



## 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 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 **Shire Hall** on: **Tuesday 14<sup>th</sup> September 2021 at 7.00pm**

Greg Diaper

Locum Town Clerk

8<sup>th</sup> September 2021

### 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. Thirty minutes maximum.

5. To receive and approve the Minutes of the meeting held 3<sup>rd</sup> August 2021
6. To receive an update on the Melon Pit project.
7. To agree the specification for the Elmhurst Park play area update in order to add tender documents to the Contracts Finder website.
8. To discuss how to improve the planting of the tubs on Tide Mill Way.
9. To discuss how to improve the planting of the Elmhurst Park 'Cannon bed'.
10. To agree the purchase of hedging plants for planting at the Kingston Field allotments.
11. To agree how to proceed with the Market Hill telephone kiosk.
12. To discuss the potential for cycle racks at Whisstocks Place and other sites in the town
13. To consider and agree (including prioritisation) of new projects for possible inclusion in the 2022/2023 budget – Attached
14. To consider Christmas decoration for Whisstocks Place
15. To review the summer events in Elmhurst Park
16. To consider creating a "poster wall" for organisations to post details of forthcoming events
17. To consider what support the Council can offer the Scouts in obtaining new premises
18. Closure

## WOODBIDGE TOWN COUNCIL

Minutes of a meeting of the **AMENITIES COMMITTEE** held on **TUESDAY 3<sup>RD</sup> AUGUST 2021** at 7pm at **THE OCTAGON, METHODIST CHURCH, WOODBRIDGE**

### Councillors:

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

Apologies: Lady C Blois, J Jewers, S Rawlings and R Sanders

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

#### **215. Apologies for absence**

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

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

No Members had any Disclosable Pecuniary or Local Non-Pecuniary Interests in relation to items on the agenda.

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

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

#### **218. To agree and approve the minutes of the meeting held on 6<sup>th</sup> July 2021.**

The Committee received and approved the signing of the minutes of the meeting held on 6<sup>th</sup> July 2021 as a true record.

#### **219. Public Question Time**

There were no members of the public present.

#### **220. To consider whether to provide a BMX jump track on Kingston Field**

The Committee responded positively to the suggestion of providing a BMX jump track on Kingston Field and asked that the member of the public be invited to meet members of the Committee on-site, and attend the next meeting of the Committee, to talk about the concept. The Clerk was asked to check any insurance implications with the Council’s insurers.

**221. To receive a verbal update on the Melton Pit**

The Committee were advised that an article asking for help with its design had been posted on the Council's social media accounts but there had been no response to date.

**222. To explore the relevance of a Shop-Mobility Scheme in Woodbridge**

The Committee asked the Clerk to prepare details of a potential scheme for operation in Woodbridge with estimated costs.

**223. To review the contract for the purchase of the Market Hill telephone kiosk**

The Committee reviewed the contract and agreed:-

- a) To recommend to Full Council that the Council purchase the kiosk from BT for the sum of £1 for use as a book exchange
- b) Subject to the Town Council agreeing the purchase that the sum of £250 be allocated from this Committee's budget to upgrade the lighting and install shelving
- c) Subject to the Town Council agreeing the purchase to provide signage indicating it is no longer available as a telephone kiosk

**224. To consider additional revenue items for inclusion in the 2022/2023 Budget**

Members were invited to submit their suggestions to the Town Clerk in order that they could be considered at the next meeting of the Committee. Some suggestions were raised including:-

- a) Provision of planters in the Thoroughfare
- b) Deckchairs freely available on Whisstocks Place
- c) Free-standing tables with printed games for Whisstocks Place

The Committee asked that the subject of planters for the Thoroughfare be placed on the agenda of the next Full Council meeting.

**225. To consider locations for bike racks in Woodbridge**

Members were invited to submit their suggested locations to the Town Clerk in order that they could be considered at the next meeting of the Committee.

**226. To consider the potential for a boardwalk on the river wall**

The Committee agreed that a small deputation of interested parties, led by Councillor O’Nolan, should meet with the Crown Commissioners to gain their reaction to any such scheme.

