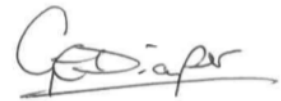


To Members of the Town Council

Cllr Adelson	Cllr. Holdcroft	Cllr. Miller	Cllr. Sanders
Cllr. Bale	Cllr. Kneebone	Cllr. Pegg	Cllr. Sutton
Cllr. Beck	Cllr. Leach	Cllr. Phipps	Cllr. Walsh
Cllr. Gillard	Cllr O' Nolan	Cllr. Rogerson	Cllr. Wilks

You are hereby summoned to **attend the Meeting of the Town Council** to be held at the **Shire Hall** on **Wednesday 20th September at 7pm**



Greg Diaper

Town Clerk

15th September 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.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Agenda

303. Apologies

304. Declarations of interest

To receive any declarations of interest and to consider requests for dispensations from Members on matters in which they have a disclosable pecuniary interest, other registerable or non-registerable interest.

305. 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.

306. To agree and approve the minutes of the meeting held 19th July 2023



WOODBRIIDGE TOWN COUNCIL

Town Clerk: Mr G E Diaper

Shire Hall, Market Hill, Woodbridge, Suffolk IP12 4LP

Telephone: 01394 383599 | Email: townclerk@woodbridge-suffolk.gov.uk | Website: woodbridge-suffolk.gov.uk

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

- a. Income to 31st August 2023
- b. Expenditure to 31st August 2023
- c. Income and Expenditure against Budget to August 2023
- d. Bank Reconciliation and Supporting Bank Statements to 31st July & 31st August 2023
- e. The Accounts and Payments List for August & September 2023
- f. The HSBC Net report for September 2023
- g. The HSBC Corporate Card report for July & August 2023
- h. Summary of Direct Debit payments to 31st August 2023
- i. Debtors Report to 31st August 2023

308. To note the receipt of the minutes from this Council's Committees:

- a. Finance – 26.07.23
- b. Planning – 02.08.23
- c. Planning – 23.08.23
- c. Climate and Ecological Emergency – 23.08.23
- e. Planning – 06.09.23
- f. Amenities – 06.09.23

309. To note the receipt of a written report from District Councillors Molyneux and Yule. (to follow)

310. To note the receipt of the Shire Hall consultation report and to approve its publication. To agree how to proceed.

311. To note the receipt of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2023. (to follow)

312. To review the membership of Committees.

313. To receive an update from the Deputy Town Clerk regarding the Council's Christmas event.

314. To consider the Draft Changing Places Agreement with East Suffolk Council. (to follow)

315. To consider the decision of the Amenities Committee regarding the design requirements for the Elmhurst Park Changing Place toilets.

- 316. To consider a request from the Sutton Hoo Ships Company for permission to install a section of the longship at the Tide Mill Quay.**
- 317. To consider applying to LINK for a review of Woodbridge community access to banking facilities.**
- 318. To receive a report from Cllr Sutton regarding the Woodbridge Melton and Deben Peninsula Community Group meeting.**
- 319. To consider the review of the Council's 'Priority Policies' by the Standing Orders Working Parties.**
- 320. To consider a request from Transition Woodbridge for the Council to apply for grant funding as part of the 'Greening of the Thoroughfare' proposal.**
- 321. To consider a request from Woodbridge Museum to install solar panels on the roof of the Community Heritage Building.**
- 322. To receive an update from the Property Working Party.**
- 323. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.**
- 324. To consider a recommendation from the Staffing Committee regarding the appointment of a Maintenance Officer to Woodbridge Town Council.**
- 325. To consider the quotation received from the District Valuer regarding the Theatre Street site.**
- 326. To consider a recommendation from the Finance Committee regarding the Kingston Pavilion café.**

Minutes of the **Town Council** meeting held at the Shire Hall on **Wednesday 19th July 2023** at **7pm**

Councillors:

Present: D Adelson, S Bale, P Gillard, G Holdcroft, R Leach, S Miller, E O’Nolan, N Phipps, R Sanders, T Rogerson, M Sutton, C Walsh and M Wilks.

Apologies: M Kneebone.

In Attendance: Town Clerk, District Councillor Molyneux and seven members of the public.

182. Apologies

Apologies for absence had been received from Councillor Kneebone.

183. To receive declarations of interest

Cllr. Rogerson declared a non-pecuniary interest in item 193 as a family member attends Kyson School.

Cllr. O’Nolan declared a non-pecuniary interest in item 199 as Chair of the Woodbridge Climate Action Centre.

Cllr. Holdcroft declared a non-pecuniary interest in item 201 as a Director of Choose Woodbridge.

184. Public Question Time

A member of the public alerted the Council to the presence of hogweed in Elmhurst Park, and also enquired about the cutting regimes close to pathways in the park.

185. To agree and approve the minutes of the meeting held 28th June 2023

The Council agreed and approved the signing of the minutes of the meeting held 28th June 2023 as a true record.

186. To consider, question and agree the following Financial Reports

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

- a. Income to 30th June 2023 - **£255,573.00**
- b. Expenditure to 30th June 2023 - **£87,671.00**
- c. Income and Expenditure against Budget to 30th June 2023
- d. Bank Reconciliation and Supporting Bank Statements to 30th June 2023 - **£723,249.20**
- e. The Accounts and Payments List for July 2023 - **£31,358.57**
- f. The HSBC Net report for July 2023 - **£18,523.57**
- g. The HSBC Corporate Card report for June 2023 - **£62.08**
- h. Summary of Direct Debit payments to 30th June 2023 - **£624.46**
- i. Expenditure over £500 Report from 1st April – 30th June 2023
- j. The UKSP Grant payment of £13,500.00 received on 13th June 2023
- k. Debtors Report to 30th June 2023

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

The Council noted the receipt of the following minutes:-

- a. Planning – 28.06.23
- b. Planning – 05.07.23
- c. Amenities – 05.07.23
- d. Staffing – 12.07.23

188. To observe a minute of silence in memory of Caroline Page

The Council and those members of public in attendance observed a minute of silence in memory of Caroline Page.

189. To note the receipt of a written report from District Councillors Molyneux and Yule

The Council noted the receipt of a written report from District Councillors Molyneux and Yule.

190. For members to question the District Councillors on matters contained in their written reports

There were no questions for District Councillor Molyneux.

191. To agree the procedure for co-opting eligible persons to the position of Councillor to Woodbridge Town Council and provide an opportunity for those people to speak to the Council

The Council received a presentation from two applicants to the position of Councillor to Woodbridge Town Council.

The Council thereafter agreed it would proceed to a vote during the confidential session and agreed the voting process as proposed.

192. To receive a presentation from Chiara Saunders, Chief Executive, Citizens Advice East Suffolk

The Council received a presentation from Chiara Saunders, Chief Executive, Citizens Advice East Suffolk, regarding their plans for Woodbridge.

The Youth Working Party were asked to continue discussions with Citizens Advice East Suffolk regarding potential future relationships between the organisations.

193. To receive a presentation from representatives from Kyson Primary School

The Council received a presentation from John Southgate, representing the Governors of Kyson School.

The Council noted the receipt of the following documents from Kyson School:

- The submission of quotations and a plan for community use of the proposed facility, and an explanation of the availability of accessible toilets within the existing school premises.
- The submission of proof of match funding held in the school accounts.

Further to the decision taken at the January meeting of the Council (item 652), the Council noted that the likely costs to the Council will be reduced to £21,000, and that Kyson School will apply for a grant to secure the Council's match funding.

The Council also requested that Kyson School provide an annual report for a period of five years from the date of opening, providing a summary of the community usage of the facility.

194. To review the Terms of Reference for the Council's Committees, Sub-Committees and Working Parties

The Council reviewed its Terms of Reference and agreed to adopt the document, including the changes proposed by Members prior to and at the meeting.

195. To review and agree the Council's Terms and Conditions for hire

The Council reviewed its Terms and Conditions for hire and agreed to adopt the document, including the changes proposed by Members prior to and at the meeting.

196. To consider the condition of the Woodbridge Station railway/ footbridge

The Council delegated the Town Clerk and Cllr Adelson to contract Abellio Greater Anglia regarding the condition of the Woodbridge Station railway/ footbridge, as well as report the Council's concerns to the Building Control team at East Suffolk Council and the East Anglian Daily Times.

197. To consider a request from Cllr. Walsh regarding the Town Council newsletter

The Council agreed not to re-instate a newsletter at the current time, and instead appointed Cllrs Gillard, Holdcroft and Leach to the 'Newsletter' Working Party, whose function is to produce a quarterly submission to the local free papers regarding the work of Woodbridge Town Council.

198. To consider a request for comment from Clarke Telecom Ltd regarding the upgrading of a radio mast in Woodbridge

The Council agreed it has no comment to submit regarding the upgrading of a radio mast in Woodbridge.

