



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



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 **Council Chamber, Shire Hall** on: **Tuesday 12th July 2022 at 5.00pm**

Greg Diaper
Town Clerk
7th July 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 14th June 2022
6. To receive a presentation from Julie Catterwell, East Suffolk Council Community Liaison Officer.
7. To consider project funding requests for the 2023/24 budget.
8. To receive an update from the Grounds Maintenance Contract Working Party.
9. To receive an update on the Elmhurst Park toilet upgrade.
10. To receive an update from the Working Parties of the Committee.
11. To consider the quotations received for the upgrade to the Elmhurst Park bandstand.
12. To consider a request from the Seckford Foundation for a contribution toward the repair costs of a fence on Fen Meadow.
13. To consider the 'License to Occupy' receive from the Co-op regarding the Elmhurst Walk noticeboard.
14. To consider a request from the Tide Mill Trust to undertake dredging.
15. To agree expenditure regarding the Hamblin Road/ Elmhurst Park sign.
16. Closure.

Woodbridge Town Council

Minutes of the meeting of the **Amenities Committee** held at the **John Gibbins Gallery** on **Tuesday 14th June 2022** at 7pm

Councillors:

Present: D Adelson, Lady C Blois, P Gillard, S Miller, S Rawlings, and M Wilks.

Apologies: J Jewers, E O’Nolan, R Sanders, C Walsh

In Attendance: Town Clerk and two members of the public.

88. To appoint a Chair of Committee for the 2022/2023 Civic Year.

Councillor Miller was elected the Chair of the Amenities Committee for the 2022/23 Civic Year.

89. To appoint a Vice-Chair of Committee for the 2022/2023 Civic Year.

Councillor O’Nolan was elected the Vice-Chair of the Amenities Committee for the 2022/23 Civic Year.

90. Apologies for absence

Apologise for absence were received from Councillors Jewers, O’Nolan, Sanders and Walsh.

91. To receive declarations of interest

Councillor Adelson declared a non-pecuniary interest in item 97 as a member of the Woodbridge Growers.

92. To consider requests for dispensations

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

93. Public Question Time

The resident of Elmhurst Cottage spoke to her objections toward the proposed Melon Pit development.

94. To receive and approve the Minutes of the meeting held on 28th April 2022

The Committee received and approved the signing of the minutes of the meeting held on 28th April 2022 as a true record.

95. To note this Committee's Terms of Reference.

The Committee noted the Terms of Reference.

96. To note the receipt of the pre-planning application advice regarding the Melton Pit, and to discuss how to proceed with the site.

Members noted the receipt of the pre-planning application advice, which stated:

The applicant has stated that the land is owned by the Town Council. From the information submitted, it appears that the proposed works could be carried out under the (Schedule 2, Part 12) Class A permitted development rights, provided that any structures (including the pergola and canopies) are under 4 metres in height and 200 cubic metres in capacity.

Members agreed to ask the Town Clerk to:

- Organise a meeting with the resident of Elmhurst Cottage to discuss the Council's proposals in an attempt to mitigate her concerns over the development.
- Prepare designs and seek quotations for a sensory garden based on the preliminary designs submitted and further to a meeting with the resident of Elmhurst Cottage.
- Confirm the full legal position of permitted development rights.

97. To consider the ongoing issues of anti-social behaviour in Elmhurst Park and discuss how the Council can mitigate the problems.

Members noted the ongoing issues of anti-social behaviour in Elmhurst Park and agreed to ask the Town Clerk to:

- Contact the 'Town Pastors' organisation to enquire if they still operate in Woodbridge.
- Contact Suffolk Constabulary to enquire if ABS meetings are still being held.
- Investigate the potential use and cost of installing CCTV cameras and security lighting.
- Contact Access Community Trust regarding their work with young people in the town in 2021.
- Consider how to consult park users regarding the future of the park.

