



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 **the Shire Hall** on: **Tuesday 14th February 2023 at 7.00pm**

Greg Diaper

Town Clerk

8th February 2023

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 10th January 2023
6. To receive a presentation from the Woodbridge Climate Action centre regarding the potential use of the Elmhurst Park for a community facility.
7. To consider the grant applications to be made as part of the tranche 1 of UK Shared Prosperity Fund (to follow).
8. To consider the use of Elmhurst Walk as a sensory garden/ walkway.
9. To consider a request from the Woodbridge Tennis Club regarding the pruning of trees overhanging the Kingston Field tennis courts.
10. Closure.

Woodbridge Town Council

Minutes of the meeting of the **Amenities Committee** held at the **Shire Hall** on **Tuesday 10th January 2023** at 5pm

Councillors:

Present: D Adelson, P Gillard, E O’Nolan, S Miller, R Sanders, and C Walsh

Apologies: Lady C Blois, J Jewers, S Rawlings and M Wilks.

In Attendance: Town Clerk and Cllr. Leach.

613. Apologies for absence

Apologise for absence were received from Councillors Blois, Jewers, Rawlings and Wilks.

614. To receive declarations of interest

Councillor Adelson declared a non-pecuniary interest in item 620 as a member of the Woodbridge Growers, and item 623 as his wife is an allotment holder.

Councillor O’Nolan declared a non-pecuniary interest in item 620 as the Chair of the Woodbridge Climate Action Centre.

615. To consider requests for dispensations

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

616. Public Question Time

There were no members of the public present.

617. To receive and approve the Minutes of the meeting held 6th December 2022

The Committee received and approved the signing of the minutes of the meeting held on 6th December 2022 as a true record.

618. To note the pre-planning application advice received from the Planning Authority regarding the Elmhurst Park toilet project/ demolition of buildings in a conservation area

Members noted the pre-planning application advice received from the Planning Authority regarding the Elmhurst Park toilets and mandated the Town Clerk to seek planning permission for the demolition of the toilet block. Any costs incurred as part of the planning

process would be met from the Amenities Committee budget (5100).

619. To note the quotations received for the boarding and demolition of the Theatre Street toilets

The Committee noted the quotations received for the boarding and demolition of the Theatre Street toilets.

620. To consider the relocation of the Scouts Corner benches, including the quotation received to undertake the work

The Committee considered the quotation received to undertake the relocation of the Scouts Corner benches and the communication from the owner of the pergola, and agreed the following actions:

- To ask the Town Clerk to discuss with the owner of the pergola an agreeable means of removing the feature.
- To approve the quotation received from East Suffolk Norse at the cost £2,157.10 (ex VAT), payable from the Amenities Committee budget (5100), to relocate the benches from Scouts Corner to elsewhere in the park (one large bench next to the new play equipment, two smaller benches to the south-west boundary)

It was further agreed to defer the discussion about the future of Scouts Corner to a future meeting of the Committee.

621. To consider the draft tender documents for the Council's Grounds Maintenance, and to consider a quote for additional services from the Council's appointed QS

The Committee agreed to request that Key Performance Indicators and an incentive fee be removed from the Grounds Maintenance Contract tender documents.

With these changes the Committee approved the tender documents for publication on the Contracts Finder website.

The Committee agreed to defer a decision on the quotation for additional services in order that the Town Clerk can seek separate costs for the eight services offered by the QS.

622. To consider applying for funding to install a water bottle refill station

The Committee agreed to not apply for funding to install a water bottle refill station.

623. To receive an update regarding the Kingston Field allotments

The Committee agreed that the allotment working party be requested to meet in order to consider the particulars of the current tenancy agreement and discuss whether a more up to date agreement could be considered

624. Closure

The meeting was closed at 6.20pm.

Councillor Miller
Chair

DRAFT

Item 6

To receive a presentation from the Woodbridge Climate Action centre regarding the potential use of the Elmhurst Park for a community facility.

Proposal to WTC Amenities Committee for use of land at Elmhurst Park.

Background:

Woodbridge Climate Action Centre was established in September 2022 in response to local calls for collective action to mitigate and adapt to the three most pressing issues facing humanity. These are climate change, biodiversity loss and human wellbeing.