**227. To receive a verbal update on the Amenities Committee walkabout**

The Committee members had only visited two sites, in which the following issues needed addressing (all in Elmhurst Park):-

- a) The hollow area needed the bindweed removing, suckers cut back, and general maintenance
- b) The planted areas all needed weeding
- c) The stakes supporting the cherry tree in the Scouts Corner were inhibiting its growth and needed removing
- d) The bottom hinge on the gate by Scouts Corner needed attention
- e) The plant protectors needed removing from the whips planted earlier in the year.

The option of installing a bog garden in the hollow would be explored at a later meeting.

**228. Closure**

The meeting was closed at 8.47pm

Councillor O’Nolan  
Chair

## Item 7

To agree the specification for the Elmhurst Park play area update in order to add tender documents to the Contracts Finder website

A three-year rolling programme of updates to the Councils play areas was included as part of the most recent budget process, and as agreed the work to Kingston Field is scheduled to take place in October and November this year.

It was agreed to budget £20,000 for the Elmhurst Park play area in the 2022/23 financial year, so as a means of having this work undertaken early in that period (from April onwards), and to have the play area ready for summer 2022, work should start now to agree a specification and advertise the opportunity to potential contractors. The hope would be to appoint contractors shortly before or after Christmas with a view to scheduling the work for April 2022.

The current items included in the play area are;

- 2 x springy rockers
- 2 x two bay swings
- 1 x 'Munchy the caterpillar'
- 1 x Adventure play boat
- 1 x Spinning top



The play area in Elmhurst Park has traditionally focussed on providing play activities for younger children, with Kingston Field catering for older generation.

Members may wish to browse the brochures of the companies who quoted for the Kingston Field works in order to get a feel for any items they wish to suggest for inclusion in the tender document;

[Kompan](#)

[Wicksteed](#)

[Caloo](#)

Hard copies of the Kompan and Caloo brochures can be borrowed from the office.

Officers would advise that the items in situ are currently in a reasonable condition, and all are popular with users. Should space be required the spinning top is the least used of the items and provides a readymade base layer onto which a new item can be installed (as it is happening on Kingston Field).

The matting beneath the toddler swings (yellow frame) is in a poor condition and replacing this with a wet pour resin will need to be included in the tender – this work would be expected to cost around £3,000.

Should members wish to see new play equipment installed rather than an update of that in situ, there is space between the spinning top and springy rockers. No items should be installed behind the caterpillar as this area is prone to flooding.

**Members are asked to agree the items they wish to in the Elmhurst Park play area within a budget of £20,000 and agree to advertise this opportunity on the Contracts Finder website**



### Item 8

To discuss how to improve the planting of the tubs on Tide Mill Way.

The planters on Tide Mill Way have looked unloved this summer and have drawn some negative comments on social media. It is understood these planters used to be planted by local organisations but this clearly this has now ceased.



The Woodbridge Historic Riverside should be managed by this Council to promote a positive image of the town, and with large Town Council signs in the area it is important to avoid disappointing scenes like this as more people visit the area.

The tubs will likely require new soil, and from there it is suggested to underplant the tubs with spring bulbs (daffodils, tulips, snowdrops), and then plant up with low maintenance but attractive herbaceous plants such as germaniums, lavenders.

<https://www.thompson-morgan.com/top-10-perennial-plants>

<https://www.rhs.org.uk/plants/articles/graham-rice/perennials-and-bulbs/10-agm-container-perennials>

The Town Clerk is happy to undertake the planting of the tubs in his spare time with permission from Councillors.

**Members are recommended to agree to plant the tubs with flowering herbaceous plants, underplanted with spring bulbs, and for these costs to be met from the Amenities Committee budget.**

## Item 9

To discuss how to improve the planting of the Elmhurst Park 'Cannon bed'

Similar to the above item the Cannon bed at the entrance to Elmhurst Park has looked sad and neglected this summer.



Transition Woodbridge planted spring bulbs in the two beds and this display looked fantastic, however their attempts to seed with wildflowers was unsuccessful.

