade the Elmhurst Park sign.**

### Item 13

To agree the wording for the Elmhurst Park play equipment update for the Contracts Finder website.

Town Council approved the budget for the 2022/23 financial year at its January meeting which provides funding of £50,000 toward play equipment in Elmhurst Park.

This Committee has resolved to provide accessible play equipment and has already received a number of quotations as a guide to setting the budgetary figure.

In line with the Councils Financial Regulations (11.1 b), any contract over £25,000 must be advertised on the Contracts Finder website, therefore the wording and requirements for such an advert need to be agreed.

The contracts finder website has a standard template for advertising public sector opportunities, which is viewed as providing a summary of the opportunity in order to attract further communication with potential bidders. The Deputy Clerk has drafted the following wording:

## **Elmhurst play area update**

### Woodbridge Town Council

#### **Contract summary**

##### **Industry**

- Playground equipment - 37535200

##### **Location of contract**

Elmhurst Park, Woodbridge

##### **Value of contract**

£50,000

##### **Closing date**

TBA

##### **Closing time**

TBA

##### **Contract start date**

TBA

##### **Contract end date**

TBA

##### **Contract type**

Service contract

##### **Procedure type**

Competitive quotation (below threshold)

What is a competitive quotation (below threshold)?

**Contract is suitable for SMEs? (Small and mid-size enterprises)**



Yes

**Contract is suitable for VCSEs? (voluntary, community, and social enterprise)**

No

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## Description

Woodbridge Town Council are seeking a contractor to supplement and enhance the existing play area with new equipment including Disability and wheelchair accessible equipment, with a total contract value of £50,000.

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## More information

### Additional text

Elmhurst Park is in the centre of Woodbridge and is often referred to as the jewel of the crown. It's a beautifully laid out park that offers formal and informal garden areas to be enjoyed by its residents and visitors. The children's play area requires an upgrade, and we are passionate about creating an inclusive space where all children can play, learn and explore.

Woodbridge Town Council own and manage the park and would like to hear from potential contractors who are interested in quoting for this work.

Our budget for the project is £50,000.

We would welcome further conversations about this exciting project - If you would like to book a visit please contact us.

#### Requirements for work includes:

- Hardcore base and Wet Pour Rubber surfacing
- Wheelchair accessible equipment such as accessible trampoline, accessible roundabout and multi-tiered accessible multi play unit with ramps.

The location of the park is shown here;

<https://www.google.com/maps/place/Elmhurst+Park,+Woodbridge/@>



#### Item 14

**To consider the hire charges for the Strawberry Café and Galley Restaurant when using the Market Square for outside seating.**

An application has been received from the Galley Restaurant to use the Market Square for outdoor seating between April and October 2022, and it is expected that the Strawberry Café will also wish to use the square for its customers.

During the pandemic (summers of 2020 and 2021) no hire fee has been charged to these organisations for the use of the square as a measure of goodwill to our neighbours during difficult times, and to encourage more visitors to the Market Square area.

Prior to the pandemic the Strawberry Café was charged £12.25 per day. An income of £1000 is budgeted in 2022/23 for the Shire Hall (ground floor) and Market Square.

**Members are to consider if they wish to charge for the use of the Market Square in 2022.**