



**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 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 the at **John Gibbins Gallery, The Longshed, Tide Mill Way** on: **Tuesday 14<sup>th</sup> June 2022 at 7.00pm**

Greg Diaper  
Town Clerk  
9<sup>th</sup> June 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. To appoint a Chair of Committee for the 2022/2023 Civic Year.**
- 2. To appoint a Vice-Chair of Committee for the 2022/2023 Civic Year.**
- 3. Apologies**
- 4. 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.
- 5. 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.

**6. 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.

7. To receive and approve the Minutes of the meeting held 28<sup>th</sup> April 2022
8. To note this Committee's Terms of Reference.
9. To note the receipt of the pre-planning application advice regarding the Melton Pit, and to discuss how to proceed with the site.
10. To consider the ongoing issues of anti-social behaviour in Elmhurst Park and discuss how the Council can mitigate the problems.
11. To consider an offer of trees from Notcutts.
12. To discuss the finger posts of Woodbridge.
13. To approve expenditure toward the repair of the Elmhurst Park toilets.
14. To note the current projects of the Committee.
15. Closure.

## Woodbridge Town Council

Minutes of the meeting of the **Amenities Committee** held at the **John Gibbins Gallery** on **Thursday 28<sup>th</sup> April 2022** at **6.30pm**

### Councillors:

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

Apologies: S Bale, Lady C Blois, J Jewers.

In Attendance: Town Clerk and one member of the public.

#### 959. Apologies for absence

Apologise for absence were received from Councillor Bale, Blois and Jewers.

#### 960. To receive declarations of interest

Councillor Adelson declared a non-pecuniary interest in item 964 as his wife is an allotment holder.

#### 961. To consider requests for dispensations

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

#### 962. Public Question Time

The member of the public present did not wish to speak.

#### 963. To receive and approve the Minutes of the meeting held on 5<sup>th</sup> April 2022

It was agreed that at item 879 Cllr. Walsh was also agreed as a member of the Allotment Working Party.

With these changes the Committee received and approved the signing of the minutes of the meeting held on 5<sup>th</sup> April 2022 as a true record.

#### 964. To receive an update from the Allotment Working Party.

The Allotment Working Party provided an update following their first meeting.

**965. To receive an update from the Melon Pit Working Party.**

The Melon Pit Working Party provided an update following a recent site visit and discussion with the neighbour.

The Town Clerk advised that the pre-planning application advice had been submitted.

**966. To note communication with East Suffolk Council regarding the 'Woodbridge Connect' project.**

Members noted communication with East Suffolk Council regarding the 'Woodbridge Connect' project.

**967. To consider a request from the Highways Committee regarding tourist signage for Whisstocks Place/ Woodbridge Historic Riverside.**

The Town Clerk was asked to communicate with the Council's tenants regarding potential signage at Whisstocks Place.

**968. To appoint a contractor to undertake the Art Club structural survey.**

It was agreed to appoint the NPS Group to undertake the following work at the Woodbridge Art Club:

Non-intrusive building condition survey - £1,200.00 + VAT.

Non-intrusive structural condition survey - £1,950.00 + VAT.

It was further agreed that these costs be met from the Future Years Maintenance Reserve (315).

**969. To note the current projects of the Committee.**

The Committee noted their current projects.

**970. Closure**

The meeting was closed at 7.30pm

Councillor O'Nolan  
Chair

## Item 8

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

Full Council approved the Terms of Reference for its Committees at the Annual General Meeting held on May 17<sup>th</sup>. **Members are asked to note the Terms of Reference for the Amenities Committee.**

#### 6. Amenities Committee

The Committee shall:

- a. incur expenditure on the Council's amenities and property which is within the agreed budget for the current year.
- b. promote the prudent and efficient management of all those properties for which the Council is directly responsible,
- 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,
- d. monitor all the amenity and safety matters within or in the neighbourhood of Woodbridge and press for such correction or improvement action as is deemed desirable,
- e. propose new projects for the benefit of the inhabitants of Woodbridge,
- f. recommend measures for the protection and improvement of the local environment,
- g. propose schemes for the encouragement of local tourism, sport and cultural activities,
- h. submit any expenditure proposals in the forthcoming financial year to the Finance Committee not later than the end of November in the current year.

## Item 9

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

The pre-planning application advice has been received from the planning authority and this document can be seen in full overleaf.