98. To consider an offer of trees from Notcutts.

Members considered and accepted the offer of trees from Notcutts.

The Town Clerk was asked to seek approval from Notcutts that should we be unable to plant the trees on the Town Council estate due to a lack of available space that leftovers are offered free of charge to members of the public.

99. To discuss the finger posts of Woodbridge.

It was agreed to ask the Town Clerk to further investigate the ownership of the finger posts in Woodbridge.

100. To approve expenditure toward the repair of the Elmhurst Park toilets.

The members present felt that hot water was not a necessity in the Elmhurst Park toilets and asked to the Town Clerk to investigate a cold water only supply.

Members agreed to mandate the Town Clerk to spend up to £1500 from Future Years Maintenance Reserve (315) to facilitate this repair work.

101. To note the current projects of the Committee.

Members noted the current projects of the Committee.

102. Closure

The meeting was closed at 8.22pm

Councillor Miller
Chair

Item 7

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

Prior to the cancellation of the Finance Committee meeting due to a lack of quorum, this Committee were due to consider a mechanism for Committees to submit their spending proposals for consideration during the budgeting process in line with section 3.1 of the Council's Financial Regulations:

formulate and submit proposals for the following financial year to the Finance Committee not later than the end of October each year including any proposals for revising the forecast. A suggested template for forecasting will be provided to the relevant committees.

A template has been suggested but not yet agreed, therefore in the **meantime members are asked to discuss any projects they wish Officers to investigate for potential inclusion in the Amenities Committee funding request.**

Item 8

To receive an update from the Grounds Maintenance Contract Working Party.

The Grounds Maintenance Working Party have met a number of times to discuss the potential of the Council bringing in house its Grounds Maintenance operation.

The agreed charges for 2022/23 with Suffolk Coastal Norse for the Grounds Maintenance and Bin Emptying are:

Grounds Maintenance - £49,779.84 (ex VAT)

Bin Emptying - £14,086.68 (ex VAT)

Further to the discussion the GMC Working Party requested that Officers produce a document detailing the basic requirements of WTC – this has been uploaded to SharePoint. Upon the production of this document the Working Party met with representatives from Native Gardens and Forestry, who have been asked to give their professional opinion to help the Amenities Committee quantify the manpower required to undertake the maintenance of the Council's estate in house. Only with an understanding of the work required can Officers and Councillors accurately calculate the likely costs of the proposal.

This work is ongoing, and the GMC Working Party recommend to the Amenities Committee that:

- **The professional fees for Native Gardens and Forestry are met from the Amenities Committee budget (5100).**

Members are also asked to note the following updates:

Vehicles

Transport will be required for operatives, machinery, cuttings etc to be moved around the Council's estate – Norse currently use a number of vehicles ranging from a dropside flatbed to a small van, depending on the way to be done by their operative (and having a large range of vehicles available). WTC can consider either purchasing a vehicle outright and or entering into a lease agreement with a local provider – the image overleaf provides an indication of the potential monthly costs for a lease agreement:

