



## Woodbridge Town Council

Shire Hall Market Hill Woodbridge Suffolk IP12 4LP

Town Clerk: Mr G E Diaper

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### To Members of the Town Council

Cllr Adelson

Cllr Holdcroft

Cllr O’Nolan

Cllr Sutton

Cllr Bale

Cllr Jewers

Cllr Page

Cllr Sylvester

Cllr Lady Blois

Cllr Leach

Cllr Rawlings

Cllr Walsh

Cllr Gillard

Cllr Miller

Cllr Sanders

Cllr Wilks

You are hereby summoned to attend the **meeting** of the **Town Council** to be held at the **Shire Hall** on **Tuesday 21<sup>st</sup> March at 7.00pm**

Greg Diaper

Town Clerk

16<sup>th</sup> March 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 requests 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 agree and approve the minutes of the meeting held 21st February 2023**

6. To consider, question and agree the following Financial Reports;
  - a. Income to 28th February 2023
  - b. Expenditure to 28th February 2023
  - c. Income and Expenditure against Budget to February 2023
  - d. Bank Reconciliation and Supporting Bank Statements to 28th February 2023
  - e. The Accounts and Payments List for March 2023
  - f. The HSBC Net report for March 2023
  - g. The HSBC Corporate Card report for February 2023
  - h. Summary of Direct Debit payments to 28th February 2023
  - i. Debtors Report to 28th February 2023
  
7. To note the receipt of the minutes from this Council's Committees
  - a. Finance – 28.02.23
  - b. Climate – 03.03.23
  - c. Planning – 14.03.23
  - d. Amenities – 14.03.23
  
8. To consider a request from the Woodbridge Museum Trust regarding signage on the Community Heritage Building.
  
9. To consider a request from the Woodbridge Museum Trust regarding the appointment of a nominated trustee.
  
10. To consider the asset register report for 2022/23.
  
11. To note the receipt of the Electrical Installation Condition reports for the Town Council estate, and to consider how to proceed with the remedial work required.
  
12. To consider a request from the Council's Ice Cream vending licensee to end the agreement.
  
13. To consider a recommendation from the Climate and Ecological Emergency Committee.
  
14. To note the receipt of references for the Council's new Grounds Maintenance Contractor, and to consider a request regarding vehicle parking.
  
15. To consider a provisional schedule of meetings for the Civic Year 2023/24 (to follow).
  
16. To consider a request from St Mary's Church regarding parking outside of the Church Hall.
  
17. To consider a request from the Council's appointed representative to the Sutton Hoo Ships Company.
  
18. Closure

## Woodbridge Town Council

Minutes of the Town Council meeting held at the Shire Hall on Tuesday 21<sup>st</sup> February 2023 at 7pm

### Councillors:

Present: D Adelson, S Bale, P Gillard, G Holdcroft, R Leach, S Miller, E O’Nolan, S Rawlings, R Sanders, M Sutton, C Walsh and M Wilks

Apologies: Lady C Blois, C Page and M Sylvester

Absent without apologies: J Jewers

In Attendance: Town Clerk, District Councillor Yule and two members of the public.

### 706. Apologies

Apologies for absence had been received from Councillors Blois, Page and Sylvester.

### 707. To receive declarations of interest

Councillor Adelson declared a non-pecuniary interest in item 721 as an acquaintance is affected by the issues raised, item 718 as a member of the Woodbridge Growers, and item 722 as an acquaintance of the potential contractor.

Councillor Holdcroft declared a non-pecuniary interests in 710 as a Trustee of the Woodbridge Tide Mill Trust, and item 723 as a governor of the Seckford Foundation.

Councillor Sutton declared a non-pecuniary interest in item 710 as a Trustee of the Woodbridge Tide Mill Trust.

Councillor Sanders declared a non-pecuniary interest in item 718 as a member of Woodbridge Bowls Club.

Councillor Gillard declared a non-pecuniary interest in item 710 as a Trustee of the Woodbridge Tide Mill Trust.

Councillor O’Nolan declared a non-pecuniary interest in item 718 as a director of the Woodbridge Climate Action Centre.

Councillor Leach declared a non-pecuniary interest in item 723 as an employee of the Seckford Foundation.

**708. To consider requests for dispensations**

There were no requests from Councillors with a Pecuniary Interest in an item on this Agenda to remain, speak and/or vote on that item in which they had declared an interest.

**709. Public Question Time**

The Chair of the Woodbridge Tide Mill Trust spoke to the Council regarding the proposed dredging of the Tide Mill race.

The Chair of the Kyson Fairways Committee spoke to the Council regarding the proposed dredging of the Tide Mill race.

At this time the Chair re-ordered the agenda to allow for the item of interest to those members of the public present to be considered.

**710. To consider granting approval for the dredging of the Tide Mill race.**

The Council agreed to offer a license to dredge to the Woodbridge Tide Mill Trust for the purpose of dredging the Tide Mill race and mandated the Town Mayor and Deputy Mayor to sign the license on behalf of the Council.

**711. To note the receipt of a written report from County Councillor Page**

The Council noted the receipt of a written report from County Councillor Page.

The Council thanked the County Councillor for her diligence in producing reports for their consideration.

**712. To note the receipt of a written report from District Councillors Mapey and Yule**

No report had been received from the District Councillors.

**713. For members to question the District and County Councillors on matters contained in their written reports**

The Chair requested that any questions on the reports be directed to the District Councillors by email and to The County Councillor via the Chair's own councillor email to pass on (because she is not currently answering her County email address).

**714. To agree and approve the minutes of the meeting held 24<sup>th</sup> January 2023**

The Council agreed and approved the signing of the minutes of the meeting held 24<sup>th</sup> January 2023 as a true record.

**715. To consider, question and agree the following Financial Reports;**

The Council noted the receipt of and approved the following financial reports:-

Income to 31st January 2023 - **£494,438.00**

Expenditure to 31st January 2023 - **£374,763.00**

Income and Expenditure against Budget to January 2023

Bank Reconciliation and Supporting Bank Statements to 31st January 2023 - **£627,991.44**

The Accounts and Payments List for February 2023 - **£20,934.81**

The HSBC Net report for February 2023 - **£15,464.22**

The HSBC Corporate Card report for January 2023 - **£152.92**

Summary of Direct Debit payments to 31st January 2023 - **£37.71**

i. Debtors Report to 31st January 2023

**716. To note the receipt of the minutes from this Council's Committees**

The Council noted the receipt of the following minutes:-

- a. Highways and Transport – 31.01.23
- b. Planning – 31.01.23
- c. Planning – 14.02.23
- d. Amenities – 14.02.23

**717. To appoint a company to be the Council's Grounds Maintenance Contractor**

The Council agreed to appoint CGM Group (East Anglia) Limited to the Council's Grounds Maintenance Contract for the period April 1st 2023 – March 31st 2026, subject to the receipt of satisfactory references.

**718. To receive a recommendation from the Amenities Committee regarding Elmhurst Park.**

The Council agreed in principle to work with the Woodbridge Climate Action Centre in order to site a Community Facility in Elmhurst Park, formed from shipping containers.

The Town Clerk was mandated to work with the Woodbridge Climate Action Centre to facilitate the submission of the full planning application for the proposed installation, and to answer any necessary legal concerns raised by members.

The Woodbridge Climate Action Centre are asked to provide a business case for the facility, included how the proposed works will be funded.

The Council agreed that it's preferred location for the siting of the facility was in the south-west corner of the park, inside the parks circular path.

**719. To consider a request from Woodbridge Football Club to position a storage facility on Kingston Field.**

The Council mandated the Town Clerk to continue discussions with Woodbridge Football Club and the Kingston-Smith family to successfully agree the form and siting of a storage facility on Kingston Field.

**720. To receive an update on the grant funding as part of the UK Shared Prosperity Fund.**

The Council noted the submissions made to the UK Shared Prosperity Fund and thanked the Deputy Town Clerk for her efforts thus far.

**721. To consider a request from Cllr. Adelson regarding Network Rail.**

The Council agreed to invite representatives from Network Rail to attend the Annual Town Meeting on March 7<sup>th</sup> to answer the questions proposed by Cllr. Adelson.