In summary;

*If the area of land is owned by the Town Council and the Town Council is undertaking the works, there are Permitted Development Rights as a Local Authority under Schedule 2, Part 12, Class A of The Town and Country Planning (General Permitted Development) (England) Order 2015.*

*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.*

*Therefore, provided that the structures do not exceed 4 metres in height or 200 cubic metres in capacity, it appears that Planning Permission is not required for these works. However, we strongly encourage the Town Council to fully consider the amenity impacts to the neighbouring property and seek to reduce harm to amenity where possible.*

*If any structures proposed would exceed 4 metres in height or 200 cubic metres in capacity, planning permission will be required. If planning permission is sought, residential amenity will be a material planning consideration.*

**Members are asked to note the receipt of the pre-planning advice from East Suffolk.**

Officers will prepare a design of the garden, based on previous submissions and following discussions had at the location, and this will be published before the meeting – **More to follow**



Greg Diaper  
Shire Hall  
Market Hill  
Woodbridge  
Suffolk  
IP12 4LP

**Your ref:**  
**Our ref:** DC/22/1595/PREAPP  
**Date:** 18 May 2022  
**Please ask for:** Eleanor Attwood  
**Direct dial:** 07385 407101  
**Email:** [planning@eastsuffolk.gov.uk](mailto:planning@eastsuffolk.gov.uk)

## Pre-application planning advice

**Application ref:** DC/22/1595/PREAPP

**Location:**

Elmhurst Park  
Lime Kiln Quay Road  
Woodbridge  
Suffolk

**Proposal:**

Pre-Application Advice- Woodbridge Town Council (WTC) wish to develop a currently unused space into an accessible 'High level sensory garden', in order to offer a purpose built calm and relaxing space for residents and visitors alike. Whilst the garden will be developed to be used primarily by those with physical and sensory disabilities, all park users will be welcome. WTC identified this as a potential site for a sensory garden following repair work to the boundary wall and fence making the site more attractive to the general public. The Council has resolved to seek the site for development into a sensory garden but wishes to seek pre-application advice from the Planning Authority before proceeding further with any work. The current site is 86m<sup>2</sup> and is laid with gravel. There is a locked entrance gate which leads directly to the park access, which leads to Lime Kiln Quay Road. Formally the site was used for greenhouse, but these were removed around ten years ago and the site levelled and laid with gravel. The site has been used as storage since then, however WTC feel it can be used as a wonderful community asset. WTC have spoken with garden designers and builders and the proposal is to install a number of features to turn the space into a sensory garden; - Raised beds planted with aromatic plants. - Accessible pathways and seating throughout the area. - Trellis and pergola to add height and structure. - Potential water features and items such as mirrors, spinners, The aim is create an attractive and stimulating space for everyone to enjoy.

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LEGAL ADDRESS East Suffolk House, Station Road, Melton, Woodbridge IP12 1RT

POSTAL ADDRESS Riverside, 4 Canning Road, Lowestoft NR33 0EQ

## Officer advice

Pre-application advice is sought by the Woodbridge Town Council in regard to a proposal to develop an area into a 'High level sensory garden'.

**SITE:** The site (known as the Melon Pit) is a small, gravelled area, 86m<sup>2</sup> in size, and currently bound by a fence with a locked gate. The locked gate leads directly to the park access, which leads to Lime Kiln Quay Road. The site is located to the west of Elmhurst Cottage and appears to have been formerly associated with that property. Formerly the site housed greenhouses, which have since been removed and the site is currently used for storage.

**PROPOSAL:** It is proposed to develop the space into an accessible 'High level sensory garden'. WTC have spoken with garden designers and builders and the proposal is to install a number of features to turn the space into a sensory garden: raised beds planted with aromatic plants; accessible pathways and seating throughout the area; Trellis and pergola to add height and structure; potential water features and items such as mirrors, spinners.

### OFFICER COMMENTS:

If the area of land is owned by the Town Council and the Town Council is undertaking the works, there are Permitted Development Rights as a Local Authority under Schedule 2, Part 12, Class A of The Town and Country Planning (General Permitted Development) (England) Order 2015.

Part 12, Class A states:

"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)<sup>120</sup>.

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."

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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.