1		Volkswagen Caddy Cargo C20 N1 2.0 TDI FWD 75PS Commerce Van Manual [Start Stop]	Manual Diesel CRD, 5 door Van 24 month contract, 10000 miles p.a.	MY: 2022	Business price from £187.92 + VAT	View deal Add to compare
2		Volkswagen Caddy Cargo Maxi C20 N1 1.5 TSI FWD 114PS Commerce Van Manual [Start Stop]	Manual Petrol Turbo, 6 door Van 24 month contract, 10000 miles p.a.	MY: 2022	Business price from £191.00 + VAT	View deal Add to compare
3		Volkswagen Crafter CR30MWB FWD 2.0 TDI FWD 102PS Startline Van Manual [Start Stop]	Manual Diesel CRD, 5 door Van 24 month contract, 10000 miles p.a.	MY: 2022	Business price from £199.47 + VAT	View deal Add to compare
4		Volkswagen Caddy Cargo Maxi C20 N1 2.0 TDI FWD 102PS Commerce Van Manual [Start Stop]	Manual Diesel CRD, 6 door Van 24 month contract, 10000 miles p.a.	MY: 2022	Business price from £205.96 + VAT	View deal Add to compare
5		Volkswagen Caddy Cargo C20 N1 1.5 TSI FWD 114PS Commerce Van Manual [Start Stop]	Manual Petrol Turbo, 5 door Van 48 month contract, 10000 miles p.a.	MY: 2022	Business price from £216.47 + VAT	View deal Add to compare
6		Volkswagen Caddy Cargo C20 N1 2.0 TDI FWD 102PS Commerce Van Manual [Start Stop]	Manual Diesel CRD, 5 door Van 48 month contract, 10000 miles p.a.	MY: 2022	Business price from £228.36 + VAT	View deal Add to compare
7		Toyota Corolla LCV 5Dr 1.8 VVT-h FWD 122PS Van CVT [Start Stop]	CVT Petrol/Elect Hybrid, 5 door Van 36 month contract, 10000 miles p.a.	MY: 2022	Business price from £234.74 + VAT	View deal Add to compare
8		Citroen Berlingo M 1000Kg 1.5 BlueHdi FWD 100PS Enterprise Pro Van Manual	Manual Diesel CRD, 5 door Van 24 month contract, 5000 miles p.a.	MY: 2022 Q2	Business price from £244.73 + VAT	View deal Add to compare
9		Volkswagen Transporter T28SWB 2.0 TDI FWD 110PS Highline Van Manual [Start Stop]	Manual Diesel CRD, 5 door Van 12 month contract, 10000 miles p.a.	MY: 2022	Business price from £258.66 + VAT	View deal Add to compare

Mowing

The Working Party consider that whilst smaller areas of grass sward (Elmhurst Park, Fen Meadow upper meadow, Fitzgerald Green), could be undertaken by staff using owned or leased ride on mowers, the cutting of larger (Kingston Field) and more complicated (Fen Meadow lower meadow), areas of grass should be undertaken by a specialist contractor. Quotations for this work will be sought.

Bin emptying

This is a specialist task which requires a suitable vehicle for transporting waste and a license to dispose of the waste collected. Officers will seek a standalone quotations for this work including private companies such as Biffa and Veiolia.

Timeline

The Council's current agreement with Norse expires on March 31st 2023. Officers and the Working Party will continue working on the above with a view to presenting a case to the Committee at its meeting on September 13th.

Item 9

To receive an update on the Elmhurst Park toilet upgrade.

Members will recall the item from the April 5th meeting which introduced the potential installation of a Changing Place toilet facility in Elmhurst Park, funding for which has been included in the 2022/23 budget (£20,000). Since this meeting the following has happened:

- ESC has confirmed that a modular toilet would be eligible for funding and hence have submitted the following to the 'Cities and Local Growth' government department:
 - Is a modular CP being installed or is it in an existing building – Modular – positioned adjacent or attached to the existing toilets in Elmhurst Park.
 - Estimated date of completion – 31/03/23
 - Total capital costs for this venue - £57,500
 - Total costs in 2022/23 and 2023/24 - £57,500 (It would be WTC's preference to complete the works in the 2022/23 Financial year.
 - Total forecast amount of grant spent in 2022/23 and 2023/24 £37,500 in 2022/23.
 - Capital match funding total and source - £20,000
 - Estimated annual running costs (per annum) - £2000
 - Organisation responsible for the running costs – Woodbridge Town Council
- ESC has provided details of companies who supply modular Changing Place toilets - *The market leaders are Rise Adaptations who specialise in modular CPTs, building extensions and sensory rooms. AccessoLoo (based in Ireland) have also started providing modular builds on the mainland. We have seen and approved plans from both of these providers. In addition we are aware that Innova and Closomat, who have both been long standing CPT installers have also started to branch out into the modular field.*
- Officers have held virtual meetings with Rise Adapt and have discussed the installation of a standalone Changing Places toilet to be installed alongside the current toilets, and the installation of a modular Changing Place toilet and standard toilet facilities to completely replace the current toilets. At the time of writing communication with other suppliers is ongoing in order to seek comparative quotations.
- Quotations have been received from Rise Adapt for these options are these are detailed further overleaf. Based on these costs WTC will have to find additional funds to pay for either type of installation
- East Suffolk Council have confirmed that there is no additional funding on top of the £37,500 already proposed for the project – see below email communication which details what

