

To Members of the Town Council

Cllr Adelson
Cllr. Bale
Cllr. Beck
Cllr. Gillard

Cllr. Holdcroft
Cllr. Kneebone
Cllr. Leach
Cllr O' Nolan

Cllr. Miller
Cllr. Pegg
Cllr. Phipps
Cllr. Rogerson

Cllr. Sanders
Cllr. Sutton
Cllr. Walsh
Cllr. Wilks

You are hereby summoned to **attend the Meeting of the Town Council** to be held at the **Shire Hall** on **Wednesday 22nd November at 7pm**



Greg Diaper
Town Clerk

17th November 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

448. Apologies

449. 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.

450. 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.

451. To agree and approve the minutes of the meeting held 18th October 2023



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

- a. Income to 31st October 2023
- b. Expenditure to 31st October 2023
- c. Income and Expenditure against Budget to 31st October 2023
- d. Bank Reconciliation and Supporting Bank Statements to 31st October 2023
- e. The Accounts and Payments List for November 2023
- f. The HSBC Net reports for November 2023
- g. The HSBC Corporate Card report for October 2023
- h. Summary of Direct Debit payments to 31st October 2023
- i. The Community Infrastructure Levy (CIL) payment of £2,831.18 received on 24 October 2023
- j. Debtors Report to 31st October 2023

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

- a. Planning – 18.10.23
- b. Finance – 25.10.23
- c. Planning – 08.11.23
- d. Amenities – 08.11.23
- e. Staffing – 15.11.23

454. To present the Potter Cup to Charmian Berry.

455. To receive a presentation from representatives of Sizewell C.

456. To review the Interim Report of the Independent Internal Auditor for 2023/24 and agree appropriate action on any matters raised.

457. To consider an update regarding the Council's Wayfinding project.

458. To consider the report received from the District Valuer regarding the valuation of the Theatre Street toilet site.

459. To consider the placement of planters on Tide Mill Way.

460. To consider a request from the Boathouse Restaurant for permission to install planters on Whisstocks Place.

461. To consider a request from the Sutton Hoo Ships Company regarding Whisstocks Place.

- 462. To consider the Kingston Field allotment agreement.**
- 463. To consider if the Council wishes to create a Parish Infrastructure Plan.**
- 464. To request volunteers for the Council's Christmas Lights event.**
- 465. To consider a recommendation from Property Working Party regarding 15 Tide Mill Way.**
- 466. To consider a draft management agreement regarding the management of the Whisstocks foreshore.**
- 467. To receive an update from Cllr. Phipps following his visit to Mussidan.**
- 468. To consider grant applications toward Christmas events in Woodbridge.**
- 469. To consider the Council's schedule of meetings.**
- 470. To consider the Council's Statement of Internal Control.**
- 471. To consider the quotes received for an e-bike for the Council's Maintenance Officer.**
- 472. To note the Mayors 'Activity Report'.**
- 473. To consider if the Council wishes to become a member of the 'Rural Market Town Group'.**
- 474. To consider the use of Microsoft Lists in order to provide project updates for Members.**
- 475. To receive an update on the Changing Places toilet project.**
- 476. 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.**
- 477. To consider recommendations from the Staffing Committee.**
- 478. Closure.**

Agenda item 452a - Income to 31.10.23

Code	Income	Actual Year to Date	Current Annual Bud	Budget Variance	% received
1100	Hire of Elmhurst Park	1,550	1,200	+350	129.20%
1110	Lease on Kitchen Garden	0	90	90	0.00%
1200	Hire of Kingston Field	158	200	43	78.80%
1210	KP-Property Income	7379	8000	621	92.20%
1216	Whisstocks Develop. Lrt Income	2482	3723	1241	66.70%
1217	Museum Income	272	407	135	66.80%
1218	WRT Income	662	992	330	66.70%
1220	Tennis Court Income	2163	2165	2	99.90%
1230	Allotment Rents	706	525	+181	134.40%
1235	Property Re-charges	221	0	0	No budget allocated
1400	Theatre Street Wayleave	267	250	+17	106.80%
1500	Hire of Shire Hall	1031	500	+531	206.20%
1505	Hire of Shire Hall Mkt Square	1130	1000	+130	113.00%
1510	SH (UF) Property Rent	2598	5200	2602	50.00%
1520	Hire of Whisstocks Waterfront	3211	1500	+1711	214.00%
1525	Whisstocks Quay Property Inc.	0	2000	2000	0.00%
1600	Precept	425088	425088	0	100.00%
1605	Grants Received	19950	0	19950	No budget allocated
1620	Wedding Income	13687	10000	+3687	136.90%
1690	Interest Received	1449	2000	551	72.50%
1700	Market Rents Received	3652	5500	1848	66.40%
1720	Art Club-Property Income	925	1850	925	50.00%
1870	CIL Income	6840	0	4009	No budget allocated
1871	Tide Mill Quay Inc	580	990	410	50.20%
1900	Building Insurance Re-charges	2977	2850	+127	104.40%
	Total Income	498,978	476,030	+22,948	104.80%
n/a	Budgetted income*	471,967	476,030	4,063	99.1%

*excluding CIL and Grants

Agenda item 452b - Expenditure to 31.10.23

Code	Expenditure	Year to date	Budget	Variance	Committed	Available	% Spent
4600	Salaries	52869	107,127	54,258		54,258	49.40%
4000	Grounds Maintenance Contract	44345	80,000	35,655	31,675	3,980	95.00%
4602	Salaries Pension Contribs	18793	34,918	16,125		16,125	53.80%
4601	Salaries PAYE Tax/NI	15956	20,822	4,866		4,866	76.60%
4800	Grants Scheme	12,835	14,500	1,665		1,665	88.50%
4005	Maintenance	6507	12,773	6,266	4,326	1,940	84.80%
4905	Insurance Costs	14,835	11,500	-3,335		-3,335	129.00%
5100	Amenities Cttee Exp	3,876	11,000	7,124	0	7,125	35.20%
4925	Legal Fees	3,925	10,000	6,075	4,750	1,325	86.80%
5250	Climate Emergency Cttee Exp	1723	10,000	8,277		8,277	17.20%
4645	Computer Maintenance Contract	6,374	9,290	2,916		2,916	68.60%
4850	E-bike hire scheme	4,500	8,000	3,500		3,500	56.20%
4810	Tide Mill Grant	7,500	7,500	0		0	100.00%
4131	Events/Activities	3571	7,000	3,429	375	3,054	56.40%
4125	Toilets - cleaning, maint, etc	230	5,793	5,563		5,563	4.00%
4845	Improvements to Tide Mill Way	0	5,000	5,000		5,000	0.00%
4100	Utilities	1542	4,509	2,967		2,967	34.20%
4930	Art Club fees	1,952	4,500	2,548	90	2,458	45.40%
4515	Cleaning	1216	2,400	1,184	1,064	121	95.00%
4830	Foreshore Rent - Tide Mill Quay	2,375	2,375	0		0	100.00%
4910	Audit & Accountancy Charges	0	2,120	2,120		2,120	0.00%
4510	Telephone	599	2,014	1,415		1,415	29.70%
4625	Mayor's Receptions/Civic Tea	1662	2,000	338		338	83.10%
4815	Play Area Inspections	1050	2,000	950	770	180	91.00%