As can be seen in the above photo cyclists and walkers also regularly take a shortcut (it is the natural desire line) across the edge of the bed to access Elmhurst Park.

Similar to the beds in the park it might be useful to plant this bed with herbaceous plants, and advice could be sought from the students who planned the planting of the park for us.

The issue of people walking across the bed could be managed by;

- Planting with plants large enough to discourage walkers and cyclists taking a shortcut across/ through the flower bed (shrubs, roses etc)
- Concrete/ pave over the corner of the flower bed.

**Members are asked to agree how they wish to improve the planting of the Elmhurst Park Cannon bed.**

## Item 10

To agree the purchase of hedging plants for planting at the Kingston Field allotments.

Members will recall that at your meeting in July a discussion in regards to the fence at the Kingston Field allotments led to the following minute;

*To consider whether to make repairs to the allotment fence on Kingston Field*

*The Committee agreed that the Chair, Locum Town Clerk and Councillor Adelson visit the site with the allotment holder and discuss the repairs. Planting hedging rather than installing fencing was suggested as a possible alternative solution.*

Further to the site visit it was suggested that planting a row of hedging plants with sufficient thorns and spines to put of intruders would be the most sensible solution to the trespass problem.

Officers have found the following website which provides Pyracantha hedging plants in pots;

<https://www.best4hedging.co.uk/pyracantha-coccinea-red-column-hedge-plants-p24>

The fence to be covered is 22 meters long. Dense planting with 40 plants (approx. 1 per 50cm) will provide a suitable hedge for many years to come.



✓ **PRODUCT ADDED TO BASKET**

**Pyracantha coccinea 'Red Column' hedge plants**  
Root: Pot Grown, Root Type: 2 Litre Pot, Height Now: 60/90cm  
In Stock | Pot Grown | Delivered Within 3 to 7 Days  
Code: PYRR-PG-60/90-2L

**My Basket**  
Sub Total: £279.60 (ex VAT) (40 items)

**continue shopping**      **checkout**

Members are recommended to agree the purchase of hedging plants for Kingston Field, and for this cost to be met from the Amenities Committee budget.

## **Item 11**

### **To agree how to proceed with the Market Hill telephone kiosk**

Full Council agreed to the purchase of the Market Hill telephone kiosk, and at the time of writing we are waiting for confirmation from BT that the phone services have been removed.

In line with the contract, we will need to undertake the following work to the kiosk;

- Upgrade the light fitting to a luminaire meeting Class 2 with IP rating of IP54 (or better).
- Upgrade the electrical supply housing by replacing the spur units with IP66 type (or better).
- Install a sign informing people the kiosk is no longer in use as a phone, and is the property of Woodbridge Town Council.
- Take 'Reasonable steps' to inform residents that the phone is no longer in use.
- Notify the Emergency Services that the phone is no longer in use.

Your Officers will ensure this work is undertaken once the kiosk is transferred to WTC.

Members are now asked how they wish to proceed with the kiosk. Depending on your requirement Planning Permission may be required.