From: Town Clerk <townclerk@woodbridge-suffolk.gov.uk>

Sent: 01 July 2022 11:36

To: Benjamin Porter <Benjamin.Porter@eastsuffolk.gov.uk>

Subject: FW: RISE CHANGING PLCES

Dear Ben,

Please see attached the two quotations I have received from Rise Adapt for modular changing places toilets. In summary:

CP Modular Standalone toilet - £71,000.00

CP Modular toilet inc. 2 toilets (including the demolition of our existing toilet) - £115,500.00

Previously we'd expected the total cost of the project to be £57,500, with WTC putting £20,000 and ESC/ grant funding providing - £37,500. WTC also have £20,000 for a refurb of the existing toilets.

So, just for the modular toilet we are £13,500 short.

How can we move this forward? Is there further funding available or will WTC be expected to pick up the slack?

Best

Greg

From: Benjamin Porter <Benjamin.Porter@eastsuffolk.gov.uk>

Sent: 04 July 2022 09:08

To: Town Clerk <townclerk@woodbridge-suffolk.gov.uk>

Subject: RE: RISE CHANGING PLCES

Hi Greg,

Thanks for sending this through.

Unfortunately, there is no further funding available through the fund so WTC would need to pick up any slack in the budget.

Let me know what you decide on.

Best regards

Ben

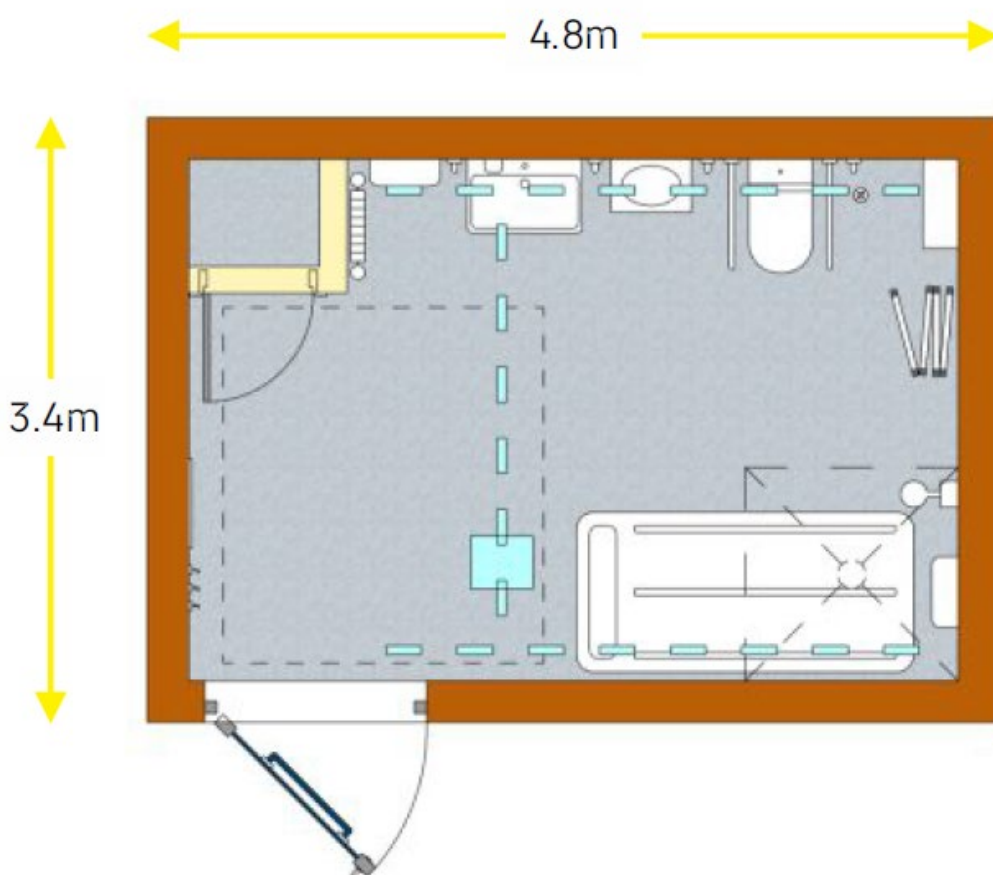
The other option is refurbishing the existing toilets and £20,000 is included in the current budget for this purpose. An advert has been placed on the Government Contracts Finder website to seek interested parties, and the following has been received from a company specialising in interior decoration (their brochure has been uploaded to SharePoint)