199. To consider pre-planning application advice received regarding the Elmhurst Park community facility, particularly in respect of the suggestion that another building could be utilised

The Council noted the pre-planning application advice regarding the Elmhurst Park community facility and requested that the Amenities Committee consider the recommendations provided therein.

Cllr. Gillard left the meeting.

200. To consider a request from the Amenities Committee regarding the installation of planters on the Thoroughfare and Market Hill

The Council noted the advice received from the Highways Authority regarding the installation of planters (bee cafes) on the Thoroughfare.

The Council agreed at the current time not to support an application from Transition Woodbridge, subject to the success of a trial of the planters on the Town Council estate – The Town Clerk was asked to purchase two planters from Mr Martin (payable from the Amenities Committee budget 5100), for placement on the Council estate.

The Climate and Ecological Emergency Committee were asked to consider organising a public 'giveaway' of the planters.

201. To consider a request from Woodbridge in Bloom regarding a planter in the Turban Centre

The Council agreed not to provide financial assistance to Woodbridge in Bloom regarding a planter in the Turban Centre.

202. To consider a proposal for the painting of murals in Woodbridge

The Council mandated the Town Clerk to enter into further discussions with the organisation regarding the potential painting of murals in Woodbridge.

203. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed

The Council agreed to exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.

204. To consider the co-option of eligible persons to the position of Councillor to Woodbridge Town Council

The Council voted on the following appointments to the position of Councillor to Woodbridge Town Council:

- Kyson Ward - Doreen Pegg
- Seckford Ward - Eleanor Beck

205. To appoint an Honorary Freeman or Freewoman of Woodbridge

The Council voted to appoint Jane Healey as an Honorary Freewoman of Woodbridge.

Cllr Bale left the meeting.

206. To consider the future business relationship between the Council and its tenant in the Kingston Pavilion Café

The Council requested that the Finance Committee consider the future business relationship between the Council and its tenant in the Kingston Pavilion Café.

207. To consider the quotation received from the District Valuer regarding the Theatre Street site

The Council agreed to defer this item.

208. To consider a recommendation from the Staffing Committee

The Council agreed the recommendation from the Staffing Committee, pending the receipt of formal notice for the Council's current employee.

209. Closure

The meeting was closed at 9.44.pm.

Councillor O'Nolan
Chair

Minutes of the meeting of the **Finance Committee** held at the **Shire Hall** on **Wednesday 26th July 2023** at **5.30pm**.

Councillors:

Present: S Bale, G Holdcroft, S Miller, E O’Nolan, N Phipps, T Rogerson, R Sanders, and M Sutton.

Apologies: P Gillard, C Walsh

In Attendance: Town Clerk and no members of the public

210. Apologies for Absence

Apologies for absence had been received from Cllrs. Gillard and Walsh.

211. To receive Declarations of Interest

Cllr. Holdcroft declared a non-pecuniary interest in item 216 as a Director of Choose Woodbridge.

212. Public Question Time.

There were no members of the public present.

213. To agree and approve the Minutes of the meeting held on 7th June 2023

The minutes of the Finance Committee meeting held 7th June 2023 were approved.

214. To consider a request from Full Council to consider the future business relationship between the Council and its tenant in the Kingston Pavilion Café.

The Committee agreed to recommend to Full Council the lease particulars on offer to the Council’s current tenant in the Kingston Pavilion Cafe, as well as asking the Town Clerk to prepare a document detailing the improvements the Council will make to the building.

215. To consider advice received from the Council’s auditor regarding the current banking arrangements.

The Committee noted the advice received from Council’s auditor regarding the current banking arrangements and asked the Town Clerk to investigate options regarding a new current account and savings account.

216. To consider the use of the Council’s planters in the Thoroughfare for private advertising.

The Committee agreed that advertising on the Council’s planters in the Thoroughfare would not be permitted, and hence not included on the Council’s ‘Statement of Rental Charges’.

217. To consider the current position of the Council’s reserves.

The Chair and Deputy Chair were asked to prepare a report regarding the Council’s Ear Marked Reserves for consideration at a future meeting of the Committee.

218. Closure

The meeting was closed a 6.46pm.

Councillor Sutton
Chair

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 2nd August 2023** at **5.30pm**

Councillors:

Present: D Adelson, S Bale, G Holdcroft, E O’Nolan and R Leach.

Apologies: P Gillard, M Kneebone, N Phipps and R Sanders

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

In the absence of the Chair, Cllr Adelson took the Chair.

219. Apologies for Absence

Apologies for absence had been received from Councillors Gillard, Kneebone, Phipps and Sanders

220. To receive Declarations of Interest

No members made any declarations of interests in relation to items on the agenda.

221. Public Question Time.

There were no members of the public present.

222. To agree and approve the Minutes of the meeting held on 19th July 2023

The minutes of the Planning Committee meeting held 19th July 2023 were approved.

223. To note intentions to undertake works to trees in the conservation area (TCA)

The Committee noted the following applications:

DC/23/2949/TCA - Little Grange 3 Pytches Road Woodbridge Suffolk IP12 1EP

WTC are concerned that there is no justification by way of an arboricultural report and proposal by a qualified arborist for the requirement to fell trees T1 and T2 – this should be a pre-requisite for any trees in the conservation area (and in this case being in close proximity to a TPO tree (ZZZZXPOXT875)). Without such reasoning WTC strongly urge that the Planning Authorities Tree Officer inspect

these trees to ensure that felling is necessary – being in such close proximity to other TPO trees and TPO areas, it may be that these trees also require a TPO.

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

The Council agreed their comment as set out below:-

<p>DC/23/2884/TPO – Little Grange 3 Pytches Road Woodbridge Suffolk IP12 1EP</p>	<p>WTC recommend refusal of this application due to the insufficient information provided with the application.</p> <p>For any proposal for works to a tree with a TPO we would expect, as a minimum, photographic evidence and an arboricultural report with recommendations from a qualified person regarding the work required. WTC would urge the Planning Authorities Tree Officer inspect this tree to ensure that the work is necessary.</p>
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225. To comment on applications for planning permission

The Council agreed their comment as set out below:-

<p>DC/23/2712/LBC – 25 Seckford Street Woodbridge Suffolk IP12 4LY</p>	<p>WTC recommend approval.</p>
<p>DC/23/1879/FUL – 34 Brook Street Woodbridge Suffolk IP12 1BE</p>	<p>WTC recommend approval of the conversion from single to double glazed windows and rely on the Conservation Officer to ensure that the work is completed in a manner sympathetic to the existing façade of the building.</p>
<p>DC/23/2409/LBC – 34 Brook Street Woodbridge Suffolk IP12 1BE</p>	<p>WTC recommend approval of the conversion from single to double glazed windows and rely on the Conservation Officer to ensure that the work is completed in a manner sympathetic to the existing façade of the building.</p>

DC/23/2785/FUL - 108 Castle Street Woodbridge Suffolk IP12 1HL	WTC recommend approval.
DC/23/2811/FUL - 33 Through Duncans Woodbridge Suffolk IP12 4EA	WTC recommend approval.
DC/23/2749/FUL - Dobbies Garden Centre Grundisburgh Road Woodbridge Suffolk IP13 6HX	WTC recommend approval.

226. To note East Suffolk Council decisions on Planning Applications where those decision 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.

227. To consider the East Suffolk Council consultation on revised a Statement of Licensing Policy.

The Committee agreed it had no comments to make on the Statement of Licensing Policy.

228. Closure

The meeting was closed at 6.14pm.

Councillor Adelson
Vice-Chair

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 23rd August 2023** at **5.30pm**

Councillors:

Present: D Adelson, S Bale, G Holdcroft, N Phipps and R Sanders.

Apologies: P Gillard, M Kneebone, E O’Nolan and R Leach.

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

229. Apologies for Absence

Apologies for absence had been received from Councillors Gillard, Kneebone, O’Nolan and Leach.

230. To receive Declarations of Interest

No members made any declarations of interests in relation to items on the agenda.

231. Public Question Time.

There were no members of the public present.

232. To agree and approve the Minutes of the meeting held on 2nd August 2023

The minutes of the Planning Committee meeting held 2nd August 2023 were approved.