**Members are asked to agree how they wish to proceed with Market Hill telephone kiosk**

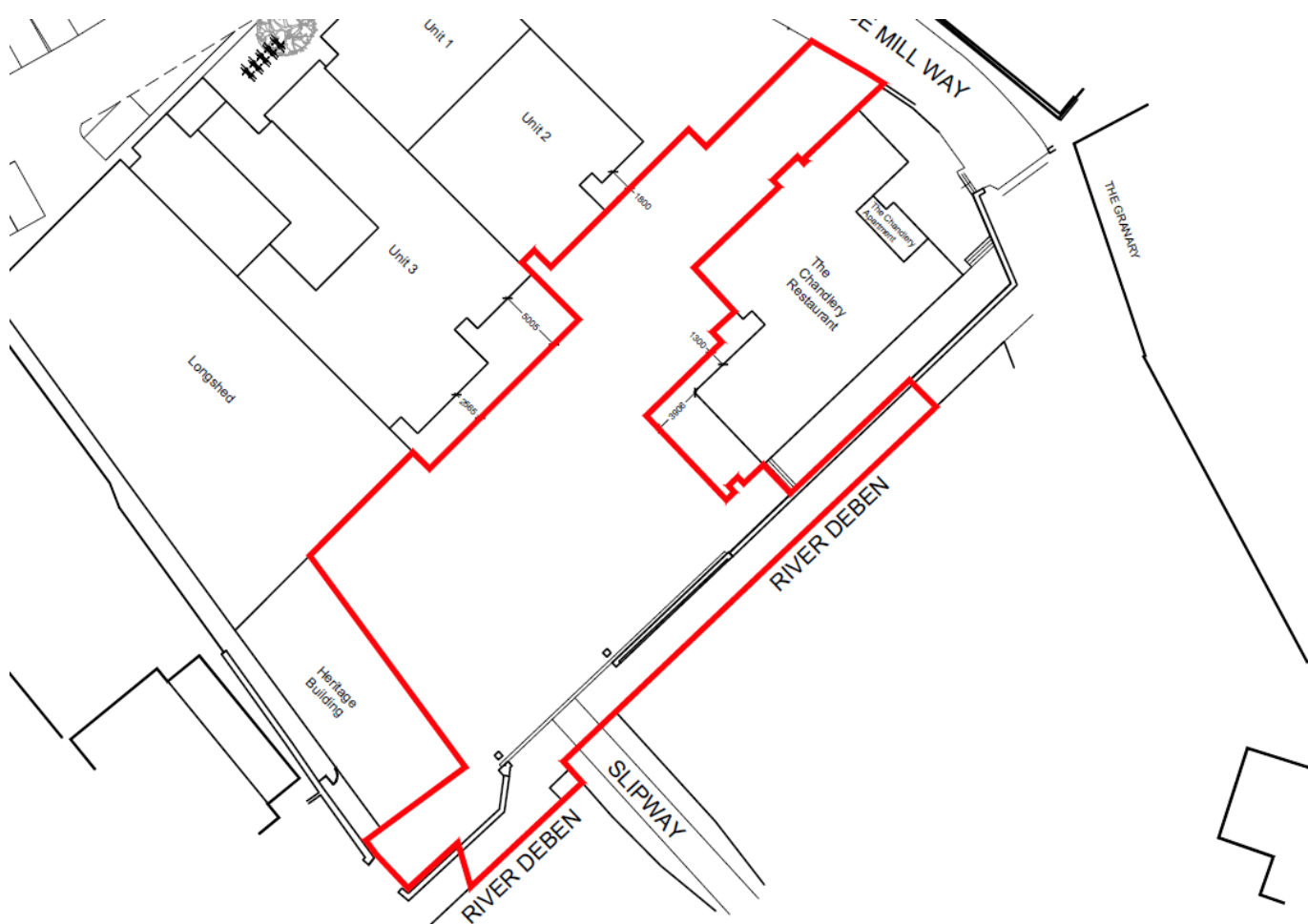
## Item 12

To discuss the potential for cycle racks at Whisstocks Place and other sites in the town

Members were asked to submit ideas for cycle rack locations in the town following your last meeting, and at the time of writing only Whisstocks Place has been suggested.

With the cycle racks behind the Chandlery building no longer available for public use (not on Town Council land), reports of cycles being leant against the museum and Longshed have increased.

Members are therefore asked to suggest potential locations on Whisstocks Place for the placement of cycle racks. The extent of the Council's ownership is shown below;



Examples of potential cost;

<https://www.kentstainless.com/street-furniture/bike-shaped-cycle-stand/>

<https://www.barriersdirect.co.uk/secure-bike-parking-c1017/bike-stands-c1196/cycle-stand-sheffield-recommended-by-the-national-cycling-association->

[p1759?shopping&ppc\\_keyword=&gclid=CjwKCAjwo4mIBhBsEiwAKgzXOBo3EaAu-8z-R3TW-WG1-upPX\\_gakKlyzDKuLprjHki7Mkqt88x3zBoCzRkQAvD\\_BwE](https://www.google.com/search?q=p1759?shopping&ppc_keyword=&gclid=CjwKCAjwo4mIBhBsEiwAKgzXOBo3EaAu-8z-R3TW-WG1-upPX_gakKlyzDKuLprjHki7Mkqt88x3zBoCzRkQAvD_BwE)

Members are asked to determine if Whisstocks Place is a suitable location for cycle rack, and if so, where the rack should be positioned.