**722. To consider a request for a donation toward the upgrading of the town centre CCTV.**

The Council agreed a donation of £1000 toward the upgrading of the town centre CCTV, payable from EMR 381 CIL 2022-23.

**723. To note the year end accounts of the Seckford Foundation.**

The Council noted the year end accounts of the Seckford Foundation.

The Town Clerk was asked to check with the Seckford Foundation regarding the wording of the Councils nominated representatives.

**724. Closure**

The meeting was closed at 8.50pm.

Councillor Gillard  
Chair

## Woodbridge Town Council

Minutes of the meeting of the **Finance Committee** held at the **Shire Hall** on **Tuesday 28<sup>th</sup> February 2023** at 7pm

### Councillors:

Present: R Leach, E O’Nolan, R Sanders and M Sutton.

Apologies: S Bale, P Gillard, G Holdcroft, S Miller, C Page and M Sylvester.

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

### 725. Apologies for Absence

Apologies for absence had been received Councillors Bale, Gillard, Holdcroft, Miller, Page and Sylvester.

### 726. To receive Declarations of Interest

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

### 727. To consider request for Dispensations

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

### 728. Public Question Time

There were no members of the public present.

### 729. To receive and approve the minutes of the meeting held 20<sup>th</sup> December 2022

The Committee received and approved the signing of the minutes of the meeting held 10<sup>th</sup> January 2023 as a true record.

### 730. To agree year end movements to facilitate projects in the next financial year.

Members noted the current position of the Council’s Ear Marked Reserves, and thereafter agreed the following year end movements to facilitate projects in the next financial year:

Changing Places toilet fund – movements to EMR 355:

- 4126 – Upgrade to EP toilets - £20,000 – Movement from General Reserve to Earmarked Reserve.
- 4128 - EP Changing Places + Clean - £20,000 – Movement from General Reserve to Earmarked Reserve.
- 378 – EMR CIL 2019-20 - £26,650.64 – Movement between EMR’s.
- 379 – EMR CIL 2020-21 - £13,149.36 – Movement between EMR’s.

Kyson School match funding – movement to EMR 376

- 379 – EMR CIL 2020-21 - £22,483.15 – Movement between EMR’s.
- 381 – EMR CIL 2022-23 - £7,516.85 – Movement between EMR’s.

20mph scheme fees – movement to EMR 320

- 4828 – PWLB Loan Repayment 20mph zone - £6,135 - Movement from General Reserve to Earmarked Reserve.

**731. To note the journal movements to be made upon the receipt of the precept.**

Members noted the following transfers to be made to the Council’s Ear Marked Reserves upon the receipt of the first instalment of the precept for the financial year 2023/24:

375	EMR WTC Major Asset Reserve	£10,000
360	EMR - Community Project	£10,000
330	EMR KF Play Area Equipment	£9,450
335	EMR Elections	£2,000
340	EMR SH Building Maintenance	£5,067
345	EMR EP Play Area Equipment	£2,500
365	EMR Fen Meadow Play Area Equip	£2,500
390	EMR Flood Defences	£2,000
395	EMR POS Defences	£1,000
320	20mph scheme fees	£2,000
315	EMR Future Years Maintenance Reserve	£29,320

**732. Closure**

The meeting was closed at 7.24pm.

Councillor Sutton  
Chair



## Woodbridge Town Council

Minutes of a meeting of the **Climate and Ecological Emergency Committee** held on **Tuesday 7<sup>th</sup> March 2023** at 5pm, at the **Shire Hall**

### Councillors:

Present: D Adelson, E O’Nolan, R Sanders and M Wilks.

Non-Council  
Members: Rob Berry, Jane Healey, Jan Pulsford, and Jonathan Valentine.

Apologies  
for Absence: C Blois, P Gillard, Isla Richardson and Pam Watson.

In Attendance: Town Clerk and one member of the public

### 733. Apologies for absence

Apologies for absence had been received from Councillors Blois and Gillard, and Non-Council Members Richardson and Watson.

### 734. To receive declarations of interest

Councillor Adelson declared a non-pecuniary interest in item 738 as a member of the Suffolk Swifts group.

### 735. To consider requests for dispensations

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

### 736. Public Question Time

A member of the Suffolk Swift group spoke to the Committee regarding their work in the town and their request to be considered at this meeting.

### 737. To agree and approve the minutes of the meeting held 3rd January 2023

The Committee agreed and approved the signing of the minutes of the meeting held 3<sup>rd</sup> January 2023 as a true record.

### 738. To consider a request from the Suffolk Swift Group.

The Committee agreed to recommend to the Full Council that consideration be given to the placement of a noticeboard on the Market Square to provide information about the work of the Suffolk Swift group in the town.

**739. To consider if the Committee wish to comment on public consultations regarding Water Resources in Suffolk.**

The Committee discussed the consultations and agreed that they support the use of reservoirs at a local level, as this works to avoid the use of de-salination plants.

Members were requested to provide their responses to the consultations to the Town Clerk by Wednesday March 22<sup>nd</sup>.

**740. To consider how to proceed with the e-bike hire scheme.**

The Committee agreed to work in partnership from Virtue Electric Bikes to facilitate an e-bike hire scheme during the Financial Year 2023/24.

**741. To receive an update from the Working Parties of the Committee.**

The Committee received an update from it's Working Parties.

It was agreed to remove the Cycle Strategy WP from the list.

**742. Closure**

The meeting was closed at 5.57pm.

Councillor Wilks  
Chair

## Woodbridge Town Council

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Tuesday 14<sup>th</sup> March 2023** at **5pm**.

### Councillors:

Present: D Adelson, S Bale, G Holdcroft, R Sanders, S Rawlings, M Sutton, and C Walsh.

Apologies: C Blois, P Gillard, and S Miller.

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

### 749. Apologies for Absence

Apologies for absence had been received from Councillors Blois, Gillard, and Miller.

### 750. To receive Declarations of Interest

No members made any Declarations of Disclosable Pecuniary or Local Non-Pecuniary Interests in relation to items on the Agenda.

### 751. To consider requests for Dispensations

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

### 752. To agree and approve the Minutes of the meeting held on 14<sup>th</sup> February 2023

The minutes of the Planning Committee meeting held 14<sup>th</sup> February 2023 were approved.

### 753. Public Question Time.

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

### 754. To note intentions to undertake works to trees in the Conservation Area

The Committee noted the following applications:

DC/23/0567/TCA - Seckford Almshouses Seckford Street Woodbridge Suffolk IP12 4NB

DC/23/0609/TCA - 37 Mill View Close Woodbridge Suffolk IP12 4HR

DC/23/0693/TCA - 1 Doric Place Woodbridge Suffolk IP12 1BT

DC/23/0668/TCA - 8 Theatre Street Woodbridge Suffolk IP12 4NE

The Committee noted the quality of the application for 1 Doric Place.

**755. To comment on applications to trees with a Tree Preservation Order (TPO)**

Application No and Address	Committee Comments
DC/23/0759/TPO - Grove Lodge 6 Pytches Road Woodbridge Suffolk IP12 1ET	<p>Woodbridge Town Council (WTC) recommended refusal of an earlier TPO application for this site (DC/22/4490/TPO) and was dismayed that this application was approved.</p> <p>WTC consider that the removal of this protected tree is completely unnecessary, and therefore recommend refusal of this application.</p> <p>WTC is however extremely disappointed to note that this is retrospective application as the tree has already been removed.</p> <p>WTC strongly recommend that the Planning Authority seek enforcement of a fine in this instance. An example needs to be made to stop the removal of trees under TPO before consent for works has provided through the statutory planning procedure.</p>

**756. To comment on applications for planning permission**

The Committee agreed their comments as set out below:-

Application No and Address	Committee Comments
DC/23/0061/VOC - Inn Field House 9 Pytches Road Woodbridge Suffolk IP12 1ET	WTC recommend approval.
DC/23/0425/FUL - 31 Cumberland Street Woodbridge Suffolk IP12 4AH	WTC recommend refusal as there is inadequate information provided regarding the enlargement of bedroom 3. WTC encourage the Planning Authority to consider the opinion of the Design & Conservation Officer provided on page 3 of his statement, which suggests that further clarification should be sought from the applicant regarding the impact of the proposal on the existing roof structure.