233. To note intentions to undertake works to trees in the conservation area (TCA)

The Committee noted the following applications:

DC/23/2896/TCA- 44 Chapel Street Woodbridge Suffolk IP12 4NF

DC/23/3111/TCA - 3 Doric Place Woodbridge Suffolk IP12 1BT

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

The Council agreed their comment as set out below:-

<p>DC/23/2885/TPO - Anchor House Broomheath Woodbridge Suffolk IP12 4DL</p>	<p>WTC recommend refusal of this application due to the inadequate arboricultural detail provided in the application – as a minimum WTC would expect to see an Arboricultural Impact Assessment and comment from the Planning Authorities Tree Officer when considering the removal of/ work to trees to with a TPO. We would again urge the Planning Authority to ensure that applications without the required statutory information do not make it past the validation stage.</p> <p>If the Planning Authority are minded to approve this application, we recommend a condition be attached to the decision that a certain amount of timber is kept onsite as deadwood habitat – Woodbridge and the Broomheath/ Ipswich Road area are known to be Stag Beetle habitat.</p>
<p>DC/23/3100/TPO - 119 Ipswich Road Woodbridge Suffolk IP12 4BY</p>	<p>WTC recommend approval however are concerned by the inadequate arboricultural detail provided in the application – as a minimum WTC would expect to see an Arboricultural Impact Assessment and comment from the Planning Authorities Tree Officer when considering the removal of/ work to trees with a TPO. We would again urge the Planning Authority to ensure that applications without the required statutory information do not make it past the validation stage.</p> <p>If the Planning Authority are minded to approve this application, we recommend a condition be attached to the decision</p>

	that a certain amount of timber is kept onsite as deadwood habitat – Woodbridge and the Broomheath/Ipswich Road area are known to be Stag Beetle habitat.
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235. To comment on applications for planning permission

The Council agreed their comment as set out below:-

DC/23/2222/FUL - 5 Dukes Meadow Woodbridge Suffolk IP12 4DR	WTC recommend approval and endorse the request of the Planning Authorities 'Arboriculture and Landscape Officer' in his communication from July 10 th that an Arboricultural Method Statement be provided before final approval can be considered.
DC/23/2797/FUL - 11 Theatre Street Woodbridge Suffolk IP12 4NE	WTC recommend approval.
DC/23/2798/LBC - 11 Theatre Street Woodbridge Suffolk IP12 4NE	WTC recommend approval.
DC/23/2929/TEL - Wood Bridge Land At Manor Farm Grundisburgh Road Woodbridge Suffolk IP12 4LQ	WTC have communicated directly with the contractor and therefore have no further comment to make on this application.
DC/23/2786/FUL - Units 4 And 5, East Bank House, 9 Tide Mill Way, Woodbridge, Suffolk IP12 1BY	WTC consider that the information provided as of August 23 rd 2023 provides inadequate detail for a qualified decision to be made, and therefore submits a holding objection until more information can be provided by the applicant. The current Planning Statement does not provide sufficient detail regarding the impact to the local area – there is only reference to incoming traffic to the site and the statement that the impact will be negligible is considered purposely misleading by WTC. There will be a substantial increase in vehicles movements in the area, which is already struggling to cope with the increased

	<p>vehicular activity due to the recent development of Deben Wharf and Whisstocks Place. The junction of Tide Mill Way with the B1438 suffers from poor visibility and is heavily used for informal pedestrian crossing – increasing the volume of traffic using this junction would be dangerous.</p> <p>WTC requests that the Planning Authority ask the applicant to provide an updated Planning Statement covering the points made in this response in order that the Committee can provide a final submission at its next meeting.</p>
DC/23/2788/FUL – Barn C Former Wood Barn Cottage Site Seckford Hall Road Great Bealings IP13 6NX	WTC consider that this application is outside of the Parish of Woodbridge, and therefore does not wish to provide comment.
DC/23/3144/FUL – Apricot Cottage Fen Walk Woodbridge Suffolk IP12 4BH	WTC recommend approval however were interested to note, given the location and type of building, that the pre-planning advice recommended refusal due to the impact on the built environment and street scene – the property cannot be viewed from any publicly accessible area.
DC/23/2980/LBC – Stones Throw Cottage 19 Station Road Woodbridge Suffolk IP12 4AU	WTC recommend approval.
DC/23/2979/FUL – Stones Throw Cottage 19 Station Road Woodbridge Suffolk IP12 4AU	WTC recommend approval.

236. To note East Suffolk Council decisions on Planning Applications where those decision 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.

237. To discuss with District Councillor Yule the Planning Referral Panel process.

This item was deferred to the September 6th meeting of the Committee.

238. Closure

The meeting was closed at 6.24pm.

Councillor Sanders
Chair

Minutes of the meeting of the **Climate and Ecological Emergency Committee** held at the **Shire Hall** on **Wednesday 23rd August 2023** at **7pm**

Councillors:

Present: D Adelson, T Rogerson, C Walsh and M Wilks

Non-Council
Members: Jane Healey, Jan Pulsford and Pam Watson

Apologies: E O’Nolan, Rob Berry and Jonathan Valentine

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

239. Apologies for Absence

Apologies for absence had been received from Councillor O’Nolan and Non-Council members Berry and Valentine.

240. To receive Declarations of Interest

There were no Declarations of Interest.

241. Public Question Time

A member of the public addressed the Committee regarding the proposed giveaway of ‘Bee Café’ planters.

A member of the public addressed the Committee regarding a number of items on the agenda.

242. To agree and approve the Minutes of the meeting held on 14th June 2023

It was noted that item 91 included an incorrect reference to the Planning Committee – this minute should refer to the Climate and Ecological Emergency Committee.

With this amendment noted, the minutes of the Climate and Ecological Emergency Committee meeting held 14th June 2023 were approved.

With the approval of those Members present, the Chair re-ordered the agenda in order that the item relevant to those members of public present could be considered at the earliest opportunity.

248. To consider a 'Committee giveaway' of Bee Café planters

The Committee appointed Cllrs. Rogerson and Walsh, and Non-Council member Healey to the Bee Café Working Party.

The Committee requests that this working party consider the pro's and con's of a public giveaway of bee planters and provide a recommendation to the October meeting of the Committee.

243. To appoint Non-Council Members to the Committee

The Committee agreed to appoint Diana McMillan as a Non-Council member to the Woodbridge Town Council Climate Ecological Emergency Committee.

244. To consider a request from Transition Woodbridge for funding toward a Harvest Event on Whisstocks Place

The Committee agreed to provide funding to a maximum amount of £700, payable from the 2023/24 CEE budget (5250), to support Transition Woodbridge in the organisation of a Harvest Event on Whisstocks Place.

245. To consider a request regarding a donation to the Suffolk Wildlife Trust 'Martlesham Wilds' appeal

The Committee agreed a donation of £1000 to the Suffolk Wildlife Trust, payable from the 2023/24 CEEC budget (5250).

246. To consider whether to assist the Deben Estuary Partnership in order to formulate the updated Deben Estuary plan

The Committee agreed that the appropriate person to receive updates regarding the Deben Estuary Plan be the Town Clerk.

247. To appoint Members as delegates to attend the Woodbridge Climate Action event on August 30th

The Committee requested further information from Cllr O'Nolan regarding the Climate Change and Green Infrastructure event, and agreed not to send a delegate.

249. To consider the requirement for a 'Tree Preservation Order' Working Party.

The Committee agreed that the remit of the Trees and Re-Wilding Working Party be extended to include the creation of a list trees with the potential for a TRO.

250. To receive an update from the Working Parties of the Committee.

Trees and Re-Wilding. The Working Party will discuss with the Town Clerk the sending of a letter to DCllr Smyth-Lyte, the Cabinet Member for the Environment at East Suffolk Council, regarding the mowing of verges. The Committee agreed to appoint Pam Watson to this Working Party.

eBike – Greater promotion of the eBike hire scheme is required.

Water Harvesting – IBC tanks for Elmhurst Park and Kingston Field still a consideration.

Earth Protector Towns – Full Council has agreed to update the Council's hire agreements to include reference to single use plastic.

251. To consider project funding requests for the 2024/25 Financial Year.

The Committee proposed the following projects for funding requests for the 2024/25 Financial Year:

- Installation of an electric Car Charging Point on the Town Council estate.
- Purchase of an electric cargo bike for the Council's Maintenance Officer.
- Purchase of a water bowser to assist with the watering of the planters and planting on the Town Council estate.

252. To discuss the use of glyphosate-based herbicides on the Town Council estate.

The Committee appointed Cllr. Adelson, and Non-Council members Healey and Watson to the Herbicide Working Party.

The Committee requests that this working party consider the use of glyphosate-based herbicides on the Town Council estate and provide a recommendation to the October meeting of the Committee.

253. To receive an update on the 'Re-wilding of the Avenues' project and agree future plans and spending requirements.

The Committee agreed a maximum budget of £150 to allow the Trees and Re-Wilding Working Party to produce flyers for delivery to the residents of Edwin and Warwick Avenue, in order to gauge interest in the re-wilding of the Avenues project.

254. To consider the sale and use of throwaway vapes in Woodbridge.

The Committee mandated the Town Clerk and Cllr. Wilks to write to the vendors of throwaway vapes in Woodbridge in order to engage with them regarding the concerns of the Committee – increasing litter and the health of future generations.

Any such communication be shared with the East Anglian Daily Times.

255. To consider a quotation from Groundwork East regarding a carbon audit of the Council estate.

The Committee agreed to investigate the Carbon Impact Tool to produce a carbon footprint report for Woodbridge and deferred any decision regarding a carbon audit to a future meeting of the Committee.