Our ***ballpark*** quote is £17895+VAT. This is to redecorate the interior spaces of the toilets using our excellent Textured Interior Surface Vinyl – please see website and attached info. We can get these toilets from zero to hero!

<https://www.complete-graphics.co.uk/architectural-wrapping>

Members are asked to consider the Councils option for the Elmhurst Park toilet upgrade.

CP POD



Modular CP Pod: £56,500.00

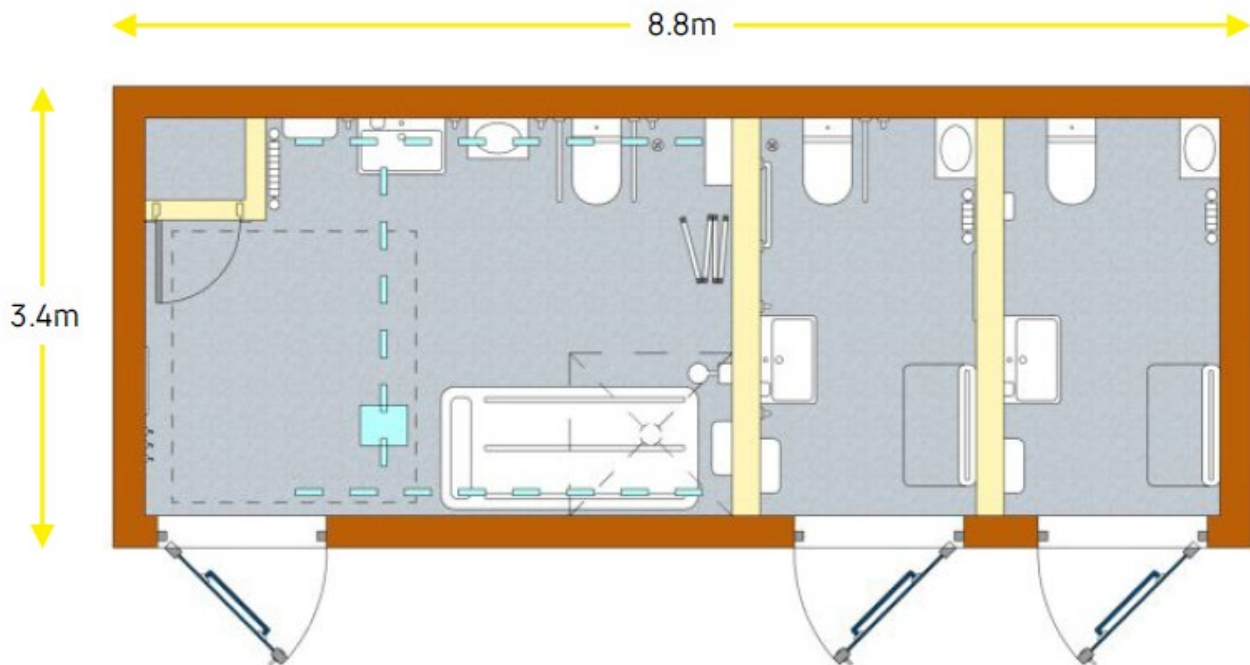
Design, build, delivery, installation, commissioning, registration, training, and warranties.