	<p>WTC support the opinion of the Woodbridge Society regarding the blandness of the proposed replacement porch and the preference for a like for like replacement.</p>
<p>DC/23/0426/LBC - 31 Cumberland Street Woodbridge Suffolk IP12 4AH</p>	<p>WTC recommend refusal as there is inadequate information provided regarding the enlargement of bedroom 3. WTC encourage the Planning Authority to consider the opinion of the Design &amp; Conservation Officer provided on page 3 of his statement, which suggests that further clarification should be sought from the applicant regarding the impact of the proposal on the existing roof structure.</p> <p>WTC support the opinion of the Woodbridge Society regarding the blandness of the proposed replacement porch and the preference for a like for like replacement.</p>
<p>DC/23/0557/VOC - 21 Hasketon Road Woodbridge Suffolk IP12 4LD</p>	<p>WTC recommend approval.</p>
<p>DC/23/0637/FUL - 33 Through Duncans Woodbridge Suffolk IP12 4EA</p>	<p>WTC recommend approval.</p>
<p>DC/23/0615/FUL - 1A St Johns Street Woodbridge Suffolk IP12 1EB</p>	<p>WTC is happy to recommend approval of this application on planning principle, but must again express our disappointment that this listed building is again associated with a retrospective planning application.</p> <p>WTC strongly recommend that the Planning Authority seek to enforce penalties on the applicant.</p>
<p>DC/23/0616/LBC - 1A St Johns Street Woodbridge Suffolk IP12 1EB</p>	<p>WTC is happy to recommend approval of this application on planning principle, but must again express our disappointment that this listed building is again associated with a retrospective planning application.</p> <p>WTC strongly recommend that the Planning Authority seek to enforce penalties on the applicant.</p>
<p>DC/23/0622/FUL - Ye Olde Bell And Steelyard 103 New Street Woodbridge Suffolk IP12 1DZ</p>	<p>WTC recommend approval.</p>
<p>DC/23/0448/FUL - St John's Church Hall St Johns Street Woodbridge Suffolk IP12 1EB</p>	<p>WTC recommend approval.</p>

DC/23/0775/FUL - Jetty Lane The Avenue Woodbridge Suffolk IP12 4BA	WTC recommend approval.
DC/23/0781/FUL - The Sycamores 1A Catherine Road Woodbridge Suffolk IP12 4JP	WTC recommend approval.
DC/23/0653/FUL - Flat 2 12 New Street Woodbridge Suffolk IP12 1DU	WTC recommend approval.
DC/22/3696/FUL - 9 - 11 Gobbitts Yard Woodbridge Suffolk IP12 1DD	WTC recommend approval.

**757. To receive an update from the SALC Town and Parish Council planning study online meeting**

The Chair provided an update from the SALC Town and Parish Council planning study online meeting.

With the approval of those Members present the Chair re-ordered the agenda to take item 12 at this time.

**758. To receive an update from the Chair regarding the formation of the East Suffolk Planning Alliance**

The Chair provided an update regarding the formation of the East Suffolk Planning Alliance.

**759. To note East Suffolk Council's decisions on planning applications where those decisions are contrary to this council's recommendations and not previously reported**

The Committee noted East Suffolk Council's decisions on planning applications where those decisions are contrary to this Council's recommendations and not previously reported.

The Chair and Town Clerk were mandated to write to the Planning Authority regarding the multiple recent instances of retrospective planning applications being submitted, and subsequently approved, on listed buildings. The Committee wish to understand if the Planning Authority has any intention of, taking action regarding these breaches of planning protocol.

**760. To consider if this Committee wishes to provide comment on two consultations recently launched by East Suffolk Council.**

The Committee agreed not to provide comment on the consultations regarding the Custom and Self-Build Housing Supplementary Planning Document and Rural Development Supplementary Planning Document.

**761. Closure**

The meeting was closed at 6.10pm.

Councillor Sanders  
Chair

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## Woodbridge Town Council

Minutes of the meeting of the **Amenities Committee** held at the **Shire Hall** on **Tuesday 14<sup>th</sup> March 2023** at 7pm

### Councillors:

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

Apologies: Lady C Blois, P Gillard and J Jewers.

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

#### 762. Apologies for absence

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

#### 763. To receive declarations of interest

Councillor Adelson declared a pecuniary interest in item 767 as his wife is an allotment holder.

#### 764. To consider requests for dispensations

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

Councillor Adelson reminded the Committee that he was granted a dispensation at Town Council on July 19<sup>th</sup> 2022, to remain and participate, but not to vote, on matters related to the allotments and Woodbridge Growers, extant until the end of this Civic Year.

#### 765. Public Question Time

There were no members of the public present.

#### 766. To receive and approve the Minutes of the meeting held 14<sup>th</sup> February 2023

The minutes of the Planning Committee meeting held 14<sup>th</sup> February 2023 were approved.

#### 767. To receive an update from the allotment working party

The Committee received an update from the allotment working party, most notably the first draft of a potential new allotment tenancy agreement.

The Town Clerk was asked to make a number of changes to the draft and circulate the document to the Council’s solicitors and allotment working party for consideration.



768. To consider a request from a member of the public regarding the car park at Broomheath

The Committee agreed not to install further 'no parking' posts in the Broomheath car park.

769. Closure

The meeting was closed at 8.14pm.

Councillor Miller  
Chair

DRAFT

## Item 8

To consider a request from the Woodbridge Museum Trust regarding signage on the Community Heritage Building.

Members will recall the decision taken at the September meeting of the Council when new signage for the Museum was last considered:

### 345. To consider a request from the Woodbridge Museum for permission to update signage and install solar panels on the Community Heritage Building

The Council agreed that it had no objection to the Woodbridge Museum applying for planning permission to update the signage and to install solar panels on the Community Heritage Building.

Section 6 of the Council's lease with the Woodbridge Museum Trustee's deals with alterations, and section 7 signage, and these are shown below:

#### 6. ALTERATIONS

- 6.1 The Tenant shall not demolish the Premises or construct new buildings or make any alteration, addition or improvement to the Premises whether structural or otherwise, nor install any mast, aerial or other equipment to the exterior of the Premises, except as expressly permitted under paragraph 6.2.

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- 6.2 The Tenant may carry out alterations, additions or improvements to the Premises which do not affect any part of the structure of it where:

- 6.2.1 the Tenant has submitted to the Landlord detailed plans and specifications showing the works; and
- 6.2.2 the Tenant has given to the Landlord such covenants relating to the carrying out of the works as the Landlord may reasonably require; and
- 6.2.3 the Tenant has, if reasonably so required by the Landlord, provided the Landlord with suitable security which will allow the Landlord to carry out and complete the works if the Tenant fails to do so; and
- 6.2.4 the Tenant has obtained the Landlord's consent to the works (which shall not be unreasonably withheld or delayed).

7. **SIGNS**

The Tenant shall not fix or display in or on the Premises any sign which can be seen from outside the Premises, without first obtaining consent such consent not to be unreasonably withheld or delayed.

The following communication has subsequently been received from the Museum trustees:

Dear Greg,

On behalf of the trustees of Woodbridge Museum I am writing to request approval of Woodbridge Town Council to erection of new signage on the exterior of the museum building. As you are no doubt aware it is a condition of our Lease that WTC ,as our landlord approves any such alterations. Planning permission has been granted by East Suffolk and I enclose a copy of the approval together with a view of how we expect building to look with signage in place. I am also enclosed a detailed drawing of the proposed signage.

The feedback we have from visitors is that they have difficulty in locating the museum so we hope improved signage will help to address this problem. Naturally, we are keen to get the signage in place as soon as possible as our summer season opening will start on 1st April. The planning process has taken rather longer than we had hoped so having now got that in place we are anxious to move forward.