Code	Expenditure	Year to date	Budget	Variance	Committeed	Available	% Spent
4853	Christmas Light fund	0	2,000	2,000		2,000	0.00%
4915	Other Subscriptions (inc SALC)	1,995	2,000	5		5	99.80%
4675	Wedding Expenses	1213	1,700	487		487	71.40%
4620	Mayor's Expenses	310	1,500	1,190		1,190	20.60%
4650	Training (Staff)	610	1,500	890		890	40.70%
4685	Handyman Contract	175	1,500	1,325		1,325	11.70%
4640	Stationery & Printing	268	1,450	1,182	170	1,012	30.20%
4660	Photocopier	977	1,424	447		447	68.60%
4881	Whisstocks (other) Expd.	354	1,250	896	1827	-931	174.50%
4920	Internal Auditor Charges	0	1,250	1,250	1,196	54	95.70%
4655	Training (Cllrs) & Expenses	428	1,000	572		572	42.80%
4825	Remembrance Day Expenditure	215	1,000	785	685	100	90.00%
4750	Surgeries and External Meeting	0	800	800		800	0.00%
4690	Wedding Licence/Stat. Notice	0	600	600		600	0.00%
4805	Regatta Insurance	600	600	0		0	100.00%
4855	Army Parade Expenses	200	600	400		400	33.30%
4636	Staff Vacancy advertising	75	500	425		425	15.00%
5310	Pest Control	0	500	500		500	0.00%
4900	Bank Charges	157	380	223		223	41.30%
4670	Postage	123	300	177	38	139	53.60%
4835	Crown Estates Mooring Fees	0	300	300		300	0.00%
4200	KF Other Work	0	250	250		250	0.00%
4110	Garden Supplies inc wheel bins	0	200	200		200	0.00%
4410	Allotment Expenses	133	200	67		67	66.50%
4635	Hospitality	159	150	-9		-9	105.70%
4630	Deputy Mayor's Expenses	9	100	91		91	9.00%
	Total Expenditure	216,236	400,195	183,959	46,966	136,995	65.80%

Minutes of the of the **Town Council** meeting held at the Shire Hall on **Wednesday 18th October 2023** at **7pm**

Councillors:

Present: D Adelson, S Bale, M Kneebone, R Leach, E O’Nolan, D Pegg, R Sanders, M Sutton and M Wilks.

Apologies: E Beck, P Gillard, G Holdcroft, S Miller, N Phipps, T Rogerson, and C Walsh.

In Attendance: Town Clerk, District Councillor Molyneux, Honorary Freewoman Healey and nine members of the public.

374. Apologies

Apologies for absence had been received from Councillors E Beck, P Gillard, G Holdcroft, S Miller, N Phipps, T Rogerson, and C Walsh

375. To receive declarations of interest

The Council agreed to grant a dispensation to Cllr. Adelson to remain, speak, and vote during discussion at this meeting, and for the remainder of the current Civic Term, on matters regarding the proposed ban on glyphosate on Woodbridge Town Council’s estate, particularly the allotments and the Woodbridge Growers garden.

Cllr. Bale declared a registerable interest in item 387 as a Trustee of the Woodbridge Riverside Trust.

376. Public Question Time

No Members of the public present wished to address the Council at this time.

377. To agree and approve the minutes of the meeting held 20th September 2023

The Council agreed and approved the signing of the minutes of the meeting held 20th September 2023 as a true record.

378. 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 September 2023 – **£489,033.00**
- b. Expenditure to 30th September 2023 – **£177,919.00**
- c. Income and Expenditure against Budget to September 2023
- d. Bank Reconciliation and Supporting Bank Statements to 30th September 2023
– **£766,603.08**
- e. The Accounts and Payments List for October 2023 – **£33,621.01**
- f. The HSBC Net report for October 2023 – **£11,195.80**
- g. The HSBC Corporate Card report for September 2023 – **£379.17**
- h. Summary of Direct Debit payments to 30th September 2023 – **£624.23**
- i. Expenditure over £500 Report from 1st July –30th September 2023
- j. The Precept amount of **£212,544.00** received on 29th September 2023
- k. Debtors Report to 30th September 2023

The Committee noted the invoices for payment had been signed off by Cllrs Holdcroft and Leach.

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

The Council noted the receipt of the following minutes:-

- a. Planning – 20.09.23
- b. Staffing – 20.09.23
- c. Finance – 27.09.23
- d. Planning – 04.10.23
- e. Climate – 04.10.23

380. To present the award of Honorary Freewoman of Woodbridge to Mrs Jane Healey

The Mayor of Woodbridge presented Jane Healey with the award of Honorary Freewoman of Woodbridge.

381. 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.

382. To welcome Ruth Leach to the role of County Councillor for Woodbridge

The Council welcomed Ruth Leach to the role of County Councillor for Woodbridge.

383. To question the County and District Councillors on matters contained in their written reports

Cllr Bale asked District Cllr. Molyneux for statistics regarding the number of self-build planning applications in Woodbridge, and Cllr. Sanders request an update regarding the proposed training being offered to Town and Parish Councils on planning matters.

384. To consider the nominations for the Potter Cup

The Potter Community Cup was awarded to Charmian Berry.

385. To consider the quotations received for the renewal of the Council's Insurance cover

The Council agreed to enter into a three-year agreement with Zurich Municipal to be the Council's insurer.