Groundworks & Services: £14,500.00

Concrete foundation system with services connections. Includes all professional fees.

Total Cost: £71,000.00 (ex VAT)

CP+2 POD



Modular CP Pod: £89,000.00

Design, build, delivery, installation, commissioning, registration, training, and warranties.

Demolition, Groundworks & Services: £26,500.00

Concrete foundation system with services connections. Includes all professional fees.

Total Cost: £115,500.00 (ex VAT)

Item 11

To consider the quotations received for the upgrade to the Elmhurst Park bandstand.

As part of the Council's drive to make Elmhurst Park more accessible, quotations have been sought to provide ramped access onto the bandstand:

Houchell - £7,257.25

PC Rust - £6173.96

Norse - £15,309.58

The full quotations have been uploaded to SharePoint.

There is no budget for this work in the current financial year – Members may consider this as a potential project for next financial year (see item 7), or could request Full Council to consider if it were possible the fund the work from the Council's reserves.

Item 12

To consider a request from the Seckford Foundation for a contribution toward the repair costs of a fence on Fen Meadow.

During the storms in early 2022 a large tree on Fen Meadow damaged a 15m section of the boundary fence of Fen Meadow and the Abbey School.



The foundation has received a quote for the repair work (uploaded to SharePoint), and are seeking a 50% contribution from the Council toward the work.

The initial advice from the Council's insurers to the question as to whether the costs can be claimed via our insurance is:

Potentially, if the school can demonstrate that the damage was caused by negligence in the fulfilment of your responsibilities.

You would need to talk our claims department so that they can determine whether or not it is within the terms of the Public Liability after examining the full details though.

Email communication has been made to the claims department.

Members are asked to consider a request from the Seckford Foundation for a contribution toward the repair costs of a fence on Fen Meadow.

Item 13

To consider the 'License to Occupy' receive from the Co-op regarding the Elmhurst Walk noticeboard.

Then Committee have previously expressed an interest in installing a poster wall onto the fence which defines the boundary between the Council's land at Elmhurst Walk and the Co-Op site.

The Co-Op have provided a 'License to Occupy' to the Council, which details the location for which we wish to install a noticeboard – this document has been uploaded to SharePoint.

At the time of writing the Councils solicitors are reviewing the license.

Members are asked to consider

- (If the Councils solicitors advise accordingly) To recommend to Town Council that Woodbridge Town Council enters into an agreement with the East of England Co-operative Society to install a noticeboard in Elmhurst Walk.
- To agree that any legal costs regarding the License to Occupy and future installation and maintenance costs for the Poster Wall are met from the Amenities Committee budget.

Item 14

To consider a request from the Tide Mill Trust to undertake dredging.

The Town Clerk has received the following communication from the Chair of the Tide Mill Trust:

I write to seek Town Council approval for a licence to carry out dredging work to clear silt in order to allow the Tide Mill to continue operations.

I explained the situation of increased silt in the River Deben beginning to limit the outflow of water from the Mill wheel and therefore the ability to mill grain to the Amenity Committee at their meetings on 25 January and 8 February 2022.

The Woodbridge Tide Mill Trust has now obtained Natural England consent and a Marine Management Organisation licence to carry out clearance work by Water Injection Dredging. Considering the Crown Estate is landowner and Woodbridge Town Council is leaseholder of the land in question, we seek permission from WTC to carry out such maintenance works. The Crown Estate have indicated that dredging is permitted under the existing lease agreement and therefore only permission from WTC remains outstanding prior to commencing the essential maintenance work to keep the Mill in operation.