The primary aim of the Centre is to share knowledge with local communities, and to facilitate positive action for planet and people through a diversity of provision. The work of the Centre will be widely inclusive, participatory, evidence-based and impactful. To meet the objectives of the Centre, activities will be delivered both in the field as well as in community halls and rooms. Over time, the intention is to establish 'sites of good practice' and 'demonstration' areas. The establishment of a central hub, a headquarters, is crucial to meeting the objectives of the Centre, and delivering success is contingent on easy, open access to all members of the community. For this reason we are exploring opportunities to locate our Centre hub right at the heart of the community.

For the Council, this will provide a centre which will build and thrive on community involvement. It will benefit all, without discrimination. We will provide almost everything we do free to the individual, raising funds in a variety of ways.

During the last four months we have had several locations in mind; Elmhurst Park, the Longshed at Whisstocks, and the first floor of the museum (which is currently empty). We have had discussions with WRT and the Museum Trust, and these did not progress. We are currently operating from the Tide Mill, and must vacate in April.

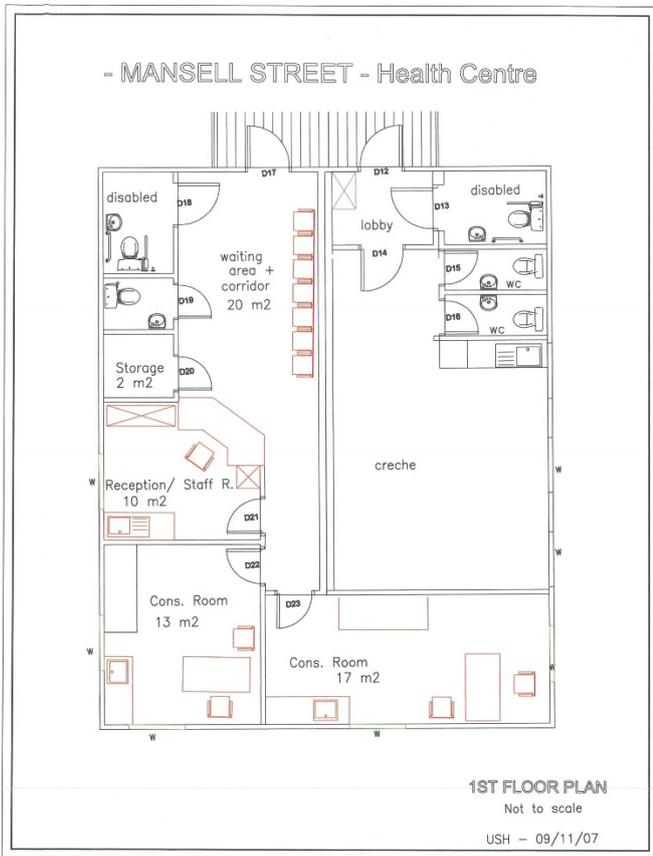
We have also been busy on the fundraising side. Grants from WTC and Waldringfield Fairway Committee are expected to be matched by grants from SCC and ESC in the near future.

In the meantime, the Centre has been offered a portable building free of charge. This is a lovely structure. Professionally recycled from shipping containers, and thoughtfully finished inside. The roof has been planted, and foliage runs down the sides. It is two years old, and is currently in use as a community & medical centre in the City of London, where it is locally known as "The Green Box". A permanent building has now replaced it, and it needs to be removed in the very near future. It requires only a space on which to locate it, and could be operational very quickly.

The Green Box:

The single-storey structure is modular, and can be configured in various ways. Approximate measurements are 8m x 11m, and the height is 2.2m. Overall volume is less than 200 M3, which means that it should constitute a **Permitted Development** at East Suffolk Planning.

It is fully fitted, and incorporates five toilets, two of which are accessible, and small and large meeting areas. We will no doubt fit solar panels to the roof at some stage, and will use composting toilets. Grey water will be run to a soakaway, rainwater will be harvested, and there will be no need to connect to mains drainage.



Elmhurst Park:

The park offers an excellent location. It is central to the town, with good level access.

1. It is centrally located, and many visitors will be able to walk to the centre
2. Hamblin Rd car park & bike racks close by
3. It is surrounded by wide-open spaces which will soon be rewilded
4. There is electricity on site, and water very close by.
5. It will provide WCAC and WTC with a high-profile facility to enable their Climate Plans

We have identified four spaces in the park which could accommodate the centre.