386. To consider the quotations received regarding the Fire Risk Assessment remedial work required on the Council estate

The Council agreed to undertake the remedial works as proposed by Officers following the Fire Risk Assessments on the Council's estate. The cost for these works are to be met from EMR 315 (Future Years Maintenance).

387. To consider a request from the Woodbridge Riverside Trust regarding the decoration of the Longshed

The Council noted the requirement from section 3.2 of its lease with the Woodbridge Riverside Trust regarding the decoration of the Longshed not less than every five years.

The Council thereafter agreed to the request from the Woodbridge Riverside Trust to postpone the decoration of the ground floor of the building until such work is possible following the launch of the Longship.

388. To consider recommendations from the Climate and Ecological Emergency Committee

The Council considered two recommendations from the Climate and Ecological Emergency Committee and agreed the following:

- With immediate effect, to permanently ban the use of glyphosate-based herbicides (weed killers) for those areas of the Town Council estate where food for humans is produced (Kingston Field allotments and Elmhurst Park kitchen garden)
- With immediate effect, to ban for a trial period of 12 months the use of glyphosate-based herbicides (weed killers) on the remainder of the Town Council estate.
- To install log piles and mini-ponds in Elmhurst Park, and mandate Cllr. Walsh to consult with the Suffolk Wildlife Trust (Charlie Zakss), as to the design and siting of these installations. Any costs are to be met from the Climate and Ecological Emergency Committee budget (5250).

389. To consider a request from East Suffolk Council regarding the local review of polling stations

The Council agree to make No Comment on the local review of polling stations (noting there were no proposed changes for Woodbridge).

390. To consider a response from the Planning Authority regarding the Elmhurst Park Changing Places toilets

The Council noted the comments from the Planning Officer and agreed the following colour for the exterior of the Elmhurst Park Changing Places toilets – C76 (Tea Green).

391. To consider the Vision Statement for Woodbridge Town Council

The Council agreed the following Vision Statement:

The Council will strive to ensure Woodbridge is a safe, happy, and thriving town where all residents and the wider community feel welcome.

We will work to make Woodbridge a place where all generations can participate in a vibrant, harmonious society that is environmentally resilient.

392. To consider the requirement for a structural survey on the Melon Pit

The Council agreed that the Town Clerk should seek quotations for an underground/ structural survey of the Melon Pit and access road into Elmhurst Park.

393. To consider the requirement for external works to the Kingston Pavilion

The Council noted the positive response from its tenant regarding proposals to improve the accessibility of the Pavilion and thereafter approved the following quotations:

Installation of a roller shutter – MPS Doors – £2,410.99 ex VAT.

Automation of existing doors – MPS Doors – £4,574.50 ex VAT

Supply and deliver of a bin store – Landmark Street furniture – £3,048.81 ex VAT

The cost for these works are to be met from EMR 376 (Kyson School CIL), with any surplus met from the Amenities Committee budget (5100).

394. Closure

The meeting was closed at 8.13pm.

Councillor O’Nolan
Chair

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 18th October 2023** at **5.30pm**

Councillors:

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

Apologies: E Beck, G Holdcroft, P Gillard, M Kneebone and N Phipps.

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

365. Apologies for Absence

Apologies for absence had been received from Councillors Beck, Holdcroft, Gillard, Kneebone and Phipps.

366. To receive Declarations of Interest

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

367. Public Question Time.

No members of the public present wished to speak at this time.

368. To agree and approve the Minutes of the meeting held on 4th October 2023

The minutes of the Planning Committee meeting held 4th October 2023 were approved.

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

The Committee noted the following application:

DC/23/3824/TCA - 24 Cumberland Street Woodbridge Suffolk IP12 4AB

The Committee made the following comment for application DC/23/3709/TCA - Old Customs Cottage 5A Quay Street Woodbridge Suffolk IP12 1BX

Woodbridge Town Council request that the East Suffolk Council Tree Officer consider the trees proposed for felling for a Tree Protection Order. We consider the reason provided for felling to be insufficient – a low amenity value is better than none, and the reasons provided are not supported by any arboricultural evidence. The Committee also request that better plans and photos of the trees proposed for removal be provided.

370. 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.

371. To comment on applications for planning permission

The Council agreed their comment as set out below:-

DC/23/3608/FUL - 78 Victoria Road Woodbridge Suffolk IP12 1EL	See separate submission attached.
DC/23/3724/FUL - 26 Grundisburgh Road Woodbridge Suffolk IP12 4HG	WTC recommend approval.
DC/23/3840/FUL - 23 Market Hill Woodbridge Suffolk IP12 4LX	WTC note the comments made in Pre-Application Advice (DC/22/4239/PREAPP) and the concern therein at the loss of commercial use floor area. The application still results in a significant reduction of commercial premises at the property and thus for the Market Square and we recommend refusal of the application on that basis.
DC/23/3841/LBC - 23 Market Hill Woodbridge Suffolk IP12 4LX	No comment
DC/23/3879/LBC -2 Market Hill Woodbridge Suffolk IP12 4LR	WTC recommend approval.
DC/23/3770/FUL - 18 Hasketon Road Woodbridge Suffolk IP12 4JS	WTC recommend approval.

372. 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.

373. Closure

The meeting was closed at 6.26pm.

Councillor Sanders
Chair

78 Victoria Road

REASONS FOR A REFUSAL RECOMMENDATION

GENERAL

The application is for a separate dwellinghouse. In the July 2023 decision notice for the previous application for a single storey annex on this precise site Condition 4, detailed below specifically referred to any such application (see bold text)

4. The hereby permitted annex shall not be occupied or let as a separate dwelling but shall be used only for purposes incidental to the use of the dwellinghouse to which it relates or for occupation by a relative, employee or parent of the householder or his/her spouse. **Reason: The development is not such that the local planning authority would be prepared to approve as a separate dwellinghouse in its own right.**

SPECIFIC

ACCESS

- a) The access is limited to an unlit unpaved soil path to the west and unpaved rutted private road to the east. The design thus does not accord with SCLP 11.1 a) as it does not adopt the principles of a dementia friendly design or provide a safe inclusive access to the property.
- b) The access does not permit emergency vehicles to reach the front of the property.
- c) The development is not easily accessed by the sole connection outside the site, Wilderness Lane as it is not able to be used by all regardless of age, mobility and disability and thus not comply with SCLP 11.1 g).
- d) The collection of waste proposed is on Fitzgerald Road, some 80m up an unlit soil path with an inadequate area there to place the bins for collection without impairing access along the public footpath. This is not in accordance with SCLP 11.1 c) j).