I look forward to hearing from you and if you have any queries, please feel free to contact me.

Yours sincerely,

Lindsay

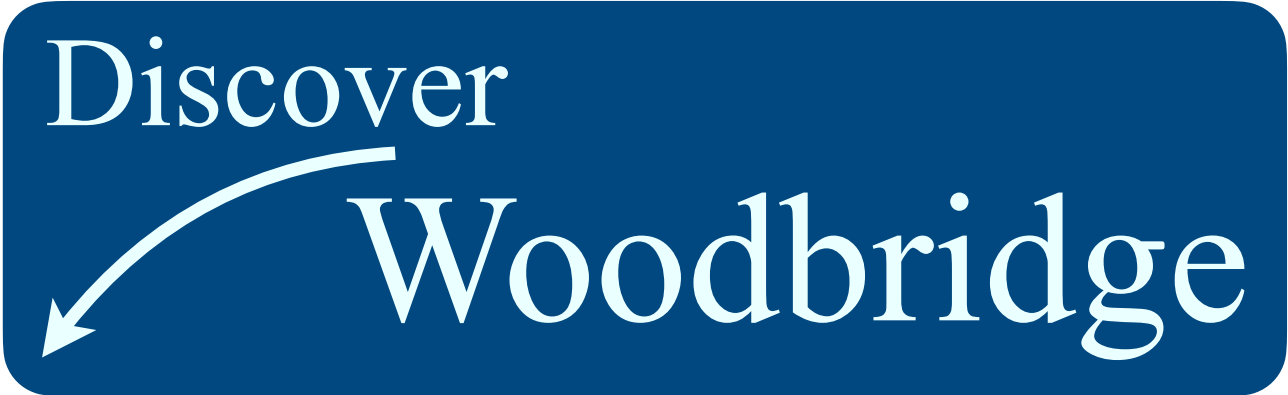
Trustee Woodbridge Museum

The Planning Permission document is provided separately on SharePoint, whilst the sign designs are provided overleaf.

Members are asked to consider the request from the Woodbridge Museum Trustees for consent to install signage on the Community Heritage Building.

Museum External Signs Specification

1 off



900 mm

2900 mm

2 off



900 mm

2400 mm

## Museum External Signs Specification



## Item 9

To consider a request from the Woodbridge Museum Trust regarding the appointment of a nominated trustee.

The following communication has been received from the Chair of the Woodbridge Museum Trust.

*Dear Greg,*

*The Board of Trustees of Woodbridge Museum has benefitted from the longstanding, personal service and commitment given to it by Councillor Sheena Rawlings and Councillor Caroline Blois. Sheena's term as a Trustee is ongoing, however the Board of Trustees at its last meeting held last Wednesday has been advised by Caroline that she wishes to retire. As a former Deputy Chair of Trustees, Caroline's experience will be greatly missed.*

*As you are aware, Woodbridge Museum has obtained CIO Charity Commission Status and more recently Arts Council Accreditation. As a consequence, Woodbridge Museum has restructured its Board to ensure in future years it comprises a cross section of skills and experience able to keep the Museum relevant and attractive both as an important visitor attraction and as an excellent resource of history for our local community, These twin strengths are absolutely necessary, as the Museum seeks to continue free public access while attracting donations to cover fixed costs and to be able to invest in both the preservation, presentation and research of its collection as well as in its building and plant. You will be aware for instance, Woodbridge Museum is seeking to invest in a Solar Panel Array to combat the single most expensive and rising cost, of electricity.*

*The Board of Trustees lost Brian Higgs from its number at the start of COVID. Brian was a stalwart of the Museum and his specialist building maintenance experience and knowledge has been greatly missed since his retirement. I am pleased to say the search for Brian's replacement has now led to Kevin Gill being approached and the Board of Trustees has awaited an opportunity to be able to appoint Kevin as a Trustee of Woodbridge Museum.*

*Kevin Gill started Gill Associates, a Project Management and Quantity Surveyor practice in Ipswich, many years ago. Kevin Gill has therefore a wealth of sought for and valued experience in building management to the current and future benefit of Woodbridge Museum. Kevin Gill is therefore considered to be the ideal candidate to replace Caroline Blois as a Trustee of Woodbridge Museum.*

*The Board of Trustees is very mindful of the nomination rights of Woodbridge Town Council to put forward two Councillors or otherwise suitable external candidates as Trustees of Woodbridge Museum. My fellow Trustee, Lindsay Duckworth, will separately provide you with the relevant copy of the original WTC / WM understanding on such appointments. You will however understand the CIO Charity Commission status the Museum now adheres too, seeks stability of Trustee appointments which typically anticipate a duration in excess of a renewable four year term.*

Woodbridge Museum therefore formally seeks the permission of Woodbridge Town Council to appoint Kevin Gill as a Woodbridge Town Council nominated Trustee.

Given the somewhat pressing need to seek to fill the current Trustee position made vacant by the retirement of Councillor Blois, I would be most grateful if this request was put to the March full WTC Meeting for its consideration.

I look forward to hearing from you.

Kind regards

Martin

Martin Sylvester  
Chair of Trustees  
Woodbridge Museum

---

Dear Greg,

As you are aware Woodbridge museum is a charitable incorporated organisation registered with the Charity Commission No. 1194042. Under the terms of the approved constitution Woodbridge Town Council (“the appointing body”) MAY appoint two representatives as charity trustees who **need not** be a member of the appointing body for a term of three years. I believe this provision or something similar was in the old museum charitable constitution.

My understanding is that Sheena Rawlings and Lady Caroline Blois were the two such representatives and became trustees under the CIO. Sheena Rawlings has indicated her willingness to continue to serve. However, Lady Caroline Blois wishes to resign from her appointment as a trustee and you will be aware of Martin ‘s suggestions concerning a replacement for her.

Whilst writing to you I would take this opportunity to advise you that the current trustees are  
Martin Sylvester (Chair)  
Caroline Matthews  
Michael Cullington (Treasurer)  
Lindsay Duckworth  
Elizabeth Clutton  
Sheena Rawlings  
John White (Curator)  
Hazel Richards  
John Hampton

The Trustees have appointed Caroline Peeke and Andrew Pritchatt to replace Brian Higgs and Julian Royle who have resigned as trustees.  
Our constitution states the maximum number of trustees is twelve ( and no less than three ) so with Lady Caroline’s intended resignation there will be one vacancy.

I hope this is the information you require but let me know if you need anything else. As I can’t pick up my “museum emails” unless I am in the museum please feel free to contact me at [REDACTED] particularly if you need an immediate response.

Kind Regards  
Lindsay

The Council's Solicitors have provided the following advice after considering the Museum CIO Constitution:

The charity is a charitable incorporated organisation, registered on 9 April 2021. The museum was originally run by a charitable trust, [Woodbridge Museum Trust](#), which took the lease of the Museum on 29 May 2018 for a term of 99 years. The lease was transferred to the CIO, Woodbridge Museum, following the incorporation of the charity, on 20 August 2021. We have assumed that the other assets and liabilities of the Trust were also transferred to the CIO as a going concern and that the CIO is now therefore the entity that is responsible for running the museum, although we have not had site of any relevant commercial transfer agreement. If the transfer of the business of the Trust was not transferred to the CIO, please let us know as we may need to consider the terms of the Trust's governing document.

There are currently 10 charity trustees of the CIO, according to the Charity Commission register (5 of whom are also trustees of Woodbridge Museum Trust).

I understand that Woodbridge Museum has asked the Town Council to exercise its power of appointment under the CIO constitution to appoint Kevin Gill as a Woodbridge Town Council nominated Trustee of the CIO.

The powers and duties of the CIO Trustees to appoint new trustees are contained in its governing document, which we understand is the constitution attached. The relevant provisions are set out below.

In summary, WTC may appoint two of the trustees of the CIO. As one of those WTC appointed trustees (Caroline Blois) is retiring, there is a vacancy for a WTC appointed trustee. WTC "may" appoint a trustee, but does not have to and could stand back. If WTC does wish to appoint a trustee then the person **does not have to be a Councillor of WTC**, therefore WTC could agree to appoint Kevin Gill if WTC feels he would be a good candidate for the role.