256. Closure

The meeting was closed at 9.23pm.

Councillor Adelson
Chair

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 6th September 2023** at **5.30pm**

Councillors:

Present: D Adelson, S Bale, G Holdcroft, R Leach , N Phipps and R Sanders.

Apologies: P Gillard, M Kneebone and E O’Nolan.

In Attendance: Town Clerk and District Councillor Yule.

257. Apologies for Absence

Apologies for absence had been received from Councillors Gillard, Kneebone, and O’Nolan.

258. To receive Declarations of Interest

No members made any declarations of interests in relation to items on the agenda.

259. Public Question Time.

There were no members of the public present.

260. To agree and approve the Minutes of the meeting held on 23rd August 2023

The minutes of the Planning Committee meeting held 23rd August 2023 were approved.

261. To note intentions to undertake works to trees in the conservation area (TCA)

The Committee noted the following applications:

DC/23/3288/TCA - 9 Chapel Street Woodbridge Suffolk IP12 4NF

The Committee agreed that it was regrettable that no information was provided with this application – such an application should not have been validated without at least site diagrams and an arboricultural impact assessment.

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

The Council agreed their comment as set out below:-

No applications to report.

263. To comment on applications for planning permission

The Council agreed their comment as set out below:-

<p>DC/23/2786/FUL - Units 4 And 5, East Bank House, 9 Tide Mill Way, Woodbridge, Suffolk IP12 1BY</p>	<p>Further to the submission of a holding objection which asked for additional information to be provided to alleviate the Committee's concerns, we were disappointed to note that no such information had been forthcoming.</p> <p>WTC therefore recommend refusal of this application due to the insufficient information provided regarding the impact on the Highway. WTC are the owners of Tide Mill Way and are already concerned about the increase in vehicular movements in the area following the re-development of Deben Wharf. There is also a significant increase in pedestrian movements in the area, with a noticeable increase in informal pedestrian crossing at the junction of Tide Mill Way and the B1438 Quayside, which is situated on a blind corner.</p> <p>WTC re-state its opinion that the statement by the applicant that the impact of incoming traffic from the development will be negligible is purposely misleading - there will be a significant increase in vehicular movements into and out of the site.</p>
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	WTC strongly recommends that the Planning Authority seek the opinion of the Highways Authority regarding the impact of this development on the junction of Tide Mill Way and B1438 before making its decision.
DC/23/3311/FUL - Westerley Prentices Lane Woodbridge Suffolk IP12 4LF	WTC recommend approval.
DC/23/3351/FUL - 32 Catherine Road Woodbridge Suffolk IP12 4JP	WTC recommend approval. The Committee noted the absence of a site plan and that this be raised as another example of validation failing to pick up fundamental requirements for applications before acceptance for publication.

264. To note East Suffolk Council decisions on Planning Applications where those decision 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.

265. To discuss with District Councillor Yule the Planning Referral Panel process

The Committee received a verbal update from District Councillor Yule, the Cabinet Member for Planning and Coastal Management at East Suffolk Council, regarding a wide range of planning matters.

266. To consider how the Committee can assist the Deben Estuary Partnership regarding the planned re-development of the Deben Estuary plan

The Committee noted the decision of the Climate and Ecological Emergency Committee regarding the Council’s relationship with the Deben Estuary Partnership.

267. To consider a Temporary Pavement Licence renewal application - Caffe Nero, Woodbridge

The Committee agreed it had no concerns regarding the Temporary Pavement Licence renewal application for Caffe Nero.

268. Closure

The meeting was closed at 6.47pm.

Councillor Sanders
Chair

DRAFT

Minutes of the meeting of the **Amenities Committee** held at the **Shire Hall** on **Wednesday 6th September 2023** at **7pm**.

Councillors:

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

Apologies: M Kneebone and M Wilks.

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

269. Apologies for Absence

Apologies for absence had been received from Cllrs Kneebone and Wilks.

270. To receive Declarations of Interest

Cllr. Adelson declared a non-pecuniary interest in item 273 as a near neighbour.

271. Public Question Time.

Cllr. Bale addressed the Committee regarding solar lighting at Whisstocks Quay.

272. To agree and approve the Minutes of the meeting held on 5th July 2023

The minutes of the Amenities Committee meeting held 5th July 2023 were approved.

273. To consider a request from a resident regarding trees on Fen Meadow

The Committee considered the request from the resident and confirmed that its long-term vision is to allow the trees in Fen Meadow to grow naturally. Pruning work may be undertaken in the future to improve the dimensions of the tree if this is advised during the Council’s annual tree survey.

274. To receive an update from and consider the membership of the Working Parties of the Committee.

The Committee agreed that the membership of the Allotment Working Party be Cllrs Kneebone, O’Nolan, Sanders, Walsh and Wilks, along with the Non-Council members previously appointed.

275. To consider the inventory of bins on the Town Council estate

The Committee agreed to ask the Deputy Town Clerk to prepare a document detailing the costs to replace bins on the Council estate in order that qualified decision be taken at the November meeting of the Committee.

276. To consider a request from Full Council regarding pre-planning advice received from East Suffolk Council

Cllr. O’Nolan provided a verbal update on the Climate Action Centre.

277. To consider a request from Cllr. Bale regarding street lighting on Whisstocks Quay

For the purpose of public safety, the Committee mandated the Town Clerk utilise a maximum of £400 for the Amenities Committee budget to install solar downlights on the section of sea wall owned by the Council adjacent to the Woodbridge Museum.

278. To consider the quotation received from the Council’s arborist regarding trees on Kingston Field

The Committee approved the quotation from the Council’s arborist to undertake works to trees on Kingston Field at a cost of £750 payable from the Amenities Committee budget.

The Town Clerk was also mandated to spend up to a maximum of £100 from the Amenities Committee budget to plant a replacement tree on the north-west boundary of Kingston Field.

279. To consider project funding requests for the 2024/25 Financial Year

The Committee agreed that further discussion of project requests would form part of the Council’s Strategic Away Day, but Councillors are welcome to propose any ideas to the Town Clerk in the meantime.

280. To consider the design requirements for the Elmhurst Park Changing Place toilets

The Committee agreed the design requirements for the Elmhurst Park Changing Places toilet.

281. To consider the Draft Changing Places Agreement with East Suffolk Council

The Committee had no comments to make at this time.

282. To consider a request from Cllr Sanders regarding the condition of Broomheath

The Committee agreed to approach the Woodbridge Climate Action Centre for advice regarding the condition of Broomheath.

Cllrs. Adelson, O’Nolan and Sanders will be involved in any site meetings and discussion with the Climate Action Centre.

283. To consider the installation of a storage shed on Kingston Field

The Committee agreed to purchase a flat pack metal garden shed at a cost of £1,226.00 ex VAT (plus delivery costs), for installation on Kingston Field, payable from the Amenities Committee budget.

284. To consider the ongoing projects of the Committee.

The Committee agreed to defer this item.

285. Closure

The meeting was closed 8.34pm.

Councillor Miller
Chair

Item 310

To note the receipt of the Shire Hall consultation report and to approve its publication and agree how to proceed.

Uploaded separately to SharePoint is the report received from Prominent PR summarising the results of the Shire Hall consultation.

Members are asked to:

- **Note the receipt of the Shire Hall consultation report and to approve its publication.**
- **To consider how to proceed with the Shire Hall 'project'.**

Item 311

To note the receipt of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2023.

Members will recall that with the agreement of the Council the Town Mayor and Town Clerk signed off sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) at the AGM in May. From here the Town Clerk submitted to the external auditor the required documentation in order to allow for the external audit to take place.

PKF Littlejohn have now completed their audit and returned section 3 to WTC – the external audit report is shown below and provided in full overleaf:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The Town Clerk and Finance Officer are thankful to Councillors for their assistance in the achievement of a 'clean' audit for the financial year 2022/23.

Members are advised that the following statutory requirements have also been undertaken:

- The initial inspection period of the Councils unaudited accounts was correctly observed, with the accounts available for public inspection between Monday 5th June and Friday 14th July. There was no public viewing of the accounts.
- The Notice of conclusion of audit was published on the Councils noticeboards and website before September 30th (11th August).

Members are asked to note the receipt of Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2023.

Item 312

To review the membership of Committees.

At the July meeting of the Council, Eleanor Beck and Doreen Peck were appointed as Councillors to Woodbridge Town Council. Eleanor and Doreen have signed their declaration of acceptance of office paperwork and been registered, and completed their register of interest, with East Suffolk Council.

The Council originally reviewed its Membership of Committees at the AGM but left spaces in the knowledge/ hope that new Councillors would be co-opted to the Council.

With the exception of elections, the only time there should be reference to political groups is in the allocation of councillors to standing committees. This is purely to give political balance to the Council.