There are three operational windows during the next 12 months, and, if used, the sediment will be liquified and dispersed during an outgoing tide. The quantity of dredged material will be roughly 155m³ per campaign. The volume is very small and the work will be done at a time aimed at not disturbing wildlife on the river.

Given Council approval, the Mill will seek tenders for the work. We will also seek grants to cover the cost of dredging. One possible grant source is Viridor, the recycling companies fund. For that we need to source a 10% contribution from a third party source. Although we will not have an estimate of the 10% until tenders are in, it is unlikely to be above £2,000. The Tide Mill Trust would like to seek in-principle agreement from the Council to contribute the 10% to a Viridore bid on the understanding that final agreement would be given by the Council only once costs are known.

Many thanks.

Best wishes.

There are a number of issues for the Committee to consider:

Requirement under the Council's lease of the Foreshore

WTC leases the foreshore and bed of the River Deben from the Crown Estates. The lease contains this clause:

3. GRANT

- 3.1 The Landlord lets the Property to the Tenant together with the Rights with no title guarantee for the Term.**

the rights are defined as:

Rights

the right (in common with the Landlord and persons authorised by it) to Dredge within the Property but only for the purposes of access within the Property and to keep that part of the Property dredged to a depth of not more than 2 metres below chart datum.

The Crown Estate have advised that if the requirements of the Tide Mill fall within the Rights permitted in the lease then it will be in the Council's gift to approve the works. If the Council decides that the requirements of the Mill fall outside of the Rights, then a separate agreement will be required.

The Crown Estate have confirmed in communication to the Tide Mill Trust:

As a general point, and without prejudice to the lease, there is no reason for the Crown to want to frustrate your client's endeavours.

Members are therefore asked to consider the following:

- **Does the request from the Tide Mill Trust to undertake dredging fall within the Rights defined in the Council's lease of the foreshore.**

Permission

The Amenities Committee Terms of Reference states: -

c. recommend such steps as it deems necessary for the regulation of the management of those properties for which the Council is the custodian trustee.

If Members consider that the request from the Tide Mill Trust does fall within the Rights defined in the Council's lease then a recommendation to give approval for the works should be made to Town Council.

If Members consider that the request from the Tide Mill Trust does not fall within the Rights defined in the Council's lease but do wish to see the work undertaken, the Town Clerk should be mandated to enter into discussion with the Crown Estate to draft an agreement.

Request for funding

The Tide Mill have also requested an in-principle agreement from the Council to contribute the 10% toward the costs of the work, which is based on the potential of sourcing grant funding from Viridore.

Members are asked to consider the request for an in-principle agreement to provide 10% of funding toward the work, noting that the final decision will be for Full Council to agree (unless the Amenities Committee wish to fund it from their Committee fund), once full quotations are received. The Committee could request that Full Council make this decision.

Item 15

To agree expenditure regarding the Hamblin Road/ Elmhurst Park sign.

The sign has been removed from its frame adjacent to the Hamblin Road car park and is stored in the Elmhurst Park gardeners shed.

Hilary Whyard, the artist recommended by this Committee to undertake any work, has examined the wood and agrees with the opinion of Officers that the material is too rotten to be reused. A new sign is therefore required.

Should Members wish for a hand painted sign following the original design (with some updates to the park scene), members are asked to agree the following expenditure regarding the Hamblin Road/ Elmhurst Park sign.

- Purchase of marine plywood as the sign material and laminate for a covering.
- Purchase of all materials to prepare, paint and treat the sign.
- Costs for installing the new sign.

Members are also asked to consider options for the future of the old sign – display elsewhere on the Town Council estate (indoors), donate to a museum or destroy.