#### Woodbridge Museum constitution clauses

Clause 9. Charity Trustees	9.(1) sets out the functions and duties of charity trustees, so for example, each charity trustee must exercise their powers in good faith and in the way that it most likely to further the purposes of the CIO, using such skills as they hold themselves out as having (including particular professional skills they bring to the Board).
	9.(2) states that the following cannot be appointed as a charity trustee: <ul style="list-style-type: none"><li>- Anyone under 18</li><li>- Anyone who is disqualified from being a charity trustee (set out in s.178 of the Charities Act 2011, and includes persons convicted of certain offences or who has been bankrupt, and so on)</li></ul>
	9.(3) states there must be a minimum of three charity trustees and a maximum of 12.
	9.(4) sets out the First charity trustees of the CIO:  <i>The first charity trustees of the CIO are: 4 years: Martin Thomas Sylvester, Caroline Harvey Matthews, Michael David Cullington, Lindsay Jane Duckworth, Dr Ann Elizabeth Clutton</i>



	<p>3 years: [Councillor] Lady Elizabeth Caroline Elinor Evelyn Blois, [Councillor] Sheena Mary Rawlings, William John White, Hazel Judith Richards</p> <p>2 years: Julian Adam Christopher Royle, Brian Dennis Stanley Higgs, John Campbell Hampton</p> <p>(=12)</p> <p>There are currently 10 trustees on the Charity Commission register. The two greyed out below do not appear on the register any longer.</p> <p>You will see that there are two Councillors who are currently trustees but Caroline Blois wishes to retire and therefore there is only one Councillor (presumably appointed by WTC) on the Board remaining. Therefore the CIO presumably wishes to fill this vacancy (as – see below – WTC is entitled to appoint two trustees).</p>
<p>Clause 10.(3) Nominated Trustee(s)</p>	<p>(a) “Woodbridge Town Council (“the appointing body”) <b>may appoint two representatives as charity trustees who need not be a member of the appointing body [WTC] for a term of three years.”</b></p> <p>(b) Any appointment must be made at a meeting held according to the ordinary practice of [WTC].</p> <p>(c) Each appointment will be a term of three years</p> <p>(d) The appointment will be effective from the later of:</p> <p>(i) The date of the vacancy; and</p> <p>(ii) The date on which the charity trustees or their secretary or clerk are informed of the appointment.</p> <p>(e) A trustee appointed by an appointing body has the same duty under clause 9(1) as the other charity trustees to act in the way he or she decided in good faith would be most likely to further the purposes of the CIO.</p> <p>The bold is my emphasis. You will see that WTC may appoint a representative. This means you do not have to, but you have the ability to do so.</p> <p>You will also see that, if WTC wishes to appoint someone as a trustee, they do not have to be a member of WTC, i.e. they do not have to be a Councillor.</p> <p>It is stated that any appointment must be made at a meeting of WTC according to its normal practice, therefore I would suggest this is an agenda item at your next meeting (and not agreed by email, for example).</p>

Members are asked to consider a request from the Woodbridge Museum Trust regarding the appointment of a nominated trustee.

## Item 10

To consider the asset register report for 2022/23.

Box 9 of the end of year accounting statement of the Annual Governance and Accountability Return requires the Council to state its Total Fixed Assets, defined as;

*'The value of all the property the authority owns – it is made up of all it's fixed assets and long-term investments as at March 31<sup>st</sup>'*

Members last considered the asset register at the AGM held on May 4<sup>th</sup>, and the minutes state;

*The Council noted that this review had been undertaken at the March 2021 meeting of the Council and that no further changes had occurred since then.*

Since May the following assets

- Accessible playground equipment for Elmhurst Park - £50,000.00
- Christmas Lights - £1,988.30
- Office IT (Laptops and hardware) - £4,481.50

The following report summaries the current position of our fixed assets, and **members are recommended to note and agree this report which forms part of the end-of-year financial reporting.**

# Woodbridge Town Council

## Asset Register

### 1. Introduction

This document details the Assets held by Woodbridge Town Council.

It is acknowledged that some of the valuation figures have been arrived at through best endeavors using the information known to us at the time. This document is reviewed on an annual basis and assets are entered, adjusted or removed as and when appropriate. This Asset Register has four main purposes.

- It forms a basis for completion of box 9 of the Council's accounting statements in the Annual Governance and Accountability Return
- It forms a basis for decisions on risk and insurance issues.
- It provides information on the age and potential lifespan of certain items.
- It provides assurance of the continued existence of Council's property

#### 1.1 Annual Return – Fixed Assets

Since July 2020 only items of machinery and equipment which have a useful life of more than one year and with a value greater than £500 are defined as 'Fixed Assets.'

These are itemised below, and their value reported in box 9 of the Council's accounting statements in the Annual Governance and Accountability Return. Council does not depreciate or adjust fixed asset values and they are not calculated as part of a balance sheet. For fixed assets Council must approve the valuation methodology which must be applied consistently year on year. The preferred value will be the original acquisition cost. Alternative acceptable valuations are the replacement cost at a particular date or an insurance cost at a particular date. A fourth method of valuation for land or buildings which are considered to be community assets will be a nominal value of £1. The fixed asset value for any individual item will not usually be altered from year to year. Therefore, a change in the total value for fixed assets (in box 9 of the Council's accounting statements) indicates the acquisition of new and/or the disposal of old assets of significance. It will be necessary to review the threshold value for fixed assets (currently £500) annually to ensure the value continues to include the types of items currently listed as fixed assets. Such a review will require the revaluation of both the current and previous years' asset registers to give a consistent basis for comparison.

#### 1.2 Insurance Decisions

From the above it follows that not all assets are classed as 'Fixed Assets.' The guidance indicates that only items with a relatively high value which will be useful for more than one financial year are entered to the 'Fixed Asset' box 9 on the Annual Return. Council has many smaller items which individually have a replacement value less than £500 (small tools, furniture, benches etc.). These items are listed in inventories and the total for any given inventory may far exceed £500. The total value of inventories may alter quite rapidly

as new items are entered or removed. It is still necessary to ensure these items are secured to the council and to assess the risks of loss so that suitable insurance may be maintained if necessary. For these reasons the inventories are updated and reviewed annually. As a guide to these insurance decisions, an attempt will be made to maintain a replacement value for inventory items as well as for relevant fixed asset items. It will be necessary for Council to review the insurance valuation each year to ensure insurance levels remain relevant to the inventoried items.

Not all items will be insured for damage or loss since the nature of risks is not the same for all items. Damage to other items may be assessed as unlikely to occur or of insignificance cost if it does.

### 1.3 Replacement Decisions

Decisions to replace machinery and tools may be affected by the residual value/life of the existing equipment and the cost of replacement.

## 2. Summary

- Total of fixed assets for annual return on 31st March 2022; £840,997.22
- Variance 31st March 2022-31st March 2023 = £56,469.80 net increase in fixed assets.
- Removals = £0
- Total of fixed assets for annual return on 31<sup>st</sup> March 2022; £897,467.02

Represented by:

### 2.1 Additions

Description	Location	Date Acquired	Purchase Cost	Insurance/ Replacement Value	Asset Register Valuation
Playground equipment (Accessible equipment)	Elmhurst Park	01.09.22	£50,000	£50,000	£50,000
Christmas Lights	Shire Hall	04.11.22	£1,988.30	£1,988.30	£1,988.30
Office IT (Laptops and hardware)	Shire Hall	31.01.23	£4,481.50	£4,481.50	£4,481.50
<b>TOTAL</b>			<b>£56,469.80</b>	<b>£56,469.80</b>	<b>£56,469.80</b>

### 2.2 Removals

Description	Location	Date Acquired	Purchase Cost	Insurance/ Replacement Value	Asset Register Valuation
<b>TOTAL</b>					<b>£0</b>