The Council's Terms of Reference states:

3.6. The allocation of members to Committees shall be made by political groups (as registered with the Town Clerk), who will submit their nominations in writing, observing political balance, to the Town Clerk for confirmation at the AGM of the Town Council

The pro-rata distribution of Committee places between political parties is based on the membership of Committees being 9 (or for smaller Committees 6), the ex-officio Mayor not being counted for these purposes. Therefore, the total number of seats available on the five standing committees is:

Amenities	9 seats
Finance	9 seats
Staffing	9 seats
Planning	9 seats
CEE	6 seats
Total	42 seats

Woodbridge Town Council is represented by sixteen Councillors. Fourteen members (Labour, Liberal Democrat and Green Party Councillors, Cllr Phipps, Independent and the two newly appointed Councillors) have informed the Town Clerk that they will form a political alliance group on the Council. Cllr Holdcroft represents the Conservative Party whilst Cllr Sanders is Independent.

The fourteen Alliance group members represent 87.5% of the Council, Cllr Holdcroft and Cllr Sanders 6.25% each. This translates (by multiplying the percentage of group representation on the Council by the number of seats available) to the following allocation to the forty-two seats available on the Council's Standing Committees.

Alliance group – 87.5% – 36 seats

Cllr Holdcroft – 6.25% – 3 seats

Cllr Sanders – 6.25% – 3 seats

Further to the appointment of Cllrs Beck and Peck, the below is the proposed final Committee allocations for the Civic Year 2023/24, with the new allocations shown in red.

Amenities	Finance	Staffing	Planning	CEEC
Adelson	Bale	Bale	Adelson	Adelson
Kneebone	Gillard	Beck	Bale	Beck
Leach	Holdcroft	Holdcroft	Beck	Pegg
Miller	Miller	Leach	Gillard	Rogerson
Pegg	Phipps	Miller	Holdcroft	Walsh
Sanders	Rogerson	Rogerson	Kneebone	Wilks
Sutton	Sanders	Sutton	Leach	
Walsh	Sutton	Walsh	Phipps	
Wilks	Walsh	Wilks	Sanders	
Mayor	Mayor	Mayor	Mayor	Mayor

Members are asked to approve the membership of Committees for the Civic Year 2023/24.

Item 313

To receive an update from the Deputy Town Clerk regarding the Council's Christmas event.

The Deputy Town Clerk has been working to develop the Council's Christmas event, which is listed in the budget as a 'Christmas event in Woodbridge' and provided a budget of £4000. The following provides an update on her progress so far:



Event 1

Event Title: Woodbridge's Festive Lights Night

Event Date: Thursday 30th November 2023

Event Background: in the 2022/23 budget the Town Council put aside £4000 to deliver two different Christmas events in the town.

Following a successful year of raising money for Christmas Lights in the town, Choose Woodbridge, (with donations from WTC) delivered a wonderful display of lights and decorations in the Town. In 2023, WTC have pledged a further £2000 for additional Christmas lighting. Woodbridge Town Council will host an official light switch-on and town wide Christmas celebration to encourage visitors and residents to come into the town to celebrate the start of the festive season and support the local shops and traders in the Town. Providing an opportunity for the Rotary Club to fund raise with

collection points.

Event Overview: Join us for an unforgettable celebration as we light up Woodbridge with the warmth and magic of Christmas. The evening will feature Story tellers, kids crafts, a procession of music and Christmas songs, a visit from Santa on his sleigh, a live nativity scene, a multi-point lights switch on and live musical performances.

Location 1: Market Hill

From 4.30pm Child friendly activities at the Shire Hall to include Christmas tales by Bards Aloud and craft activities and a competition to switch on the Thoroughfare lights and a Santa Eco Torch giveaway.

6.15pm Lights switch on by Mayor

6.30pm Procession down Church Street to turn on the lights at the Thoroughfare.

Live Music by Eastern Angles Marching Band (tbc)

Glow Fairies on stilts, lead the way (tbc)

Location 2: Thoroughfare

5.30pm Rotary Club Santa and Sleigh, Live Nativity, Live music from XXX

6pm Official lights switch on by Shire Hall competition winner and the Mayor.

Live music by Suffolk Soul Singers (tbc)

Late night shopping

Budget: (tbc)

Storyteller	£50
Shire Hall Decoration	£100
Craft Activities and treats	£100
Eastern Angles Brass Band	£800
Light up angel/fairies	£800
Eco Torch giveaway (150)	£500
First Aid	£175
Suffolk Soul Singers	£150
Posters and banner	£120
Total	£2795



Event 2

Event Title: Woodbridge's Festive Market

Event Date: Sunday 10th December 2023

Event Background: in the 2022/23 budget the Town Council put aside £4000 to deliver two different Christmas events in the town.

Following a Festive Lights switch on event in the town, we would like to extend the festive activities to Whisstocks place. To encourage visitors and residents to come down to Whisstocks place to celebrate the start of the festive season and support the local shops and traders. Providing an opportunity for the Town Council to fundraise for a chosen charity.

Event Overview: Woodbridge Town Council and Deban Events have come together for a delightful and festive experience at Whisstocks Place in the heart of Woodbridge. The Woodbridge

Festive Market is a celebration of local artisans, live music, delectable food, and refreshing drinks. It's the perfect opportunity to immerse yourself in the holiday spirit while supporting talented makers from the region.

10th December – Whisstocks Place Christmas Festive market (tbc)

10-2pm Festive Makers Market hosted by Woodbridge Town Council and Deben Events

Festive makers market

Live Music from Suffolk Soul Singers (tbc)

DJ Music

Christmas Pizza Slices

Mulled Wine and Cider and other festive treats

Fund raising opportunity.

Budget: (tbc)

Toilets for traders	£250
Suffolk Soul Singers	£150
Posters + Banner	£100
Christmas Tree and Lights	£400
DJ	£300
Total	£1200

Members are asked to note an update from the Deputy Town Clerk regarding the Council's Christmas event.

Item 314

To consider the Draft Changing Places Agreement with East Suffolk Council.

Members will recall the item from the Councils AGM which first presented the Draft Changing Places agreement with East Suffolk Council – the decision taken at that time was to defer the signing of the document until planning permission was provided and some queries could be raised with ESC.

Since that time planning permission for the project has been secured, and Officers are now working with the Council's appointed contractor to facilitate the demolition of the existing toilets and installation of the modular unit. Item 315 covers the design requirements of the toilets.

The catalyst for this project was an application made by the former Locum Town Clerk to East Suffolk Council for grant funding toward the project as part of the District Council's agreement with the Department for Levelling Up, Housing and Communities to provide Changing Places facilities.

East Suffolk Council have now provided an updated draft agreement further to the queries raised after the AGM, in order to provide £40,000 as their contribution toward the project – this represents an increase of £2,500 from the first agreement. WTC have the remaining funds allocated in an Ear Marked Reserve (Members will have noted that the first invoice from the Councils contractors forms part of the finance papers for this meeting).

In order to secure the match funding from East Suffolk Council, Woodbridge Town Council must now sign the Grant Agreement as provided by ESC. The draft agreement is provided separately on SharePoint.

The Amenities Committee were provided with an opportunity to consider the draft agreement at their meeting on September 6th, and had no comment to make.

281. To consider the Draft Changing Places Agreement with East Suffolk Council

The Committee had no comments to make at this time.

Members are asked to consider if they agree to the Town Mayor and Deputy Mayor signing on behalf of the Council.

Item 315

To consider the decision of the Amenities Committee regarding the design requirements for the Elmhurst Park Changing Place toilets.

The Amenities Committee considered the following item at their meeting on September 6th:

Item 280

To consider the design requirements for the Elmhurst Park Changing Place toilets.

Now that Planning Permission has been received for the Elmhurst Park Changing Places toilet, Officers are now working with Councils approved contractor (RISE Adapt) to facilitate the demolishing of the existing facility and installation of the modular unit. At the current time we are working toward a pre-Christmas install.

RISE have asked that the Council confirm its design requirements for the toilets in order that the modular unit be fabricated – the request is shown below:

I have attached our CPT Options brochure to assist in the selection of materials. For your modular project, we require the following selections:

1. **Interior:** Please follow the Options Brochure, pages 06-08, for all selections.
2. **Exterior:** Please follow the Options Brochure, pages 09-13, for all selections.

Concerning the feature wall:

- a. For optimal results, we require an image around 8500 x 6800 pixels.
- b. Although acceptable, images at 4096 x 3072 pixels have been used. Higher resolutions are encouraged.
- c. While not mandatory, producing vector-based artwork through your marketing/design department would be even more advantageous.
- d. Should you opt out of a feature wall, we are ready to install Multipanel on that side.

We've compiled a collection of suitable feature wall images for our clients, and I've attached it for your perusal.

This brochure is uploaded to SharePoint as a separate document.

Members should consider the following conditions included in the Planning Permission:

3. The materials and finishes shall be as indicated within the submitted application and thereafter retained as such, unless otherwise agreed in writing with the local planning authority.