LOCAL CONTEXT AND FORM

The overall scale and character do not accord with SCLP 11.1 c) i) as it does not clearly demonstrate the development as a whole responds to local context and form of surrounding buildings. The material finishes are out of context to the surrounding buildings in their original consented form.

The materials finishes proposed are inappropriate to the local context and thus do not accord with SCLP c) v). They do not compliment the character of the conservation area and thus are not in accord with SCLP 11.5 e).

The layout does not accord with SCLP 11.1 c) ii) or SCLP 11.5 c) in that it does not fit in well with the existing neighbourhood layout (in consented form) as it abuts directly, within 300mm, of the public pathway. Other buildings in close proximity at the rear of nos. 72 and 74 Victoria Road are over 3.5m and 4.5m respectively from the unpaved public path and road and such a distance is maintained for all dwelling fronting Wilderness Lane within 200m of the proposed development.

The layout and access to the proposed development does not respond to the way people and vehicles move around external to the existing consented form of buildings as any vehicle driven as close as possible to the property will block the road and public pathway up from Sun Lane and has not means of turning. The road from Sun Lane is locally restricted in width due to telegraph poles to around 2.2m.

The height and massing of the development does not relate to any permitted domestic dwelling in its surroundings and thus is not in accordance with SCLP11.1c) iii)

The relationship between the development and wider street scene does not respond to the local context and is thus not in accordance with SCLP c) iv) and does not preserve or enhance the conservation area as required by SCLP 11.5 b)

The development does not retain and/or enhance this existing landscape natural and semi-natural features on site in that trees and sheltered area for neighbours will be lost which is not in accordance with SCLP 11.1d)

The development does not protect the amenity of the wider environment and neighbouring uses as it severely encroaches on the urban woodland environment of the adjacent public path. It is thus not in accordance with SCLP 11.1e).

PRIVACY

The height of the development and upper windows to the northern aspect will reduce the privacy of the garden of the Wilderness on Pytches Road, the outlook from that garden and cause light spillage pollution onto it and Wilderness Lane path which is not in accordance with SCLP 11.2 a) and f).

Minutes of the meeting of the **Finance Committee** held at the **Shire Hall** on **Wednesday 25th September 2023** at **5.30pm**.

Councillors:

Present: S Bale, T Rogerson, R Sanders, and M Sutton.

Apologies: P Gillard, G Holdcroft, S Miller, N Phipps, E O’Nolan and C Walsh.

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

395. Apologies for Absence

Apologies for absence had been received from Cllrs. Holdcroft, Gillard, Miller, Phipps, O’Nolan and Walsh.

396. To receive Declarations of Interest

Cllr. Bale declared a registerable interest in item 333 as a Trustee of the Woodbridge Riverside Trust.

Cllr. Sutton declared a registerable interest in item 332 as a Trustee of the Tide Mill Trust.

Cllr. Rogerson declared a non-registerable interest in item 332 as a family member is associated with the Tide Mill Trust.

Cllr. Sanders declared a non-registerable interest in item 334 as a member of the Woodbridge Bowls Club.

397. Public Question Time.

The Chair of the Tide Mill Trust spoke to his paper to be considered at item 399.

A Committee Member of the Tide Mill Trust also spoke to the paper to be considered at item 399.

398. To agree and approve the minutes of the meeting held 27th September 2023.

The minutes of the Finance Committee meeting held 27th September 2023 were approved

399. To consider a paper received from the Tide Mill Trust.

The Committee agreed to include an increased sum in the budget line 4810 - Tide Mill Grant.

The Tide Mill Trust agreed to provide a three-year financial plan for consideration.

400. To consider a draft lettings policy for Woodbridge Town Council.

The Committee noted the draft of the lettings policy and asked the Chair and Town Clerk to continue work on the document.

401. To consider the 2024/25 budget.

The Committee considered the first draft of the 2024/25 budget for Woodbridge Town Council and agreed the following actions:

- Town Clerk to confirm the CPI increase to be included on the Council's lease agreements with outside bodies.
- To re-name EMR 375 'In Year Contingency'.
- To include an in-year and future years maintenance budget line for Broomheath.

The Committee also requested that the Staffing Committee meet in November in order to consider the Council's Staffing requirements.

402. Closure

The meeting was closed at 7.10pm.

Councillor Sutton
Chair

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 8th November 2023** at **5.30pm**

Councillors:

Present: D Adelson, S Bale, E O’Nolan, R Leach and R Sanders

Apologies: E Beck, G Holdcroft, P Gillard, M Kneebone and N Phipps

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

403. Apologies for Absence

Apologies for absence had been received from Councillors Beck, Holdcroft, Gillard, Kneebone and Phipps.

404. To receive Declarations of Interest

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

405. Public Question Time.

There were no members of the public present.

406. To agree and approve the Minutes of the meeting held on 18th October 2023

The minutes of the Planning Committee meeting held 18th October 2023 were approved.

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

The Committee noted the following applications:

DC/23/4018/TCA - Garden House 3A Pyches Road Woodbridge Suffolk IP12 1EP

DC/23/4141/TCA - 11 Seckford Street Woodbridge Suffolk IP12 4LY

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

The Council agreed their comment as set out below:-

DC/23/4119/TPO - 5 Dukes Park Woodbridge Suffolk IP12 4DD	WTC recommend approval.
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409. To comment on applications for planning permission

The Council agreed their comment as set out below:-

DC/22/1359/FUL - 1 St Johns Street Woodbridge Suffolk IP12 1EB	WTC recommend approval.
DC/22/1360/LBC - 1 St Johns Street Woodbridge Suffolk IP12 1EB	WTC recommend approval but encourage the Planning Authority to ensure that any determination includes a condition that ensures additional work to the exterior and fenestration of the building requires a new planning application. WTC also encourage the Planning Authority to insist on the cycle storage as detailed in the response from Suffolk County Council Highways.
DC/23/3805/FUL - Woodbridge Service Station A12 Southbound Woodbridge Suffolk IP12 4LQ	WTC recommend approval and support the comments made by ESC Environmental Protection that a noise assessment be undertaken and approved before the application is determined.
DC/23/3929/FUL - 69 Thoroughfare Woodbridge Suffolk IP12 1AH	WTC recommend approval
DC/23/3930/LBC - 69 Thoroughfare Woodbridge Suffolk IP12 1AH	WTC recommend approval
DC/23/3745/FUL - Angel House 27 - 29 Angel Lane Woodbridge Suffolk IP12 4NG	WTC recommend approval
DC/23/3746/LBC - Angel House 27 - 29 Angel Lane Woodbridge Suffolk IP12 4NG	WTC recommend approval
DC/23/0823/LBC - 11A St Johns Street Woodbridge Suffolk IP12 1EB	WTC recommend refusal as the proposed material (uPVC) is not acceptable for a listed building.
DC/23/4153/FUL - 4 Bridgewood Road Woodbridge Suffolk IP12 4HA	WTC recommend approval

410. 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.