### 3. Fixed Assets

#### Community Assets

Description	Location	Date Acquired	Purchase Cost (if known)	Insurance/ Replacement Value	Asset Register Valuation
Civic Regalia	Shire Hall	1/4/1974	Unknown	£7,743	£7,000
Community Hall Solar Panels	Community Hall			£21,495	£1
Drummer Boy Statue	Market Hill	30/8/2017	£66,950	£73,158	£1
Playground Equipment	Various	Various	Various	£186,928	£170,000
Jubilee Clock		1/4/1974	Unknown	Not valued separately	£1
Cast stone seating	Whisstocks Place	26/11/20	£24,653	£24,653	£24,653
Accessible picnic bench	Kingston Field	10/11/20	£812	£812	£812
Bench	Castle Street Play area	18/9/20	£722	£722	£722
Safety Matting beneath swings	Kingston Field	12/9/20	£9,967	£9,967	£9,967
Paintings	Shire Hall	1/4/1974	Unknown	£16,000	£16,000
Ships Bell	Shire Hall	1/4/1974	Unknown	Not valued separately	£1
Cannon	Elmhurst Park	1/4/1974	Unknown	Not valued separately	£1
Defibrillator	Old Barrack Road	6/1/2020	£1,560	Not valued separately	£1,525
Defibrillator	Framfield Surgery	6/1/2020	£1,560	Not valued separately	£1,525
Defibrillator	Fire Station	29/5/19	Donated	Not valued separately	£1,350
Defibrillator	Evangelical Church		£1,350	Not valued separately	£1,350

Computer Network	Shire Hall	2018	£2,812	Not valued separately	£2,812
Intercom	Shire Hall		£1,335	Not valued separately	£1,335
Flagpole	Elmhurst Park			Not valued separately	£1,500
Culvert	Kingston Field	30.09.21	£8,440.22	£8,440.22	£8,440.22
Playground equipment	Kingston Field	06.01.22	£89,000	£89,000	£89,000
Accessible pathway	Kingston Field	28.02.22	£32,981	£32,981	£32,981
<b>TOTAL</b>					<b>£370,977.22</b>

#### Land & Buildings

Description	Location	Date Acquired	Purchase Cost	Insurance/ Replacement Value	Asset Register Valuation
Art Club Premises	Tide Mill Quay	8/9/1977	£0	£204,288	£1
Broomheath		14/10/2011	£1	Open space – street furniture valued separately	£1
Community Boatshed	Whisstocks Place			£1,202,000	£1
Community Hall		1/10/2007	£1	£1,467,282	£1
Community Heritage Building	Whisstocks Place			£546,363	£1
Elmhurst Park	Eimhurst Park	Land owned by Charity	£0	Open space – street furniture valued separately	£0
Elmhurst Park Bandstand	Elmhurst Park	17/8/2015	Donated	£64,398	£50,000
Elmhurst Park Gardeners Shed	Elmhurst Park	1/4/1974	Unknown	£106,569	£1
Elmhurst Park Public Toilets	Elmhurst Park	31/3/2006	£0	£100,300	£1
Elmhurst Park Shelter	Elmhurst Park	1/4/1974	Unknown	£105,315	£1
Elmhurst Walk	Elmhurst Park	1/4/1974	Unknown	Open space – street furniture	£1

				valued separately	
Fen Meadow		10/6/2010	£1	Open space – street furniture valued separately	£1
Fitzgerald Green		17/2/1997	£0	Open space – street furniture valued separately	£1
Kingston Field	Kingston Field	Land owned by Charity	£0	Open space – street furniture valued separately	£0
Kingston Field Pavilion	Kingston Field	1/4/1974	Unknown	£445,083	£420,000
Market Hill		3/7/1987	Included in Shire Hall transaction	Open space – street furniture valued separately	£1
Shire Hall	Market Hill	3/7/1987	£90,000	£3,610,814	£1
Theatre Street Toilets	Theatre Street	2/11/2010	£1	£100,300	£1
Tide Mill	Tide Mill Way	1/3/1977	£0	£2,140,507	£1
Tide Mill Quay		8/11/1977	£0	Open space – street furniture valued separately	£1
Tide Mill Way		8/11/1977	£0	Open space – street furniture valued separately	£1
War Memorial	Market Hill	1/4/1974	Unknown	£446,217	£1
War Memorial Garden	Market Hill	1/4/1974	Unknown	Inc above	£1
Whisstocks Place		23/2/2018	£0	£437,091	£1
<b>Total</b>					<b>£470,020.00</b>

## Item 11

To note the receipt of the Electrical Installation Condition reports for the Town Council estate, and to consider how to proceed with the remedial work required.

In late 2022 Bower Fuller undertook the electrical installation condition (fixed wiring) testing of the properties on the Town Council estate – as owner, WTC is legally bound to organise these tests every five years.

The test results were subsequently provided by Bower Fuller, and these have been uploaded separately to SharePoint. The following text accompanied the reports:

*Please find attached the electrical installation condition report certification for your sites which we recently tested.*

*Page 2 of each certificate identifies any issues found during the inspections, these have been coded as Code 2s (potentially dangerous, urgent remedial action required) and Code 3 (improvement recommended).*

*If a certificate has any code 2s, the certificate must be “unsatisfactory”. If it only has Code 3s or none, the certificate is “satisfactory”.*

*Code 2 remedials need to be carried out. Code 3s are safe but not up to the current regulations (which are not retrospective), but you may choose to have these done. We can give you a quote for the remedials at each site split between each code.*

In order for the Council to decide on how it wishes to proceed with the remedial works required, Bower Fuller were asked to provide a quote to undertake both the code 2 and 3 works. The full quotation is provided overleaf and summarised below:

<b>Location</b>	<b>Code 2</b>	<b>Code 3</b>
Tide Mill		£633.42
Art Club	£200.75	£1,069.69
Elmhurst Park		£633.42
Museum		£484.65
Kingston Pavilion	£314.61	£1,160.96
Longshed	£172.00	£1,419.61
Shire Hall	£312.15	£1,282.11
Theatre Street		£579.61
<b>Total</b>	<b>£999.51</b>	<b>£7,263.47</b>

The accompanying text came with the quotation:

*Further to our recent electrical testing at your sites, please find attached our tender letter for the remedial works highlighted in part 5 of the certificates for each location.*

*We have split the quotes into each site and between code 2 items by themselves and code 2 & 3 items together. Code 2 items are “potentially dangerous, urgent remedial action required” and*



*code 3 items are "improvement recommended". Certificates with only code 3 items are still "satisfactory" and are safe but not up to current standards.*

Both emails from Bower Fuller make it clear that the code 2 remedial works must be undertaken, however the code 3 remedial works are recommended but optional. **Members are therefore asked to consider the quotation from Bower Fuller regarding the remedial works following the fixed wiring survey, and to decide whether to undertake only the code 2 works, or both the code 2 and code 3 works.**

In setting the budget for the financial year 2023/24 (which we will enter shortly), the Finance Committee have provided funds as part the Councils maintenance budget for both the fixed wiring tests (the latest works have already been paid for), and for the cost of the remedial work which follows.

The current balance of the maintenance reserve is £17,290.25, with £29,320.00 to be added upon the receipt of the precept. Ensuring that the Finance Committee use the above figures as the basis for future contributions into this reserve, Members could consider this reserve suitable for financing the remedial works required.

Members may also consider that the work to the Theatre Street toilets is unnecessary at this time due to the current closure of the building.

**Members are asked to note the receipt of the Electrical Installation Condition reports for the Town Council estate, and to consider how to proceed with the remedial work required.**

Our Ref: RL/ESW 7551

07 March 2023

Woodbridge Town Council  
Shire Hall  
Market Hill  
Woodbridge  
Suffolk  
IP12 4LP



**BOWER  
FULLER**

Engineering Services  
for Buildings

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Ransomes Europark  
Ipswich  
Suffolk  
IP3 9RU

Tel: 01473 272277

Email: [services@bowerfuller.co.uk](mailto:services@bowerfuller.co.uk)  
[www.bowerfuller.co.uk](http://www.bowerfuller.co.uk)

*For the attention of Ms Belinda Lloyd*

Dear Belinda,

**RE: REMEDIAL WORKS HIGHLIGHTED IN THE ELECTRICAL INSTALLATION  
CONDITION REPORTS AT WOODBRIDGE TOWN COUNCIL SITES**

Further to the recent electrical installation condition report , we have pleasure in submitting our VAT exclusive fixed price quotation to carry out the following remedial works:

**Schedule of Works**

Tide Mill

Code 3 remedials from EICR18.2C-165506.