Reason: To ensure the satisfactory appearance of the development in the interests of visual amenity

4. Prior to the installation of the new toilet block, details of the colour of the external materials shall be submitted to and approved in writing by the local planning authority. Thereafter, all work must be carried out in accordance with the approved details.

Reason: In the interests of visual amenity; the application does not include the necessary details for consideration.

Condition 3 is based upon the following statement provided in the Council's original submission:

2 Furthermore, I could find no statement as to the exact colour and appearance of the proposed external materials to be used for the new building, including the roof. Please would you let me know this information if I have missed it. I would expect that the colour and appearance would be sympathetic to, and compatible with the view of the residents from Elmhurst Court.

Attached to this document is the 'Options Brochure' provided by Rise Adapt for Changing Places modular facilities.

External cladding (page 10 and 11) and security door (page 12) – WTC has not yet agreed to a specific colour option for these parts of the toilet, and hence would be open to recommendations / opinions from the residents of Elmhurst Court and the Planning Authority. If such a recommendation was not forthcoming, we would ensure that any finish chosen would be in keeping and sympathetic to the existing facility and surrounding area.

Roof and plastics (page 13) – CP toilets come as standard with a dark grey Ethylene Propylene Diene Monomer (EPDM). Fascias, soffits, rainwater goods and bottom boards can be supplied in black and white, and WTC would base the colour selection to complement the cladding colour.

Members are asked to consider the design requirements for the Elmhurst Park Changing Place toilets.

The minutes of the meeting did not detail the choices made by the Amenities Committee; therefore, these are provided overleaf in the template submitted to RISE.

INTERNAL SPECIFICATION

a.) Wall Panelling: **CLASSIC MARBLE**

Select one of eight options from the Multipanel classic range (page 06)

b.) Safety Flooring: **OYSTERSHELL**

Select one of eight options from the Polyflor Hydro range of safety flooring (page 07)

c.) Graphic Feature Wall (To Note)

Don't forget to send us your preferred image for your graphic feature wall, at the highest resolution possible

EXTERNAL SPECIFICATION (MODULAR CPT ONLY)

d.) Cladding – Material: .. **RENDER** Colour: .. **ROSEMARY AND THYME**

Select from Cedral Lap weatherboard, natural timber, render or brick slips (pages 10-11)

e.) Door Colour: **9023.(GREY)**.....

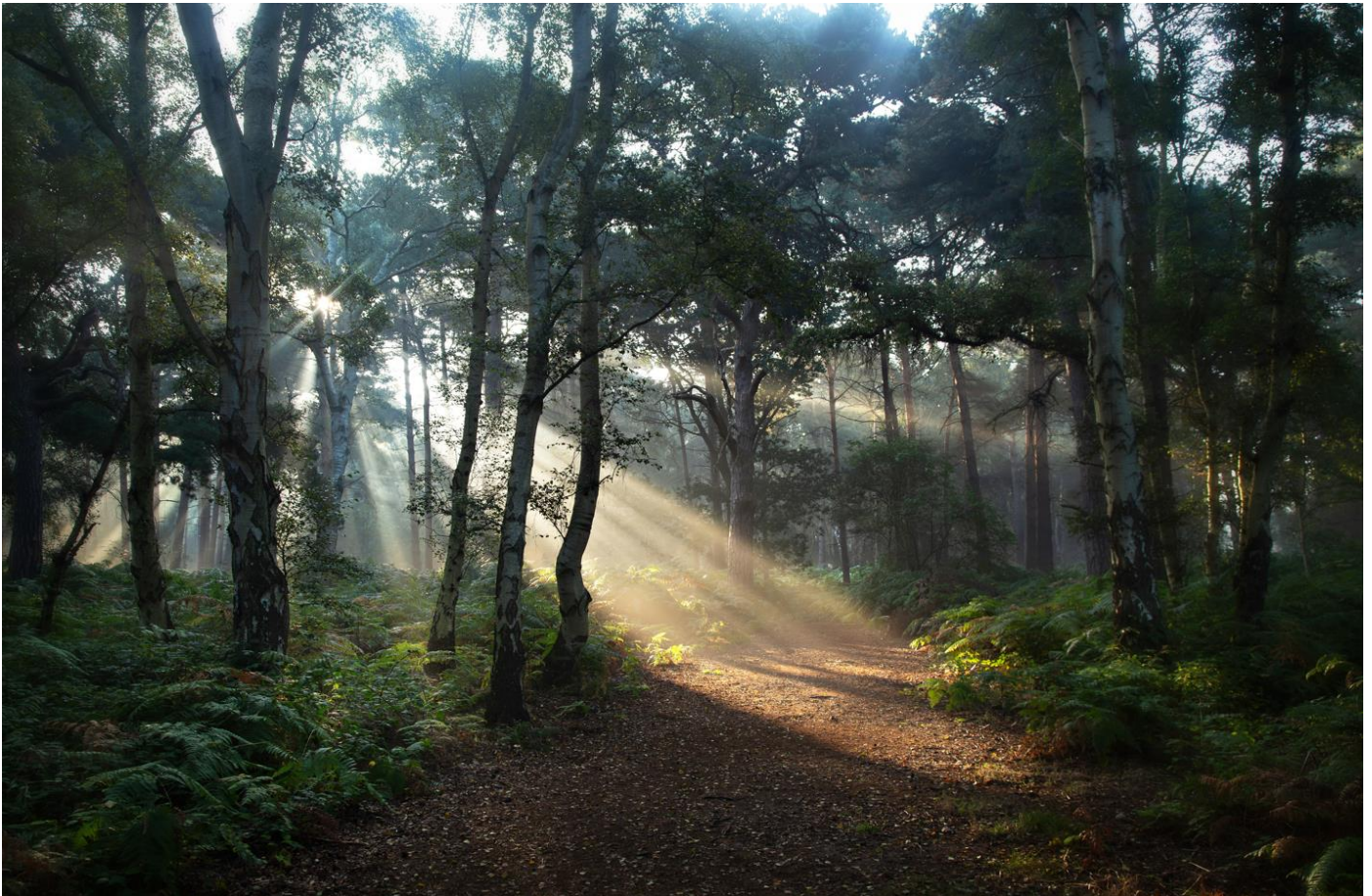
Select any RAL colour (full list here: www.metador.com/colours)

f.) Soffit Colour: **BLACK** Fascia Colour: **BLACK**

Bottom Board Colour: .. **BLACK** Guttering/RWP Colour: .. **BLACK**

Select black or white uPVC soffits, fascias, bottom board, and guttering/rainwater pipes (page 12)

Cllr Leach and Town Clerk were mandated to choose the Graphic Wall Feature, and this is provided below:



In response to the submission, the following are (redacted) email communications between the Town Clerk and RISE:

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

Sent: Thursday, September 7, 2023 3:45 PM

To: Vlad Petcuci <vlad@riseadapt.co.uk>

Subject: RE: RISE - 0079 Woodbridge [1] Elmhurst Park

Dear Vlad,

Further to our communication last week the Amenities Committee of WTC made their choices last night for internal and external options – please these attached (I've edited your pdf). I have also sent these off to our local Planning Authority as they need to confirm the external colours first – the internal selections they are not concerned about so potentially that part of the build could begin?!

From: Vlad Petcuci <vlad@riseadapt.co.uk>

Sent: Friday, September 8, 2023 11:12 AM

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

Subject: RE: RISE - 0079 Woodbridge [1] Elmhurst Park

Hi Greg,

Thank you for sending over your colour options.

I noticed that you selected a render finish in Rosemary and Thyme colour. We have a few points to raise regarding the render.

Firstly, we have not done a project of this size using render finish and we are concerned about the possibility of the render cracking in transit.

Secondly, the selected render will come at a significant cost, approximately £5-7,000,00 over the original spec. We can provide an accurate quote after express confirmation of interest.

Our recommendation is that you proceed using the robust and reliable Cedral Lap weatherboard cladding. They have just refreshed their lineup, adding some new and exciting colours.

The closest match to your render selection is Tea Green C76, however you can see the updated lineup by following this link: <https://www.cedral.world/en-gb/cladding/our-products/cedral-lap/>

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

Sent: Friday, September 8, 2023 1:23 PM

To: Vlad Petcuci <vlad@riseadapt.co.uk>

Subject: RE: RISE - 0079 Woodbridge [1] Elmhurst Park

Hi Vlad,

The Council were concerned that the cedral lap would more likely be vandalised (maybe you can advise that this isn't the case). Does the cedral lap comes as standard (no extra cost?!).

From: Vlad Petcuci <vlad@riseadapt.co.uk>

Sent: Friday, September 8, 2023 2:30 PM

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

Subject: RE: RISE - 0079 Woodbridge [1] Elmhurst Park

Greg,

I am happy to confirm that the Cedral Lap comes as our standard option.