### Item 13

To consider and agree (including prioritisation) of new projects for possible inclusion in the 2022/2023 budget – Attached

Three potential projects have been put forward:-

- a) Installing further bicycle racks
- b) Installing a ramp to provide wheelchair access to the bandstand
- c) Installing benches in the Thoroughfare

#### **a) Installing further bicycle racks**

Councillor Adelson has helpfully provided a list of potential locations:-

- Anywhere in Thoroughfare especially-
- Outside Boots/Oxfam shops
- by cake shop “Fire Station”
- outside Cancer Research
- Outside FatFace or Costa (or nearby in the Oak Lane car-park)
- Replace any existing bollard with bike stand.
- Community Hall
- Top of Turban Centre car-park (e.g. near “Fish Box”); existing ones by public loos behind Barretts are little used, they may not be in the best place.
- Train station car-park/Riverside theatre;there are 2 here but more would be better
- Market Hill – there are a couple existing just up from Shire Hall but could do with more – e.g. near Church St junction or the Church gate.
- Cumberland St/Church St crossroads.
- Tide Mill
- Elmhurst park
- Kingston Field
- Old Barrack Road shops (incl Co-op)
- HasketonRoad co-op

Those sites which are on the public highway (including pavement) would require a licence and approval from Suffolk County Council (£100 per location).

Whilst bicycle racks themselves are not expensive, the need for underground services survey, together with installation, increases the price to around £750 for a 8-bicycle rack (2 rows of 4 bicycles).

#### **b) Installing a ramp to provide wheelchair access to the bandstand**

Installing a ramp, with handrails is likely to cost in the region of £10,000.

### c) Installing benches in the Thoroughfare

The Council already has on order, from East Suffolk Council as part of the “Welcome Back” fund, the following items intended for the Thoroughfare:-  
6 planters – each 1m cubed  
6 backless benches (these have to be backless at the Welcome Back Fund does not permit items to be permanently fixed)

Members are to determine what items they would wish to prioritise for inclusion in the draft budget for 2022/2023

#### Item 14

To consider Christmas decorations for Whisstocks Place

Whisstocks Place will this year host the towns Carol Service, as well as festive themed markets and performances.

Previously small trees have been purchased for Whisstocks Place however with this area now becoming a focal point for the town, Christmas decorations, potentially including a tree, should be considered.

Members will recall the following from last year;

Agenda

***TO CONSIDER WHETHER TO BUDGET FOR CHRISTMAS DECORATIONS FOR CHRISTMAS 2021***

*In advance of Christmas 2021 it has been possible to source a commercial pre-lit Christmas “tree”, with artificial foliage around a steel frame which is secured by means of sandbags.*

*Members may be familiar with such trees if visiting commercial shopping outlets or Christmas markets. However, such an item would cost £2,545 plus delivery. It would require assembly and after Christmas, dis-assembly and storage.*

Minutes

**TO CONSIDER WHETHER TO BUDGET FOR CHRISTMAS DECORATIONS FOR CHRISTMAS 2021**

The Committee agreed to identify £2,500 as a new project for 2021/2022 for some form of Christmas illumination (precise scheme to be agreed) at Whisstocks Place.

Members are asked to consider Christmas decorations for Whisstocks Place

### **ITEM 15**

**To review the summer events in Elmhurst Park**

Following the conclusion of the summer events programme in Elmhurst Park Members are invited to provide comments for consideration.

### **ITEM 16**

**To consider creating a “poster wall” for organisations to post details of forthcoming events**

Although there is increasing use of social media a large number of residents still rely upon the traditional poster to advise them, or remind them, that an event or activity is taking place.

**Members are recommended to consider providing a “poster wall” where organisations can post details of their forthcoming events.**