- **Site 1: Scouts Corner** has for some years had a troubled history. It is the site of regular anti-social behavior, and the Town Council has resolved to move the benches and the arbour from the site. Town Clerk has been tasked to come up with a plan for Scouts Corner.
- **Site 2: South of the Growers.** This is perhaps the single best location. Great access on foot and by wheelchair / mobility vehicle. Electricity & water at hand, and the centre could provide very useful indoor facilities for other events in the park.
- **Site 3: ‘The Dip’**, once the site of a large tree, close to the pedestrian entrance at Fen Walk.
- **Site 4**, at the southern edge of the park, and adjacent to the recycling bins in Hamblin Rd car park.

We think Site 2 is by far the best suited to such a building, with easy access to electricity and water. Paved footpaths lead to the front doors in each site, making wheelchair access possible. The existing double hedge on the western edge is already about half the height of the building, and will grow to full height during the coming few years.

As this space is surrounded by soil, it offers tremendous potential for related outdoor activity. A **Community Garden** could be created upon the external walls, roof and immediate surrounding space of the centre. Depending on space this can be a display of clever ways to grow sustainably in a small space. It will be made beautiful and fun, with herbs, vegetables, flowers and all sorts, kept nicely so it is a visual benefit and inspiration to the area. ^[1]_[SEP]

Proposal:

Woodbridge Climate Action Centre would like to locate the Green Box in Elmhurst Park. This will provide a base from which the Centre and the Council can together provide their services to the community. These services will include:

- regular educational programs, providing local solutions to the Climate Crisis
- on-site workshops
- a walk-in centre to provide mental health support to the community
- a learning centre for schools and other groups, using indoor and outdoor facilities

Costs & Funding

We have adequate funds to cover the installation and setup costs. A related donation has been committed to the Centre, if Council approval is received.

We expect that the building will remain the property of the Centre. If the Centre later relocates, or ceases operation, we will be happy to remove the building at our cost, if the Council so wishes.

Publicity

If approved, this is very much a good-news story. We would propose a joint press release, telling the town about the Green Box, and the services which will be developed to operate there.

-Ends-

The following communication has been made the Duty Planner at East Suffolk Council to provide Members with more information regarding permitted development rights for such an installation.

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

Sent: 31 January 2023 16:43

To: dutyplanner <dutyplanner@eastsuffolk.gov.uk>

Subject: Shipping containers in Elmhurst Park, Woodbridge

Dear Duty Planner,

Woodbridge Town Council are considering the possibility of using shipping containers to create a community hub in Elmhurst Park, Woodbridge.

WTC is the freehold owner of the park, which is within the Woodbridge Conservation Area.

Would Planning Permission be required to install such a facility onto our property?

Best

Greg

From: dutyplanner <dutyplanner@eastsuffolk.gov.uk>

Sent: 01 February 2023 10:38

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

Subject: RE: Shipping containers in Elmhurst Park, Woodbridge

Good Morning

Thanks for your email.

Part 12 Class A of the General Permitted Development Order covers Local Authority development. I note the proposal would be in a sensitive location and it would be helpful if you could provide some additional information or alternatively seek advice through the formal pre-application response route, more information found here: [Pre-application advice service » East Suffolk Council](#)

I hope this helps.

Kind Regards

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

Sent: 03 February 2023 14:20

To: dutyplanner <dutyplanner@eastsuffolk.gov.uk>

Subject: RE: Shipping containers in Elmhurst Park, Woodbridge

Dear Duty Planner,

Thanks for your below response.

For confirmation, these are recycled buildings, which are currently being used a community facility in London, but have been offered to Woodbridge Town Council as part of climate emergency plans. An image of the building is shown below:



The square footage of the building will be approx. 120m² once installed, and will complement the modern toilets we are due to install in the park this summer (we have already been advised that planning permission is not required for these buildings, although we will be submitting a planning application for the demolition of the existing building).

Time is of the essence as these building need to find a home – to assume permitted development rights what other information is required, or would a pre-app be the best way to receive a response.

Best

Greg

Good afternoon,

I do appreciate that you are hoping for a swift response. However, as these are large structures going in a public space, I would definitely encourage a formal pre-app written response in this instance so that the Planning Authority can confirm whether these containers would qualify under Part 12 in terms of both size and for their potential use as a community hub.

The legislation sets out the following:-

PART 12 Development by local authorities

Class A

Permitted development

A. The erection or construction and the maintenance, improvement or other alteration by a local authority or by an urban development corporation of—

(a) any small ancillary building, works or equipment on land belonging to or maintained by them required for the purposes of any function exercised by them on that land otherwise than as statutory undertakers;

(b) lamp standards, information kiosks, passenger shelters, public shelters and seats, telephone boxes, fire alarms, public drinking fountains, horse troughs, refuse bins or baskets, barriers for the control of people waiting to enter public service vehicles, electric vehicle charging points and any associated infrastructure, and similar structures or works required in connection with the operation of any public service administered by them.

