



Woodbridge Town Council

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

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To members of the Amenities Committee

Cllr Adelson

Cllr Blois

Cllr Gillard

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 at **the Shire Hall** on: **Tuesday 6th December 2022 at 7.00pm**

Greg Diaper

Town Clerk

1st December 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 22nd November 2022
6. To consider the draft Grounds Maintenance Contract documents (to follow).
7. To consider the maintenance requirements at the Theatre Street toilet site.
8. Closure.

Woodbridge Town Council

Minutes of the meeting of the **Amenities Committee** held at the **Shire Hall** on **Tuesday 22nd November 2022** at 5pm

Councillors:

Present: D Adelson, Lady C Blois, P Gillard, J Jewers, S Miller, R Sanders, S Rawlings, and C Walsh.

Apologies: E O’Nolan and M Wilks

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

464. Apologies for absence

Apologise for absence were received from Councillors O’Nolan and Wilks.

465. To receive declarations of interest

Councillor Adelson declared a non-pecuniary interest in item 477 as a member of the Woodbridge Growers.

466. To consider requests for dispensations

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

467. Public Question Time

There were no members of the public present.

468. To receive and approve the Minutes of the meeting held on 11th October 2022

The Committee received and approved the signing of the minutes of the meeting held on 11th October 2022 as a true record.

469. To consider the future of the Council’s Grounds Maintenance

The Committee agreed that the Town Clerk is delegated to make the necessary cost-effective changes to the Grounds Maintenance Contract for submission to the QS firm working with the Council on this project.

470. To consider an offer of trees from Notcutts

The Committee agreed to accept the offer of fifty trees from Notcutts, with the Town Clerk asked to discuss with Notcutts the most suitable species for planting in the current climate (drought resistant).

471. To consider requests from Woodbridge in Bloom

The Committee considered the request from Woodbridge in Bloom and agreed the following:

- The Town Clerk is asked to investigate the possibility of attaching hose fittings to the taps within the Shire Hall, which if possible would be an agreeable solution for the watering of planters on the Market Square. Any costs for this work to be met from the Amenities Committee budget.
- That Woodbridge in Bloom are asked to provide more detail on their request for planters on the Market Square.

472. To consider how to promote the use/ hire of the Council's estate

The Committee proposed the following ideas for the promotion of the Council's estate:

- Create an advertising brochure and pay for adverts on social media and websites.
- Reach out to event organisers about the availability of the Council's estate.
- Consider licensing the Elmhurst Park bandstand for wedding ceremonies.
- Offer the Town Council estate as a setting for filming.
- Create digital imagery of the Council's building and make available for purchase.

473. To consider project funding requests for the 2023/24 budget

The Committee agreed the following funding requests for the 2023/24 budget:

- Market Square – Like for like replacement of the seating in situ; Officers to seek updated costs.
- Improvements to Tide Mill Way – Replacement of the dated concrete planters on Tide Mill Way with modern plants – Officers to seek updated costs but suggested to be in the region of £5000.
- Public events – Funding for a Christmas (market) event in Woodbridge incorporating an ice-skating rink; Officers to seek updated costs.

Previously included items such as the promotion of Woodbridge as a tourist destination, improved security and visibility of the Woodbridge Growers area and the improvement of Elmhurst Park for young people will be undertaken by the Committee using their own budget.

474. To note the receipt of the annual tree survey and the recommendations therein

The Committee noted the receipt of the annual tree survey and the recommendations therein.

The Town Clerk was asked to enquire if the dead willow on Fen Meadow could be felled and left in situ as habitat.

475. To consider a request from Woodbridge Football Club regarding Kingston Pavilion

The Committee considered the request from Woodbridge Football Club and agreed the following:

- To permit the Woodbridge Football Club to update the store cupboard into a changing and private toilet facility. The payment of any shared costs to be met from the Amenities Committee budget.
- To further discuss with the Woodbridge Football Club their requirements for a shed/storage facility.

476. 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, in accord with the Public Bodies (Admission To Meetings) Act 1960, the public and press on account of the confidential matters to be discussed.

477. To consider a report from Suffolk Constabulary regarding Elmhurst Park and to the consider the implications of the recommendations therein

The Committee considered the report from Suffolk Constabulary and agreed the following actions:

- To seek costs to remove the park furniture from Scouts Corner.
- To install 'Eyes on' signage in the park.
- To not seek planning permission for the Melon Pit sensory garden project, and not to proceed with any development in the Melon Pit area. A sensory facility elsewhere in the park remains a consideration of the Committee.

478. Closure

The meeting was closed at 6.38pm.

Councillor Miller
Chair

Item 7

To consider the maintenance requirements at the Theatre Street toilet site.