Total cost for the above is **£633.42** excluding VAT.

Art Club

Code 2 remedials from EICR18.2C-165507.

Total cost for the above is **£200.75** excluding VAT.

Code 2 & 3 remedials from EICR18.2C-165507.

Total cost for the above is **£1,069.69** excluding VAT.

Elmhurst Park

Code 3 remedials from EICR18.2C-165508.

Total cost for the above is **£633.42** excluding VAT.

### Museum

Code 3 remedials from EICR18.2C-165509.

Total cost for the above is **£484.65** excluding VAT.

### Kingston Pavilion

Code 2 remedials from EICR18.2C-165510.

Total cost for the above is **£314.61** excluding VAT.

Code 2 & 3 remedials from EICR18.2C-165510.

Total cost for the above is **£1,160.96** excluding VAT.

### Long Shed

Code 2 remedials from EICR18.2C-198082.

Total cost for the above is **£172.00** excluding VAT.

Code 2 & 3 remedials from EICR18.2C-198082.

Total cost for the above is **£1,419.61** excluding VAT.

### Shire Hall

Code 2 remedials from EICR18.2C-198083.

Total cost for the above is **£312.15** excluding VAT.

Code 2 & 3 remedials from EICR18.2C-198083.

Total cost for the above is **£1,282.11** excluding VAT.

### Theatre WC

Code 3 remedials from EICR18.2C-198084.

Total cost for the above is **£579.61** excluding VAT.

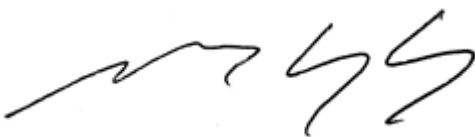
In considering our quotation we would draw your attention to the following qualifications that forms the basis of our offer

- We have allowed for the works to be carried out during out of hours working hours Monday – Friday 7:30 – 17:00hrs.
- There will be times when circuits that require remedial works will be isolated from the mains.
- We have excluded testing above 3m for any high-level lighting or power circuits.
- We have based our tender on the Line - Neutral insulation resistance testing being a limitation.
- Our quotation will remain fixed price until 07 March November 2022 providing it is accepted within 30 days from the date of submission; thereafter we reserve the right of amendment.
- In the event of asbestos products being discovered in the working areas currently not identified, we will advise yourselves and await further instruction. We assume the register will be issued prior to our works commencement date.
- Any shutdowns/cut ins will need to be agreed and co-ordinated with the Client and to reflect the programme of works and resolved accordingly.
- Payment to be made within 17 days of submission of invoice.
- We have assumed free use of site welfare facilities and free use of the car park for the duration of our works.

We trust that the above is of interest and will await your instructions.

In the meantime, should you wish to discuss the project further please do not hesitate in contacting the undersigned.

Yours faithfully  
for **BOWER FULLER**

A handwritten signature in black ink, appearing to read 'R. Langley', written in a cursive style.

Russell Langley  
**Electrical Special Projects Engineer**

## Item 12

To consider a request from the Council's Ice Cream vending licensee to end the agreement.

As Members are aware a license to vend Ice Cream on parts of the Council's estate was provided to a local small business for a three-year period starting on April 1<sup>st</sup>, 2021. For the period April 1<sup>st</sup> 2022 – March 31<sup>st</sup> 2023 this was offered free of charge to the licensee due to challenges provided by new competition at the prime location, Whisstocks Place.

The licensee was approached recently by Officers regarding the final year of the agreement, with the following response received:

*With regard to invoicing me for this year I think we are both fully aware that there is little value to the licence for Whisstocks due to Stefans and the Woodyard pizza restaurant. For Elmhurst Park, there is very little footfall there other than for events which, unless they are Town Council events, I have to pay a pitch fee along with everyone else. Would the council be in agreement with me relinquishing the licence? I'm not in a financial position to pay out that amount of money for very little if any return.*

The income received for the first year of the agreement was £1200. The Finance Committee did not budget for any income from this license for 2023/24. Termination of the license is covered in section 2.11, provided below:

### **2.11 Termination**

- 2.11.1** Licensor may terminate this Licence for any reason whatsoever, including convenience, upon giving not less than twenty eight calendar days' written notice. Provided that the Licensee has paid the annual Licence Fee in full, and is not otherwise in breach of the Licence, on termination under this clause 2.11.1 the Council may issue a refund of the amount of Licence Fee paid for the remaining part of the annual period in question. The amount of refund will be calculated pro rata from the expiry of the termination notice to 31<sup>st</sup> March of the annual period in question less an administration fee of 10% of the annual Licence Fee.
- 2.11.2** The Licensee may terminate this Licence at any time by twenty eight calendar days' written notice in which case any fees which remain to be paid will become payable immediately upon termination. If the Licensee decides to terminate this Licence no refund will be given.
- 2.11.3** The Licensor may immediately by notice in writing, revoke or suspend the Licence if at any time there shall be a breach of any of the Licence conditions but without prejudice to the Licensor's rights and remedies in respect of such breach. No refund will be due in this case.

At the time of writing the Council's solicitors are considering the matter, and their advice will be provided in due course.

Members are asked to consider a request from the Council's Ice Cream vending licensee to end the agreement.

### Item 13

To consider a recommendation from the Climate and Ecological Emergency Committee.

The minutes of the March 7<sup>th</sup> Climate and Ecological Emergency Committee meeting state:

#### **738. To consider a request from the Suffolk Swift Group.**

The Committee agreed to recommend to the Full Council that consideration be given to the placement of a noticeboard on the Market Square to provide information about the work of the Suffolk Swift group in the town.

This recommendation follows debate on the below agenda item, and a presentation received from the Suffolk Swift Group at the meeting:

### Item 6

To consider a request from the Suffolk Swift Group.

Cllr Adelson has requested this item be added to the agenda following communication with Nick Marshall from the Suffolk Swift Group. Mr Marshall has also spoken with the Town Clerk about this potential project:

Both Greg and I have been contacted by Nick Marshall from the Suffolk Swift Group (also known, I believe, as "Save Our Suffolk Swifts"). I'm a member of the group too. This is in connection with the swift nest boxes that have been/are to be put up on St Mary's House. The group is suggesting that a notice would be useful, to explain to the public about the plight of the swift and the importance of Woodbridge as a stronghold. Can we have an item on the CEEC agenda to discuss it and agree how it could be done? Nick and/or others from SOSS could be invited to outline what they have in mind.

Thanks  
David

In discussion with the Clerk, Mr Marshall had enquired about the Shire Hall and/ or the Market Square as a possible location for the information notice to be located.

**Members are asked to consider a request from the Suffolk Swift Group.**

---

The proposal is for the Suffolk Swift Group, at their expense, to install an information board in (as you look from the Shire Hall toward the Kings Head), the first raised planter on the left-hand site. This would provide information about swifts and the work of the local group, as well as the nest boxes which can now be seen on St Mary's House.

**Members are asked to consider the recommendation from the Climate and Ecological Emergency Committee that consideration be given to the placement of a noticeboard on the Market Square to provide information about the work of the Suffolk Swift group in the town.**

Members may also wish to consider the potential to install a WTC noticeboard in the right-hand side planter to provide residents and visitors information on the Market Square and Shire Hall.

## Item 14

To note the receipt of references for the Council's new Grounds Maintenance Contractor, and a consider a request regarding vehicle parking.

Members will recall the decision taken at the February meeting regarding the appointment of a Grounds Maintenance Contractor:

### 717. To appoint a company to be the Council's Grounds Maintenance Contractor

The Council agreed to appoint CGM Group (East Anglia) Limited to the Council's Grounds Maintenance Contract for the period April 1st 2023 – March 31st 2026, subject to the receipt of satisfactory references.