Interpretation of Class A

A.1 For the purposes of Class A, “urban development corporation” has the same meaning as in Part 16 of the Local Government, Planning and Land Act 1980 (urban development)(1).

A.2 The reference in Class A to any small ancillary building, works or equipment is a reference to any ancillary building, works or equipment not exceeding 4 metres in height or 200 cubic metres in capacity.

So as you can see, the exemption is intended for modest structures and equipment. The specified size limit is 200 cubic metres so all dimensions of length, width and height should be supplied to enable the volume calculation to be made. Judging from the photograph though it looks to be over 2 metres tall in which case the cubic volume threshold would be exceeded in any event, triggering an application. Any formal planning application from the Town Council would incur a 50% reduction in fee.

Thank you

Duty Planner today

Members are asked to consider the request from the Woodbridge Climate Action Centre.

Item 8

To consider the use of Elmhurst Walk as a sensory garden/ walkway.

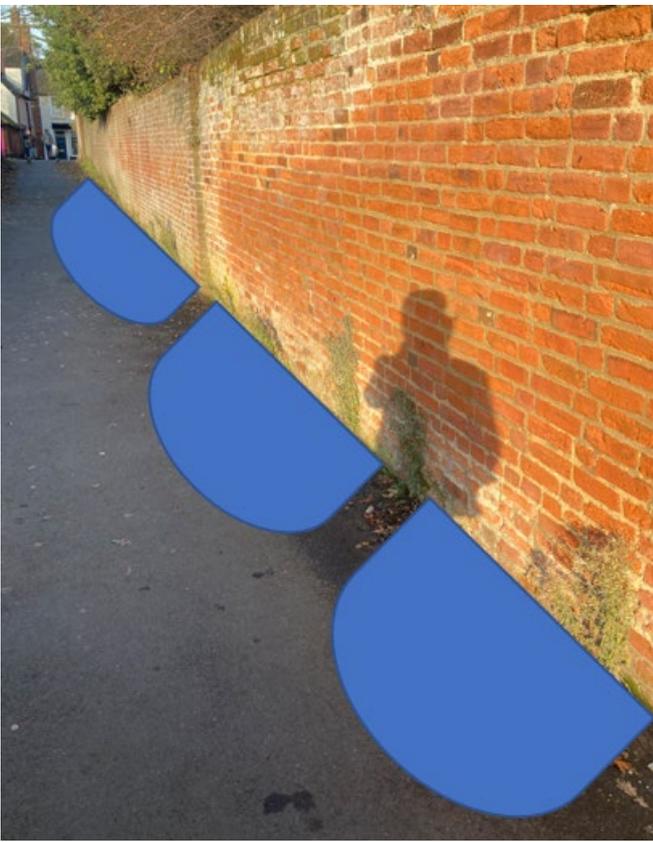
Since the demise of the Melon Pit sensory garden project, Officers have been considering other locations on the Council's estate which could be utilised to provide a sensory feature for people to use and enjoy.

The recent tidying of Elmhurst Walk, the pathway which links the Thoroughfare with the Hamblin Road car park and provides a pedestrian access to Elmhurst Park, is considered a reasonable location for consideration.



Elmhurst Walk was created in 1955 through an agreement between the Woodbridge Urban District Council and the Field and Company Limited in order to provide access to Elmhurst Park across the formers land. In 1980 the 'passageway' was conveyed to Woodbridge Town Council from the Field and Company Limited and has been maintained WTC since that time. The latest major work to the walk was a full re-surface in 2019. Copies of both documents are available on SharePoint.

Whilst consideration must be given to ensure there is sufficient space for all users of the walk, the positioning of curved planters and other features along the park wall could provide a sensory garden feature and make the walk far more attractive than the featureless tunnel it is currently.



Whilst the Council does have reserves earmarked for the sensory garden project, it may be possible to secure grant funding (see item 7) for such a project.

Members are asked to consider the use of Elmhurst Walk as a sensory garden/ walkway.