411. To consider a response to the Planning Authority regarding AP/23/0055/REFUSE

The Committee agreed to make no further comment regarding AP/23/0055/REFUSE (DC/21/4557/FUL) but did ask the Town Clerk to submit a comment correcting the appellant on the content of the Committee's response, which did include direct references to planning policies of the Suffolk Coastal Local Plan.

412. To agree Members to attend the SALC 'Local Council Conference'

The Committee agreed that the Town Clerk should attend the SALC 'Local Council Conference'.

413. Closure

The meeting was closed at 6.19pm.

Councillor Sanders
Chair

Minutes of the meeting of the **Amenities Committee** held at the **Shire Hall** on **Wednesday 8th November 2023** at **7pm**.

Councillors:

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

Apologies: M Kneebone and R Leach.

In Attendance: Town Clerk and four members of the public

414. Apologies for Absence

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

415. To receive Declarations of Interest

Cllr. Adelson declared a disclosed pecuniary interest in item 422 as his wife is an allotment holder.

The Committee thereafter agreed to grant a dispensation for Cllr. Adelson to remain and speak, but not to vote, during item 422.

416. Public Question Time

Two named tenants from the Kingston Field allotments, and one spouse of a tenant, addressed the Committee regarding item 422.

417. To agree and approve the Minutes of the meeting held on 6th September 2023

The minutes of the Amenities Committee meeting held 6th September 2023 were approved.

With the agreement of those members present, the Chair re-ordered the agenda to consider the item of interest to those members of the public present at this time.

422. To receive an update from the Allotment Working Party

The Committee received an update from the Allotment Working Party following the meeting held on Monday 6th November.

The Committee agreed that it's preferred option regarding the future length of tenancies for a Kingston Field allotment was for a maximum term of ten years.

Further to approval by Full Council, a tenancy agreement with a maximum term of ten years will be provided to both existing tenants (regardless of the length of their existing tenancy) and any new tenants. For existing tenants, the ten-year term is proposed to begin on April 1st, 2024.

The Committee further agreed that it wishes to work in partnership with the Woodbridge Allotment Association (WAA), and request that the WAA discusses this request with its members. The proposed partnership will seek to lobby East Suffolk Council to provide additional land for allotments in Woodbridge, and if such land can be found then the Committee retains the right to consider its position regarding the length of future tenancies.

418. To consider a request regarding the Kingston Field stream

The Committee asked the Town Clerk to remind the Council's Grounds Maintenance Contractor of the contractual obligation regarding the cleaning and maintenance of the Kingston Field stream, and to appeal to the Woodbridge Tennis Club to act in a community spirited manner should they noticed the stream overflowing at weekends (when the Council's Grounds Maintenance Contractor is not available).

419. To consider a request from Martlesham Parish Council regarding a dog bin on Sandy Lane

The Committee agreed not to seek the installation of a dog bin on Sandy Lane, noting that the funds required for the installation, emptying and maintenance of such an asset would be better spent directly on the Town Council's estate.

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

The Committee mandated Cllrs Sanders and Walsh to work with the Town Clerk and Deputy Town Clerk to facilitate the replacement of open, dated and damaged bins on the Town Council estate, spending a maximum of £2000 from the Amenities Committee budget (5100).

421. To consider a communication from Cllr. Adelson regarding Fen Meadow

The Committee mandated the Town Clerk to spend a maximum of £1500 from the Amenities Committee budget (5100), to facilitate the repairs to footpath 16 on Fen Meadow. The Town Clerk was asked to install signage informing the public of the work being undertaken.

The Town Clerk was also asked to request that the Council's Grounds Maintenance Contractor extend the wild area on the top section of Fen Meadow in order to allow the informal path to be naturalised.

423. To consider a communication from Cllr. Walsh regarding a donation of saplings

Cllr Walsh was mandated to plant the donated saplings at locations in Elmhurst Park and Kingston Field in discussion with the Town Clerk. Any unplanted saplings would be stored in the Elmhurst Park kitchen garden.

424. To receive an update on the Elmhurst Park Changing Places toilets project, and consider quotations received for the potential bricklaying required

The Committee noted an update regarding the Elmhurst Park Changing Places toilet project.

425. To receive an update on the Market Hill phone kiosk

The Committee noted an update regarding the Market Hill phone kiosk.

426. To receive an update on the condition of Broomheath

To Committee agreed that Members meet with Prof. Hobson to discuss the options available regarding the condition of Broomheath.

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

The Committee agreed to submit no further project requests for the 2024/25 Financial Year.

428. Closure

The meeting was closed at 9.12pm.

Councillor Miller
Chair

DRAFT

Minutes of the meeting of the **Staffing Committee** held at the **Shire Hall** on **Tuesday 15th November 2023** at **5.30pm**.

Councillors:

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

Apologies: G Holdcroft, T Rogerson, and M Wilks

In Attendance: Town Clerk and no members of the public

429. Apologies for Absence

Apologies for absence had been received from Cllrs. Holdcroft, Rogerson and Wilks.

430. To receive Declarations of Interest

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

431. Public Question Time

There were no members of the public present.

432. To agree and approve the Minutes of the meeting held on 20th September 2023

The minutes of the Staffing Committee meeting held 20th September 2023 were approved.

433. To note the receipt of the pay award for 2023/24.

The Committee noted the receipt of the National Joint Council (“NJC”) for Local Government Services (“the Green Book”) pay award for 2023/24.

434. 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.

It was agreed to exclude the Public and Press from the remainder of the meeting because of the confidential information being discussed.

435. To consider a commensurate salary increase for the Council's Wedding Officers in line with the pay award for 2023/24.