Members will recall the decision taken at the September meeting of the Committee when considering the Theatre Street toilet site:

292. To consider a request from East Suffolk Council regarding the Theatre Street toilets.

The Committee considered the joint request from East Suffolk Council and Suffolk Constabulary regarding the Theatre Street toilets and agree to:

- Ask Officers to enter into discussions with East Suffolk Norse and the management of the Angel Public House to agree a system to open and close the toilets on a daily basis.
- Ask Officers to seek quotations for the installation of fencing to stop access to the rear of the toilets and for the removal of the vanity walls at each door.
- To consider the full closure of the toilets to the public once the above modifications have been implemented.

Since that time a vandalism incident in the ladies toilet, which led to widespread flooding and necessitated to the switching off of the water supply to the toilets, has seen them closed to the public.



Due to the closure of the toilets no action has been taken to discuss an opening/ closing regime with local residents.

The following quotation has been received for the installation of fencing to stop access to the rear of the toilets and for the removal of the vanity walls at each door:

WORK TO BE CARRIED OUT INCLUDING LABOUR AND MATERIALS: Female – supply and install V mesh security fence and remove brick wall up to door. Male – supply and install V mesh security fence with a 1.2 meter wide lockable gate and remove brick wall up to door.	
COST	£3,771.42
VAT@20%	£754.28
Total to be paid	£4,525.70

Officers have also sought costs from a local locksmith for the installation of time locks on both doors – such locks are installed on the Hamblin Road and Station Road car parks in the town, and automatically open and the close the toilets at pre-set times of the day.

Issue Date	Expiry Date	Number			
23/11/2022	23/12/2022	SQ-1826			
Code	Description	Qty/Hrs	Price/Rate	VAT %	Net Amt
	iseo aries electronic door handle system for theatre street public toilets	2.00	380.00	20.00	760.00
Lock Item	door closers to allow doors to auto lock	2.00	75.00	20.00	150.00
L114	Locksmith Service to fit locks	1.00	140.00	20.00	140.00
VAT Rate	Net	VAT			
Standard 20.00% (20.00%)	£1,050.00	£210.00			
			Net Amount	1,050.00	
			VAT Amount	210.00	
			TOTAL	£1,260.00	

As Members are aware the Galley Restaurant are granted a wayleave to cross the Council’s land in order to access the rear of their property, therefore any decision to install fencing and a gate will need agreement with this party. The Town Clerk met with the owner of the Galley to discuss the proposals, who kindly pointed out that as well as being a rear access to the premises, it serves as a fire escape route and storage and access for bin removal. The restaurant was due it’s yearly fire safety inspection, and the following response has been received:

Good afternoon Greg,

Hope you’re keeping well.

I met with the Fire Officer on Wednesday and discussed with him the works to the toilets and the potential impact on the fire escape route from The Galley.

The Fire Officer advised that under Article 5, Section 3 of The Regulatory Reform (Fire Safety) Order 2005, the Town Council would become a ‘responsible person’, if works were carried out, which had the potential to jeopardise the escape route in anyway.

As such all works would need to be designed and constructed to ensure the escape route is maintained.

As said previously, happy with the works to go ahead - but need to make sure the escape route and bin collection is not compromised.

Anti-social behaviour

Despite the closure of the toilets the site remains a location for anti-social behaviour. At a meeting with local residents and business owners Officers were advised, based on experience, that even if the rear to the toilets is blocked off the main bulk of ASB and gatherings occurs under the tree/ on the green space facing the road. ASB, drug dealing, and public urination are commonplace.

Furthermore, Officers received the following communication from a local resident on November 26th.

I contacted you this year regarding the antisocial behaviour that occurs in the toilets on Theatre Street. I live [REDACTED] and yet again I feel compelled to report the disgusting behaviour. I know the Angel had closed early for a period of this year in order to stop this but unfortunately there have been a number of incidents again although I have to say Chris and Sarah have been very supportive and proactive in removing people/youngsters at closing time. I see that the toilets have been closed due to vandalism but this is not deterring antisocial behaviour at all.

So last night at around 9.30pm my security light came on and then I heard someone kicking the doors of the toilet trying to get in, I went out to ask them to stop and was confronted with three young lads, one kicking in the door, another weeing up my fence and the other drinking beer, I asked them to stop and was confronted with abuse, they told me to F Off and called me a C..T whilst he stood on the bottom of my fence and ill be very honest I was very scared as I was on my own in the house. I am absolutely sick and tired of watching lads urinate up against my property and do drugs of which I recorded last night on my phone.

So something needs to change the whole area needs closing off.

Members are asked to consider how they wish to proceed with the management of the Theatre Street site.