Therefore, provided that the structures do not exceed 4 metres in height or 200 cubic metres in capacity, it appears that Planning Permission is not required for these works. However, we strongly encourage the Town Council to fully consider the amenity impacts to the neighbouring property and seek to reduce harm to amenity where possible.

If any structures proposed would exceed 4 metres in height or 200 cubic metres in capacity, planning permission will be required. If planning permission is sought, residential amenity will be a material planning consideration.

### Planning policy

### Related applications:

Reference no	Proposal	Decision	Date
C4870	Erection of toilet block to replace that which is to be demolished for construction of Woodbridge South East Link Road Phase II (Elmhurst Park)	Application Permitted	19.11.1979
C/97/0962	Construction of raised performance area with paved surface and surrounding paved path and grass including demountable tensile fabric structure cover	Application Permitted	12.11.1997
C/05/1812	Erection of two polytunnels in the walled nursery area	Application Permitted	25.01.2006
SCDC/TCA/06/00135	Proposed works to trees within Woodbridge Conservation Area, T1 - large Beech - remove dead branch, T2 - Yew - lift crown to 2metres, T3 - Holm Oak - lift crown to 2metres and remove deadwood, T4 - Oak - lift	Application Permitted	02.01.2007

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crown to 2 metres, T5 - shrub stump - grind.

C/07/0143	Demolition of Melon Pit structure	Prior Approval Not Required	30.03.2007
SCDC/DDD/08/00125	Minor pruning /weight reduction to 'other' canopy.Installation of 'cobra' bracing system.soil aeration within root zone and mulching over root zone. All with objective of reducing failure of tree or parts of tree and prolonging its safe retention.	Application Permitted	22.08.2008
DC/14/0626/FUL	Erection of a traditionally styled bandstand on existing paved public performance area in Elmhurst Park.	Application Permitted	17.04.2014

### Constraints

SCC Archaeological Sites - Name: Woodbridge

Community Infrastructure Levy - Name: Community Infrastructure Levy Charging Zone High

Suffolk Coastal Local Plan - Name: SC3\_3 Settlement Boundaries

Conservation Area - Name: WOODBRIDGE

DC Case Polygons - DC Reference: DC/14/0626/FUL

DC Case Polygons - DC Reference: C/07/0143

EA - Ground Water Flood Data - Flood Type: Clearwater and Superficial Deposits Flooding

Planning Enforcement - Planning Enforcement Reference: ENF/2019/0087/SIGN

Recreational Disturbance Avoidance - Name: Recreational Disturbance Avoidance And Mitigation Strategy

As with all pre-application advice, the Council is not bound with regard to its final decision on any future application. Please note – this pre-application advice is given on the basis of National and Local Planning Policies applicable on the date the advice is given.

Additional Planning and Building Control information can be found online at

[www.planningportal.gov.uk](http://www.planningportal.gov.uk). If a planning application is needed online applications can be submitted at the same address.

**Case Officer:** Eleanor Attwood, Assistant Planner (Development Management), 07385 407101

**Authorising Officer:** Natalie Webb, Senior Planner (Development Management)

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**Philip Ridley BSc (Hons) MRTPI | Head of Planning & Coastal Management**  
East Suffolk Council

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### Item 10

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

An increase in anti-social behaviour has been noticeable in Elmhurst Park during recent weeks, whereby in early June the ladies toilets were vandalised to the point of closure and the bandstand external power sockets were broken into. There is a regular gathering of scooters and motorbikes parked outside the gardeners shed and regular trespass, via Scouts Corner, into the Growers Area and Woodbridge Bowls Club. The resident of Elmhurst Cottage has reported the trouble to the Police and East Suffolk Council, who have asked how the Council will manage this growing problem on its estate.

Potential options:

- Locking of the park/ installation of further entrance gates.
- Installation of CCTV.
- Removal of structures such as benches and pergolas in Scouts Corner.

**Members are asked to consider the ongoing issues of anti-social behaviour in Elmhurst Park.**

## Item 11

**To consider an offer of trees from Notcutts.**

Notcutts have approached the Council with the offer of 200 trees as summarised in the following email:

Hi Greg

Thanks for the note.

The trees we have reserved are listed below. We will have the numbers of each variety nearer the time.

The trees are approx 5ft – 6ft and would be a straight stem with a few branches (feathered is the technical term). There is a possibility that they may require a cane against them in the short term, it will depend on the thickness of the stem and if they are self supporting at the time of planting.