The Committee recommended to the Full Council that the Council's Wedding Officers are provided a 4% increase in hourly pay, backdated to April 1st 2023.

436. To consider a request from the Deputy Town Clerk.

The Committee considered the request from the Deputy Town Clerk and recommended to Town Council that a reduction in her working hours, in line with the documentation provided, be agreed.

437. To consider a request from the Finance Committee to consider the Council's staffing budget and requirements.

The Committee considered the request from the Finance Committee and recommended that £60,000 is included within the Council's staffing budget for purpose of employing additional staff from April 1st 2024.

The Town Clerk was asked to review the Council's staffing requirements in order that a qualified decision be taken on the future appointments to the Council.

438. Closure

The meeting was closed at 6.43pm.

Councillor Bale
Chair

Item 456

To review the Interim Report of the Independent Internal Auditor for 2023/24 and agree appropriate action on any matters raised.

WTC are audited twice per year by an independent internal auditor, which in line with the decision taken at the Council's AGM is SALC for 2023/24 year. The interim audit was undertaken on Thursday 19th October, the auditor working on behalf of SALC is Vicky Waples, Clerk of Thurston Parish Council.

The full report is uploaded separately to SharePoint and details the Council's effectiveness and good financial practice.

Section 14 (page 18) of the report provides the following comment from the auditor which Members are asked to consider:

Whilst the minutes show apologies noted (where applicable), it is not always apparent as to whether the Council formally recorded that it has approved the apologies submitted.

Recommendation: Council is advised to review the provisions of s85 of the 1972 Act which states that "if a member of a local authority fails throughout a period of six consecutive months from the date of his last attendance to attend any meeting of the authority, he shall, unless the failure was due to some reason approved by the authority before the expiry of that period, cease to be a member of the authority."

Council might wish to ensure that all absences are not merely recorded but approved by the Council thereby ensuring that the absence is not treated as unapproved. An accidental or unforeseen absence at a subsequent meeting could then lead to an unnecessary disqualification.

Council might wish to consider the exclusion of members of the public for approval of councillors' absences as this matter could contain sensitive personal data which must be protected under the Data Protection Act.

NALC LTN 5 provides further clarity on this matter including the good practice of seeking approval for an apology in writing.

Email communication between the Town Clerk and auditor during the audit is provided below:

From: Town Clerk <townclerk@woodbridge-suffolk.gov.uk>
Sent: 19 October 2023 14:22
To: Thurston Parish Council <info@thurstonparishcouncil.gov.uk>
Subject: RE: Interim internal audit

Hi Vicky,

Thanks for your comments so far, I'll address these and then respond re Petty Cash. Karen is working on the Show Me documents.

1 – Apologies – In my time at the Council it has changed a little bit – when I first started the then Clerk did not record anything in the minutes for apologies, it was simply shown at the top of the document (as it still is). Her replacement followed this trend but did at one point attempt to record and have approved the reasons for absence, but the majority quickly asked for this to be removed. Her replacement introduced a minute specifically to note the apologies received, and I have continued this since he left. Members must submit apologies to me in advance of the meeting but I don't require any further detail - I consider the reason for absence to be the private business of that Councillor, and therefore no register is kept. Whilst I haven't checked and would be happy to be advised otherwise, I don't recall any reference in the Council's Standing Orders (Meeting section), nor the Practitioners Guide that states apologies must be approved.

My concern about asking Councillors to provide a reason for their absence and subsequently having to have it approved at the meeting is that Councillors would simply not attend the meeting which in the (sometimes quite regular for us) occurrence of when a meeting is close to not achieving a quorum, I'd have no way of knowing in advance should the legality of the meeting be in jeopardy. Under the current system, Councillors are happy to submit apologies and I always encourage them not to be afraid to do so – life is far more important than the Council. A detailed record of meeting attendance is kept in order that I can track any Councillors who may be approaching six months without attendance and the risk of being disqualified.

From: Thurston Parish Council <info@thurstonparishcouncil.gov.uk>
Sent: Thursday, October 19, 2023 2:48 PM
To: Town Clerk <townclerk@woodbridge-suffolk.gov.uk>
Subject: Re: Interim internal audit

Hi Greg,

Thanks for your explanation

Apologies understand the issue regarding Councillor attendance and the thorny subject of giving and approving apologies but

I refer to paragraphs 27 - 29 of LTN 5 (as produced by NALC and attached) and would recommend that you consider implementing a system whereby the apology is submitted to you as the Proper Officer, you confirm (after consultation with the Chair of the meeting) that it is a verified apology which will then allow Council to consider whether to approve the apology or not. With no formal approval of an apology of absence the clock starts ticking.....

27. The names of those councillors present at a meeting of the council must be recorded and included in the minutes of the meeting (paragraph 40 of schedule 12 to the 1972 Act). For ease of reference, the minutes should also record the names of those councillors who are absent from a meeting.
28. If a councillor wants his absence from a meeting to be approved by the council, they should submit his written request together with the reason for absence before the meeting takes place. A councillor cannot continue in office if they fail to attend a meeting of the council, a committee, sub-committee (or joint committee, joint board or similar body by which any of the council's functions are being discharged or which are advising the council about the discharge of its functions) for a period of six consecutive months and the reason for his absence has not been formally approved before the expiry of the six month period (s.85 (1) of the 1972 Act). Approval cannot be retrospective. See also Legal Topic Note 8 (Elections).
29. The minutes of the meeting must record if it resolved to approve a councillor's absence from the meeting, and if possible, the councillor's reason for absence. The recording of such information must not conflict with a council's duty to handle personal data or sensitive personal data in accordance with its obligations under data protection legislation. For example if a councillor's absence at meetings was due to ill health, the minutes of the meeting may document this simple fact but not the detail of his ill health. A council cannot disclose the details of the councillor's physical or mental health without his permission. This is because the information relating to a person's physical or mental health constitutes sensitive personal data. Further guidance on a council's data protection obligations is given in Legal Topic Note 38 (Data Protection).

From: Town Clerk

Sent: Thursday, October 19, 2023 3:55 PM

To: Thurston Parish Council <info@thurstonparishcouncil.gov.uk>; Finance Assistant <financeassistant@woodbridge-suffolk.gov.uk>

Subject: RE: Interim internal audit

Hi Vicky,

I note your comment regarding apologies – if you make a formal comment on the audit then I will talk to the Chair about a new process, which I'd suggest we'll ask the Council to agree before formulating. A quick search of other local council suggests many are not following the guidance...