In terms of vandalism, it is fireproof and quite resilient to impact. Please see the following link for more information:
<https://www.cedral.world/en-gb/cladding/our-products/cedral-lap/>

We installed and currently manage maintenance for dozens of facilities around the country, and we have not heard of any successful attempts to vandalise the cladding!

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

Sent: Friday, September 8, 2023 4:32 PM

To: Vlad Petcuci <vlad@riseadapt.co.uk>

Subject: RE: RISE - 0079 Woodbridge [1] Elmhurst Park

Hi Vlad,

Can you provide a quotation for the render finish as we originally asked for – either we find extra money for render or we reconsider the standard option.

From: Vlad Petcuci <vlad@riseadapt.co.uk>

Sent: Friday, September 8, 2023 5:02 PM

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

Subject: RE: RISE - 0079 Woodbridge [1] Elmhurst Park

Greg,

We are discussing the best course of action for the render, either done at our factory or on site.

In any case we expect the cost not to exceed £7000.00 as an extra.

At the time of writing (12.09.23), RISE have been asked for a formal quotation regarding the additional costs provided by the render option.

The decision of the Amenities Committee to select a rendered finish was based on the understanding that it would be more durable, and more likely to survive or resist vandalism. It is regrettable that the Options Brochure does not make it clear that there are additional costs involved with a rendered finish, and therefore the Amenities Committee made its decision not aware of the financial implications to the Council – had it been aware then such a decision would have involved a recommendation to Full Council due to the amounts involved.

The Council is therefore left with a decision:

- Agree/ approve the decision of the Amenities Committee to utilise a rendered finish to the CP toilets, and if so, agree from where in the Council's budget or EMR's additional funds can be identified.
- Overrule the decision of the Amenities Committee and agree to the standard option (cedral lap) finish and agree a colour.

Members are asked to consider the decision of the Amenities Committee regarding the design requirements for the Elmhurst Park Changing Place toilets.

Item 316

To consider a request from the Sutton Hoo Ships Company for permission to install a section of the longship at the Tide Mill Quay.

The Town Clerk met with representatives from the Sutton Hoo Ships Company in early September to discuss the potential for them to position their midship model on Tide Mill Quay in order to undertake testing – the following email was received following that meeting:

Dear Greg,

Thank you for meeting us this morning to discuss the potential of putting all or half of our midship model into the water on the Quay.

The reason for doing this is to test out the rowing mechanics before committing to a final specification for the floors, thwarts, tholes and oars. The model will need to be in the water for about 4-6 weeks while we do this but the experimentation can be viewed by the public.

It will take us a month or so to get the model ready which will need to be lifted into the water. We will of course provide a full risk assessment and check this out with our insurers before starting anything.

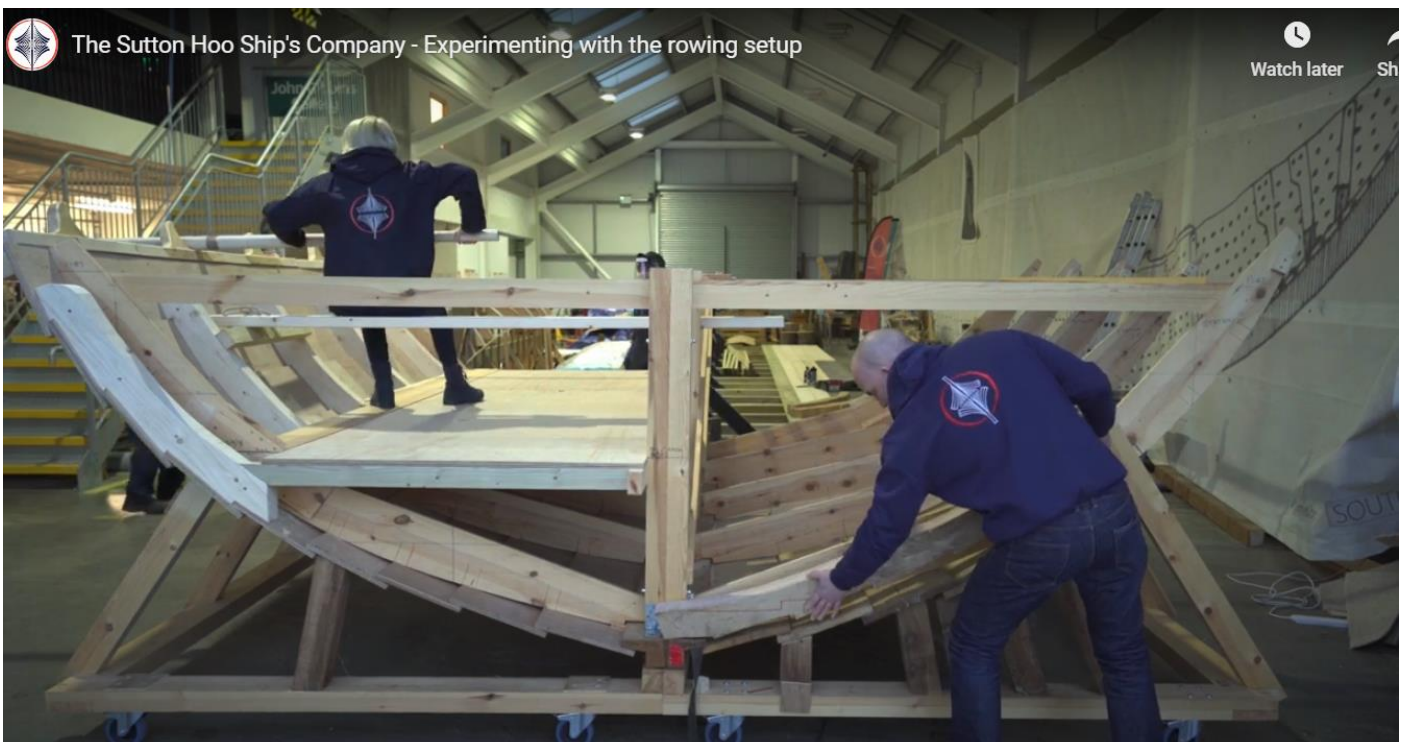
Subject to design, our preferred location would be against the quay, closest to the Tide Mill. This would allow us easy access by using the existing ladders and give us the maximum amount of time, in relation to the height of the water, when experimenting.

With best wishes

Jacq

Jacq Barnard

Project Manager



The screenshot above is taken from a 2021 video talking about experimenting with the rowing setup – it is this section which is being proposed to be used for trials in the river.

https://www.youtube.com/watch?v=2N-9Km2l_k0&t=1s

The preferred location is at the far end of Tide Mill Quay (nearest the Tide Mill), the secondary location is next to the slipway.

Primary location – the email from Jacq details why this is preferred location for the midship model to be located:



Locating the model at this point provides the Ships Company with the best chance to undertake successful trials, and would also make it easier to create a safe working environment away from the public (no passing footfall at this point, unlike next to the slipway). There may be a concern from Members that locating the model at this point will limit the use of the quay – as WTC has not had a paid mooring since 2021, this should not be of concern. Small day vessels will still be able to utilise the section of quay not utilised by the model.

Members are asked to consider a request from the Sutton Hoo Ships Company for permission to install a section of the longship at the Tide Mill Quay.

Item 317

To consider applying to LINK for a review of Woodbridge community access to banking facilities.

All Councillors received the following email from a parishioner on August 28th:

With the news that the Woodbridge branch of Barclays Bank will close in December, we would like to draw your attention to a new concept: banking hubs. These enable access to a range of services, general and from individual banks, in areas where traditional bank branches no longer exist. See the following (which includes further links):

<https://www.moneysavingexpert.com/news/2022/09/more-banking-hubs-to-open-across-the-uk-to-help-people-get-access/>

It seems to us that this would be something worth investigating for Woodbridge and that the Town Council, as local representatives of the people, could get this idea moving with the relevant authorities. It is not unlikely that the remaining banks in the town may close eventually.

Cllr. Sanders responded with the following:

Thank you for your email following Barclays announcement on Friday.

We have a full Town Council meeting on 20 September and I will ask the Clerk that an agenda item is added to consider applying to LINK for a review of Woodbridge community access to banking facilities. My understanding is this precedes an application for a Cash Access UK banking hub - [Cash Access UK - How to apply](#).

After 1 December, on the basis of current facilities and announcements, we will have one high street bank, Lloyds, and two Post Office branches in town that undertake banking services for the banks without premises in the town, Hamblin Road (Coop store) and Warwick Avenue (Convenience Store). Both currently provide for cash withdrawals, deposits and cheque deposits for UK banks and are open for hours beyond that of high street banks. However, it is unclear if Barclays will retain an ATM when the branch closes. Neither Natwest nor HSBC retained their ATMs on closure.

Members are asked to consider applying to LINK for a review of Woodbridge community access to banking facilities.