Crataegus monogyna (Hawthorn)  
Acer campestre (Field Maple)  
Betula Pendula (Birch)  
Carpinus betulus (Hornbeam)  
Prunus avium (Wild Cherry)  
Sorbus aucuparia (Mountain Ash)

This is part of a project for all of our garden centres and we have 18 nationwide and I am coordinating the planting of 2500 trees in total.

Therefore at this stage we need to keep to trees we have reserved rather than vary the plants donated which I hope you can understand given the size of the project.

Many thanks

Julie Murray  
Marketing and Customer Care Director

**Members are asked to consider the offer of trees from Notcutts.**

Members may wish to bear in mind that following the recent planting over the last two years it is becoming harder to find suitable locations on the Town Council estate for planting. This spring a number of the trees we were unable to find home for on the Council's land were donated to local organisations.

## Item 12

To discuss the finger posts of Woodbridge.

There are a number of finger posts around the town which need repair and re-positioning. None of these finger posts appear on the Council's asset register or are positioned on the Council's estate.

A report from Woodbridge Society included the following on finger posts:

### **Finger post signs**

Apparently, the finger post signs were initially installed some 20 years ago after work by the Town Council with the Woodbridge Society. The table below shows the location of the signs and the number fingers on each upright post.

Location	Number of fingers
Bottom corner Market Square	8
Cumberland Street/Quay Street	6
New Street/Thoroughfare	6
Station Road/Quay Street outside Anchor	9
Quayside/at Tide Mill Way	7
Quayside/at Brook Street	7
On lamp post by station & bus shelter	5

Most fingers have two points of interest identified, some have one and just two have three. Close examination of some of the signs shows that some have either been refurbished in the past or are newer. Some have bright gold paint on their edges and lettering whereas others look quite shabby. Some no longer point in the correct directions as some features have moved and others are new. All these need refurbishing and or redirecting.

There are several companies supplying this type of sign. One was approached for very approximate budget costs. They gave figures for indicative budgetary purposes and not a quotation. These were £500 - £1000 for the post and £230 to £300 for each finger depending on material of manufacture and lines of text. This suggests that at today's prices the investment in finger post signs including installation is between ten and twenty thousand pounds.

There has been some concern about the condition of the posts, and whether WTC would be liable for any insurance claims should a person be injured by one of the posts.

Members are asked to consider if they wish to ask Officers to make further investigations into the finger posts of Woodbridge.

### Item 13

#### **To approve expenditure toward the repair of the Elmhurst Park toilets.**

It has been reported to Officers by our cleaning contractors that there is leak in the Elmhurst Park toilets which is leading is hot water continually dripping from a copper overflow pipe at the back of the building.

A plumber has investigated the problem and the advice is that the leak can be traced back to the water heater, which itself is leaking and now needs to be replaced. Norse have provided a cost estimate of £1336.00 + Vat to replace the heater (At the time of writing Norse have been asked to provide more detail regarding the cost of the water heater)

In line with the Council's Financial Regulations (4.1) payments of over £1000 must be authorised by a duly delegated committee of the Council:

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1,000; or
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £1,000.

As noted at item 8 the Amenities Committee is delegated to:

- a. incur expenditure on the Council's amenities and property which is within the agreed budget for the current year.

In line with the 2022/23 budget, expenditure on non-routine repair work such as this will be drawn from the Councils Future Years Maintenance Reserve (315), which has a current balance of £25,477.

**Members are asked to approve the repair works to the Elmhurst Park toilets and agreed to use the Future Years Maintenance Reserve (315), for this expenditure.**

#### **Item 14**

**To note the current projects of the Committee.**

Whisstocks Place bike racks  
Bandstand accessibility ramp  
Market Hill telephone kiosk  
Elmhurst Park play area update  
Elmhurst Walk noticeboard  
Allotment provision  
Community Garden  
Plastic bag recycling point  
Melon Pit sensory garden  
Transfer of land from East Suffolk Council  
Water quality testing  
Self-managed grounds maintenance  
Kingston Field cricket wicket  
Kingston Field stream  
Covid 19 memorial bench  
Story corner/ outdoor classroom  
Elmhurst Park Hamblin Road sign  
Kingston Field table tennis surfacing  
Whisstocks tourist signage

**Members are asked to note the list of current projects.**