Haverhill Town Council

Apologise for Absence The above apologies were noted.

Melton PC

23.93 To receive apologies for absence

Apologies for absence were received from Cllrs Bourne, Brown, Darby, Gradwell, Holmes and James

Felixstowe TC

61. APOLOGIES FOR ABSENCE Apologies for absence were received from Cllr D Rowe and Cllr D Underwood.

Aldeburgh TC

1. Apologies: Cllr Langley and Cllrs Daley and Whitelock ESC

The agenda and minutes from the auditors own Council:

AGENDA

1.	Opening including Statement
2.	Apologies – a) Council to receive apologies for absence. b) Council to consent to accept apologies received.

2. APOLOGIES –

- a) Verified apologies of absence were received from Cllrs. Bond, Cornell, Smith and West.
- b) **Council consented to accept the apologies as submitted, aif.**

At the current time apologies are recorded in the minutes as being received. As detailed in the communication with the internal auditor, Officers hold an excel spreadsheet to record meeting attendance – a screenshot of this document is provided below. Should any Member be in danger of disqualification via the six-month rule, that Member and the leader of their political group would be informed as a matter of courtesy.

Key to table contents:																	Count for last 6 months:		
1	A - Attended	21	8	24	5	12	6	18	10	22	13	14	22	1	2	12	8 Attendance when due		
2	N - Not due	7	16	5	9	7	9	7	15	0	9	15	6	25	26	12	17 Not due		
3	P - Apologised	2	5	1	15	11	13	4	5	8	8	1	2	4	2	6	5 Apologies when due		
4	W - Absent w/o apology	0	0	0	1	0	2	1	0	0	0	0	0	0	0	0	0 Absence without apologies when due		
5	-- not yet filled in																		
6		08/11/2023	25/10/2023	08/11/2023	19/07/2023	27/09/2023	18/10/2023	08/11/2023	08/11/2023	08/11/2023	27/09/2023	08/11/2023	08/11/2023	20/09/2023	08/11/2023	08/11/2023	08/11/2023	Last attendance	
7	Cllr	Bale	Rogerson	Sanders	Gillard	Holdcroft	Kneebone	Leach	Miller	O'Nolan	Phipps	Sutton	Adelson	Beck	Pegg	Walsh	Wilks		
8		2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
9	Meeting	Date																	
51	FTC	18/10/2023	A	P	A	P	P	A	A	P	A	P	A	A	P	A	P	A	
52	FSC	25/10/2023	A	A	A	P	P	N	N	P	P	P	A	N	N	N	P	N	
53	PC	08/11/2023	A	N	A	P	P	P	A	N	A	P	N	A	P	N	N	N	
54	AC	08/11/2023	N	N	A	N	N	P	P	A	A	N	A	A	N	A	A	A	
55																			

The Council has in the past approved long-term absence due to illness (in order that the Member avoids disqualification), however one-off absences have not been accepted, simply received.

Further to the recommendation from the internal auditor, it may be considered that the Council has the following options:

- That all apologies submitted to the Town Clerk in advance of a Council or Committee meeting must include detail of reasons for the Members absence, and then the subsequent Council or Committee are then asked to agree and verify the requests received. (The Council may need to create a policy on what constitutes an acceptable absence...)
- The Council retains the current system of simply receiving apologies, noting that an unverified apology, received by the Council (in the existing way) does not re-set the six month clock in terms of qualification due to non-attendance.

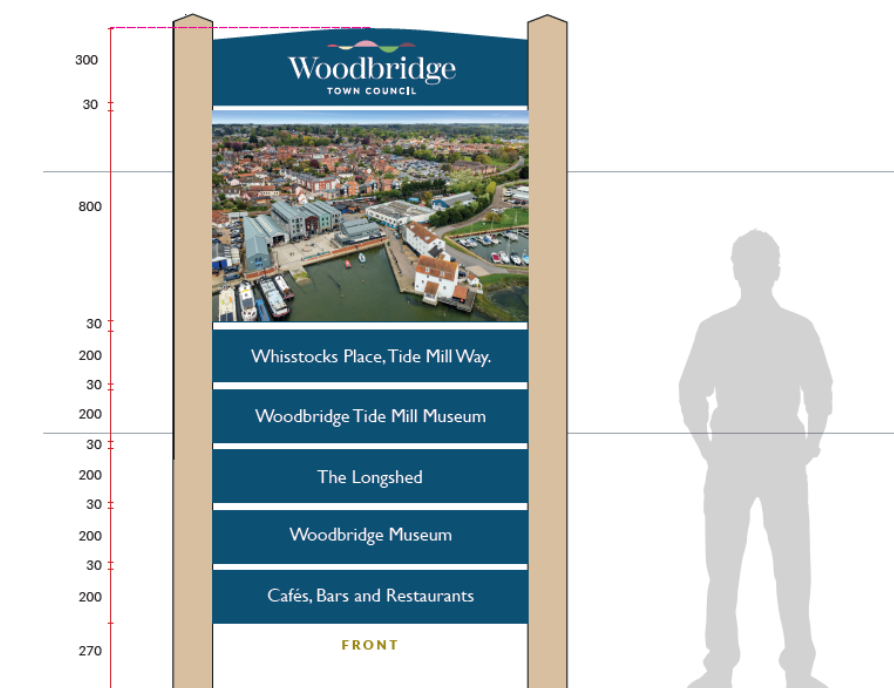
Members are asked to consider the recommendation from the internal auditor regarding the Council's process of recording/ approving Members apologies.

Item 457

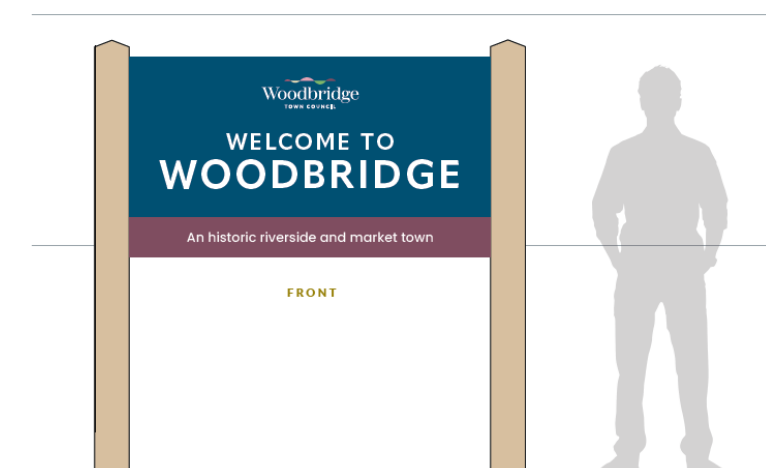
To consider an update regarding the Council’s Wayfinding project.