Item 318

To receive a report from Cllr Sutton regarding the Woodbridge Melton and Deben Peninsula Community Group meeting.

Cllr Sutton has provided the following report regarding the Woodbridge Melton and Deben Peninsula Community Group meeting.

Community Partnership Report

Background

Community Partnerships are a way we bring ideas to life by working together on local priorities. Eight Community Partnerships were formed in 2018 operate across East Suffolk, based on natural groupings of communities and using the East Suffolk Council ward boundaries to define each area.

Each partnership consists of East Suffolk Councillors, together with key partners from Town and Parish Councils, County Council, Police, Health, businesses, voluntary organisations, community groups and youth representatives. Everyone works collaboratively to solve local problems identified by local people and make a difference on the ground in our communities. **We belong to the Woodbridge Melton and Deben Peninsula group**

Peninsula group

£1,730,000 is earmarked across all eight partnerships to help meet the main priorities identified in each Community Partnership. Community groups can bid for this money for local projects and initiatives. This year there is £25K available to our partnership and any partnership can bid for additional centrally held funds.

Priorities for W M and Deben Partnership

- Increase Community Cohesion and participation by increasing the use of existing community spaces
- Improve digital access for older people by providing digital and social media training, to increase participation in the digital world
- Increase access to activities or options that support physical and mental health well-being for young people

These priorities were identified during the term of the previous District Council and reaffirmed following the election of the current Council.

All eight communities prioritised transport as their main issue 5 years ago and as a result that issue was taken back centrally.

Last year ESC ran a survey of young people in the WM and D community. The main priorities which came back from the 700 respondents were, in order:

- *Mental health and well being and counselling support for this*
- *More arts and creative activities needed*
- *Digital technology related activities*
- *Activities need after school, evenings and weekends*

Last year £14K was granted to support the first bullet above. Some £6K was given to a charity to support bullets 2,3 and 4. The in schools activities at lunchtime were of limited success due to time. The holiday activities also were of limited success due to lack of facilities.

See the ESC website under Community for more information.

Members are to receive a report from Cllr Sutton regarding the Woodbridge Melton and Deben Peninsula Community Group meeting.

Item 319

To consider the review of the Council's 'Priority Policies' by the Standing Orders Working Parties.

The Council agreed at the AGM to share the workload of reviewing its policies to include all Members, rather than a select few be appointed to the Standing Orders Working Party.

The Council has six priority policies which must be reviewed before the interim audit:

- Complaints Procedure
- Freedom of Information Act
- Data Protection Policy
- Privacy Notice
- Electronic Retention Data Projection Policy
- Press and Media Policy

The latest versions of these policies were shared between the three 'Policy Working Parties', to which Members had been allocated by random draw.

Members were able to access editable versions of the policies via SharePoint and were encouraged to make any tracked changes or leave any comments they felt appropriate.

The latest versions, showing the tracked changes and comments made by Members, are now available via the Town Council folder on SharePoint – these are considered to be versions recommended for approval by the Council, however Members may make further changes prior to the meeting if they wish.

Members are asked to consider the review of the Council's 'Priority Policies' by the Standing Orders Working Parties and approve the policies for adoption.

Item 320

To consider a request from Transition Woodbridge for the Council to apply for grant funding as part of the 'Greening of the Thoroughfare' proposal.

An email from Jane Healey at Transition Woodbridge was received by the Deputy Town Clerk.

Dear Greg, Belinda and Town Councillors

I am writing to request your approval for Woodbridge Town Council to apply for £21,265 from the DEFRA Kings Coronation Community Orchard Grant. This needs to be submitted by 26th September 2023.

Transition Woodbridge has been approached over many years to help green the Thoroughfare. A few months ago we formed a small working party to explore how we could do this. We measured the Thoroughfare and identified 30 potential places to site either Amberol planters, Paul Martin's bee cafes as planters, bench seats with planters, trees in the ground or a combination of these. 15 sites were approved by Suffolk Highways who own the land, subject to us obtaining the agreement of the business outside which the planter would be sited. Suffolk Highways would only approve the use of Amberol planters in the style of those already planted up by the Town Council under Greg and Belinda's initiative. Licences would be required for all the sites from Suffolk Highways, again to be held by Woodbridge Town Council.

Belinda was able to identify this potential grant and we have researched and completed the grant application as attached. The application should be submitted by Councillor Martin Wilks as Tree Warden on behalf of Woodbridge Town Council. Councillor Wilks is happy to do so if approved by full Town Council. Transition Woodbridge is not eligible to apply nor can we hold Suffolk Highways licences. In the long term it's probably best if they are held by the Town Council even though it is not their land.

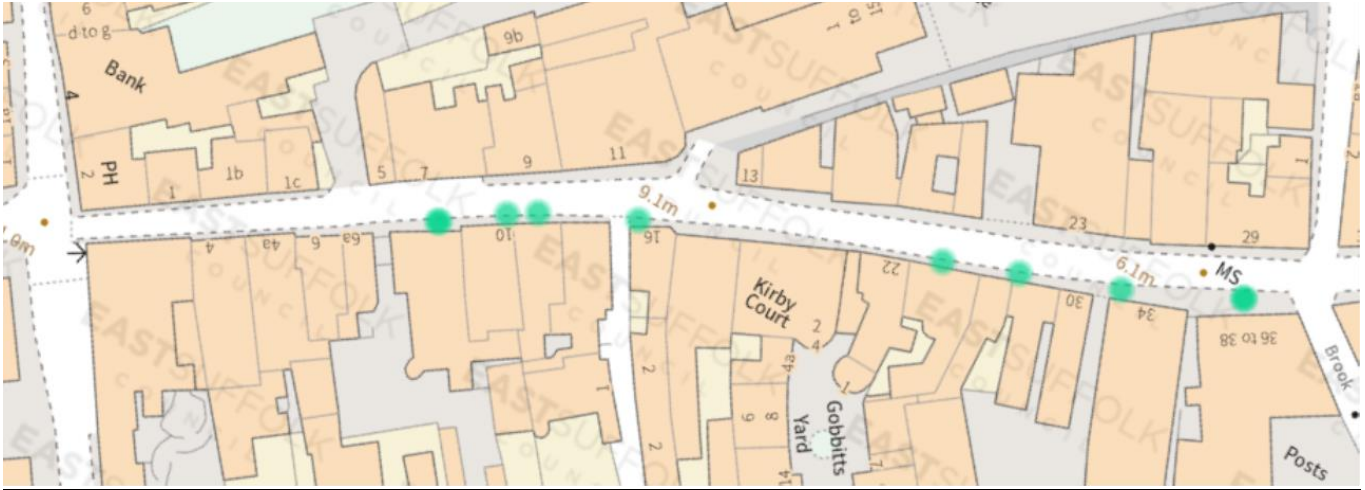
It is proposed that, if successful, the Town Council set up a Woodbridge Coronation Community Orchard Committee to oversee the application of the grant. I would suggest populating this Committee with those directly involved with the application plus those the Council sees fit.

The Council is respectfully requested to approve:

- authorising Belinda, Deputy Clerk, to submit the grant application from Councillor Martin Wilks as Tree Warden on behalf of Woodbridge Town Council, as attached, to DEFRA
- subject to a successful application, authorising Greg, Town Clerk, to apply for the Highways licences on behalf of the Town Council
- authorising Greg, Town Clerk to set up the Woodbridge Coronation Community Orchard Committee consisting of the Town Clerk, Councillors Wilks and Adelson, Jane Healey and other members as the Council sees fit.

Greening the Thoroughfare: green spots show pavement sites with provisional permission by Suffolk Highways Furniture Aug '23

South half of Thoroughfare:



North half of Thoroughfare:



Uploaded separately to SharePoint is the answers to the online grant application questions.

Members are asked to consider a request from Transition Woodbridge for the Council to apply for grant funding as part of the 'Greening of the Thoroughfare' proposal.

Item 321

To consider a request from Woodbridge Museum to approve installation of Solar Panels on the roof of Community Heritage Building.

An email from Woodbridge Museum was received by the Deputy Town Clerk.

Dear Belinda,

Further to our telephone conversation I confirm that the Trustees of Woodbridge Museum request consent of Woodbridge Town Council, as our landlord, to the installation of solar panels on the roof of the museum building. I understand that the Town Council have received a copy of the plans which were submitted to East Suffolk Planning Dept. Planning consent was granted under reference DC/23/1326/FUL on 23rd March 2023. I can confirm the trustees have approved the expenditure and now wish to authorise the contractor to proceed with the installation as soon as possible. Accordingly, I would be grateful if this request could be dealt with as a matter of urgency.

Thank you and your colleague for your assistance today. It's much appreciated.

Kind Regards,

Lindsay

Trustee Woodbridge Museum

Member are asked to consider a request from Woodbridge Museum to approve installation of Solar Panels on the roof of Community Heritage Building.

Item 322

To receive an update from the Property Working Party.