References have been sought and are provided as follows:

#### Kings Lynn and West Norfolk Council

**From:** Allison Bingham <Allison.Bingham@West-Norfolk.gov.uk>

**Sent:** 01 March 2023 13:36

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

**Subject:** RE: Reference request - CGM Ltd

Good Afternoon

We have worked with CGM since 2013 when they undertook the landscaping contract of the industrial estates. This was brought in house in 2018, but since then they have undertaken maintenance works for our ditches and dykes contract, landscaping and vegetation works at closed churchyards and maintenance of The Willows nature reserve.

The respond quickly to requests, and has a dedicated team that run our contracts from the operatives on site to the site managers/contract managers and credit control/admin.

With the online system, we can look at progress on our contracts, before and after photographs and any issues that arise e.g. fly tipping

We have a very positive experience of working with CGM

Let us know if you need any further information

Kind Regards

Allison Bingham, Building Technician (Team Leader)



Breckland Council

**From:** Watkins, James <James.Watkins@breckland.gov.uk>  
**Sent:** 02 March 2023 12:01  
**To:** Town Clerk <townclerk@woodbridge-suffolk.gov.uk>  
**Subject:** RE: Reference request - CGM Ltd

Hi Greg

Yes I worked with CGM on a project to refurbish one of our community gardens and then instructed them to maintain them during 2023,

I can confirm that the whole process was extremely positive with their project manager Jonathan a pleasure to work with, they kept to our budget parameters and there schedule management delivered the project on target.

Since the gardens have been completed they have maintained the space to a high standard with no issues reported to our environmental services team.

I hope that helps with your procurement, We would definitely work with CGM again.

All the best

**James Watkins**

Project Manager  
Breckland Council

Thetford Town Council

**From:** Tina Cunnell <TinaCunnell@thetfordtowncouncil.gov.uk>  
**Sent:** 07 March 2023 09:15  
**To:** Town Clerk <townclerk@woodbridge-suffolk.gov.uk>  
**Subject:** CGM comment

Dear Greg

I am happy to confirm that we have used the services of CGM Ltd in the past for a variety of vegetation management and fencing projects and their standard of work has always been high. Of particular note is the garden at Kings House which is in a trust managed by the council and the work of the gardener there is exceptional.

Kind regards

Tina

Tina Cunnell BSc Hons  
Town Clerk  
Thetford Town Council



Officers have met with representatives of CGM and provided them with a full tour of the Council's estate and discussed the particulars of the contract. At the time of writing CGM are hoping to start on site training with staff at the end of March prior to the contract start date on April 1<sup>st</sup> (in reality Monday April 3<sup>rd</sup>).

The one major item of discussion was vehicle parking in Elmhurst Park. CGM will provide their employee with a flatbed truck for the day to day tasks and have asked that this can be parked in the Melon Pit when not in use, including overnight and during weekends. The Melon Pit is a locked and gated area, and no items of value will be left in the vehicle. CGM have confirmed they will take all responsibility for any loss or damage to the vehicle if/when stored in that location.

**Members are asked to consider:**

- The references received for CGM Group Ltd.
- The request from CGM to store a vehicle in the Melon Pit.

## Item 16

To consider a request from St Mary's Church regarding parking outside of the Church Hall.

The overleaf letter has been received from Father Nigel Prior, the main point of which seeks the Council's support when Suffolk Highways are approached regarding the creation of a drop off point outside of the St Mary's Hall.

**Members are asked to consider the request from St Mary's Church which seeks the support of WTC for a drop off point on the Market Square.**



# WOODBIDGE ST MARY with Great Bealings

The Parish Office  
St. Mary's House  
11 Market Hill

Phone 01394 388820  
parish.office@stmaryswoodbridge.org

2nd March 2023

Mr G Diaper  
Town Clerk  
Woodbridge Town Council  
Shire Hall  
Woodbridge

Dear Greg,

## **Access for the Less Mobile to St Mary's House, 11 Market Hill, Woodbridge, IP12 4LP**

Further to the recent conversation between you and one of our churchwardens, and as agreed then, the thoughts expressed were shared with members of our Parochial Church Council, who were very supportive of the following outline and request.

While we have been pleased over many years to offer our meetings rooms to a wide variety of users and hirers, it has become increasingly difficult for some to continue, owing to the difficulty of 'dropping off' and 'picking up' their less mobile members, some of whom also have been deterred as individuals.

Indeed, we have lost the twice-weekly lunch/activities club for the 55+ age group, as the leaders were finding it difficult to recruit volunteer drivers, who feared receiving a fine. Anecdotally, we have been told by at least four of the leadership team of their sadness at leaving the facilities of St Mary's House and their willingness, as one put it to 'return like a shot, if the parking can be sorted out'.

Your offer of 'lifting the metal pillars' for access to the upper 'fenced area' on Market Hill was a useful consideration, but – as discussed - would be impractical, as it would necessitate crossing the highway on foot.

While we understand that parking is not within the remit of the Town Council, we should very much appreciate its support, when in due course the Highways Department is approached.

Although keen not to inconvenience other drivers, we wonder about the feasibility of a designated 'drop-off' point, perhaps 'at the front of' the 3-4 car bay; as it is adjacent to the double yellow lines beside the lowered kerb for the cobbled path leading to the church; that space would allow cars to pull away smoothly.

On closer inspection of our frontage, we have realised that there is another credible possibility. Given that, as the entrance to our double front doors, there remains a section of cobbled and lowered pathway, we believe that this is a vestige from former times, probably dating from the building's previous role as a public house.

Thus, if the Highways Department or its predecessor thought fit not to create a uniform pavement for that section, it suggests that there may have been reasons at law to preserve the cobbled access to St. Mary's House. Of course, parking on the road in front of it – such as now exists – obscures that approach, but a drop-off point there would allow direct entry to it.

Thank you for your very supportive, spoken response. We should be very grateful, if St Mary's PCC and the Town Council could work together to facilitate improved access. I have mentioned the matter also to Councillor Sue Bale.

The PCC looks forward to the time when improved access for the less mobile may be secured.

Yours sincerely

A handwritten signature in black ink that reads "Nigel Prior". The signature is written in a cursive style with a horizontal line underneath the name.

Rev'd Nigel Prior  
as Chair of PCC of St Mary's, Woodbridge

## Item 17

To consider a request from the Council's appointed representative to the Sutton Hoo Ships Company.

Cllr Adelson, the Council's appointed representative to the Sutton Hoo Ships Company, sent the following email to all Councillors on February 27<sup>th</sup>:

Dear all,

Just to let you know about the next "Witan" - which is a conference of the Ship's Company, which seems to happen about every 6 months. I am invited as WTC's rep - unfortunately I couldn't attend last time in October.

The report from last time is attached, and it mentions discussion of basing the replica ship in Ipswich once it is launched. I draw your attention to this paragraph-

*"Although all Witan attendees speak for themselves, it is legitimate to generalise that those concerned with archaeology, heritage and public engagement were 90% or more in favour of basing the trials and the legacy of the ship in Ipswich. Unfortunately the Woodbridge Town Council delegate was unable attend at the last minute, so we remain uncertain of how our departure will be seen by the town as a whole. Also untested are the views of the current volunteer force, whose participation after the launch has yet to be defined." In fact, even if I'd been there I wouldn't have presumed to express a view on behalf of the town as a whole, nor of the council, without the opportunity to be briefed.*

Is this something we can bring up at the Town Meeting? Hopefully if there are enough council members there, we can decide on the council's stance on this proposal? I (or another councillor) could then take this to the April Witan.

I haven't spotted anything in the agenda for the next Witan that strikes me as needing a WTC response - but if councillors think otherwise, perhaps we can consider how to get it. And if there are particular points upon which individual councillors have observations, please would they let me know.

Best wishes

David

The report referenced is uploaded to SharePoint.

WTC have not been approached directly by the Ships Company for comment regarding the future plans for the ship, therefore Members are provided with this opportunity to give feedback.