Item 9

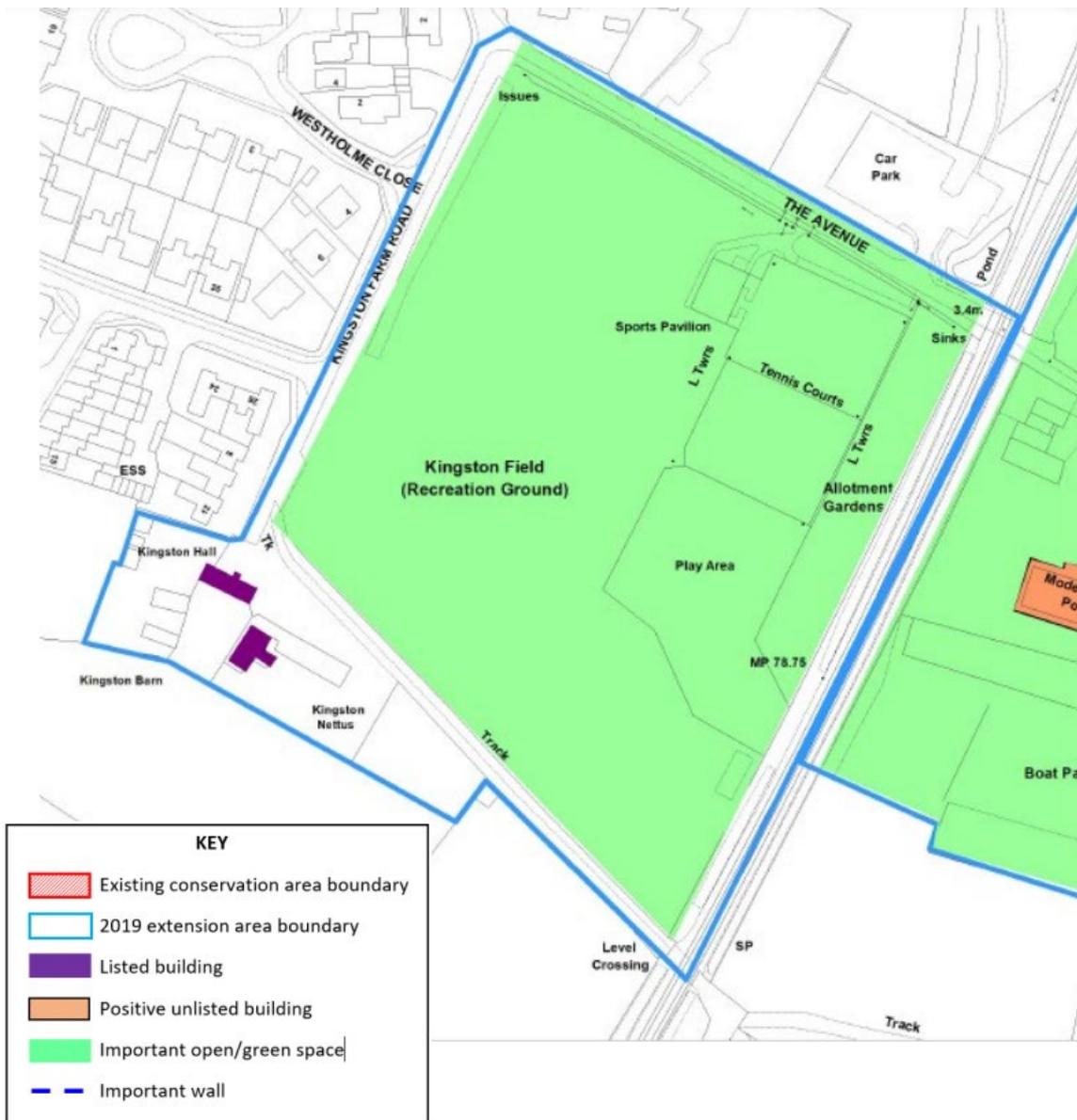
To consider a request from the Woodbridge Tennis Club regarding the pruning of trees overhanging the Kingston Field tennis courts.

The Woodbridge Tennis Club have asked the Committee to consider pruning/ crown reducing the trees which are closest to the Kingston Field tennis courts.

The club are concerned that the playing surface is being damaged by fallen debris and seedlings, as shown in the photos.

A crown reduction of the trees would also benefit the Council’s allotment holders by improving the light to notoriously shaded plots.

Should members consider this work appropriate, a TCA planning application would be required as Kingston Field was included in the Woodbridge Conservation Area following a review in 2019.



Members are asked to consider a request from the Woodbridge Tennis Club regarding the pruning of trees overhanging the Kingston Field tennis courts.