Following the successful bid for UK Shared Prosperity Funding, the Council was awarded £12,000 of funding to deliver an update to the wayfinding signage in the Town which includes the replacement of welcome signs, finger posts and a new sign at the entrance of Tide Mill Way.

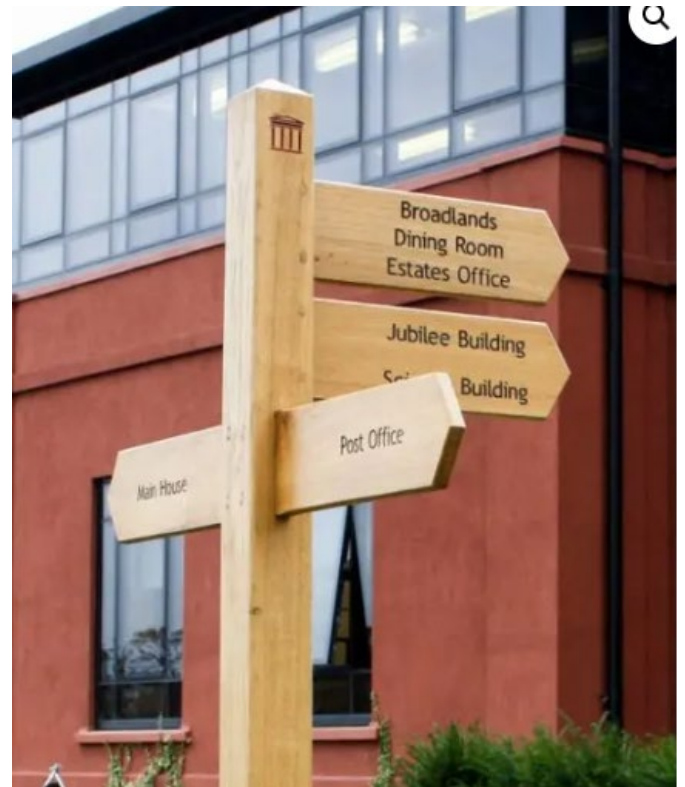
In order that the project can be delivered before its deadline of March 31st, 2024, **Members are asked to consider and provide feedback on the design proposals** (the full design proposal document is uploaded separately to SharePoint).



I suggest Whisstocks Place, Tide Mill Way is moved above the photo.



Similar projects by Landmark:



Item 458

To consider the report received from the District Valuer regarding the valuation of the Theatre Street toilet site.

The Town Clerk was mandated to seek from the District Valuer three valuations of the Theatre Street site:

Option 1 – A Valuation of the site in its current condition (no demolition of existing buildings/ no planning permission) with a view to sale on the open market without a covenant requiring public toilets to be provided by the purchaser.

Option 2 – A valuation of the site in its current condition (no demolition of the existing buildings), but with planning permission for a commercial development in line with the attached pre-application, with a view to sale on the open market without a covenant requiring public toilets to be provided by the purchaser.

Option 3 – A valuation of the site in its current condition (no demolition of the existing building), but with planning permission for a residential development in line with the attached pre-application, with a view to sale on the open market without a covenant requiring public toilets to be provided by the purchaser.

The District Valuer has provided a confidential draft report (uploaded to SharePoint) and supplied the following commentary:

As promised please see attached my draft valuation report for the land and public conveniences at Theatre Street, Woodbridge.

As a draft report this is provided solely for internal purposes at present and should not be published or relied upon in terms of decision making in any form. The draft report is subject to the full terms and contents of the finalised report to follow very shortly. You are fine to share it with the Councillors.

Whilst the report from the District Valuer cannot at this time be used to make a firm financial decision, the figures provided give the Council a reasonable steer as to how it may wish to proceed with the site:

- To offer the site for sale on the open market in its current condition.
- To seek planning permission for a commercial or residential development on the site.

The Council has also received an offer from a resident regarding a lease agreement for the management of the site, and this offer is also uploaded to SharePoint for consideration.

Members are asked to consider the report received from the District Valuer regarding the valuation of the Theatre Street toilet site, and discuss the Council's future plans for the site.

Item 459

To consider the placement of planters on Tide Mill Way.

The Council allocated £5,000 in the current years budget to undertake improvements to the planting and street scene of Tide Mill Way, specially the area in front of the Granary where the existing planters are tired and dated.

Before Officers were able to begin investigating options for the improvement of this area, the appearance of crated trees on Whisstocks Place in mid-summer sparked much interested from residents, businesses, and visitors alike, and requests to make the planters a permanent feature were received.

The Deputy Town Clerk entered into communication with the company involved, Crate, and received from them the overleaf proposal for the re-greening of the area, CGI images from which are provided below:





Whisstocks and Tide Mill Way - Regreening Project Proposal

Background

Woodbridge Town Council are looking to 'regreen' Whisstocks and Tide Mill Way, which will provide many advantages, such as a blend of shade, beauty, improved air quality, boosting urban biodiversity and reducing urban run-off by harvesting rainwater.

Woodbridge Town Council are proposing to replace the six small existing concrete planters along Tide Mill Way and to also install a new planter within the central circular seating at Whisstocks. These planters would be filled:-

Tide Mill Way - one small specimen tree per planter with flowering ground perennial shrubs.

Whisstocks - large specimen tree with flowering ground perennial shrubs.

Additionally, the Boathouse restaurant (located in Whisstocks) want to request the Town Council's permission to site 5 additional planters in their seating area, whilst also retaining the existing two planters. Coffeelink would like to request permission for 4 planters in their seating area. If these are agreed, Crate will ensure that the planters are easily moveable by placing them on wheels and will be responsible for moving them, if requested.

Pricing

7 planters (complete with growing medium and ready for planting) - £900 per crate =
£6,300+VAT

Purchasing estimates for Trees and Shrubs

Small specimen tree (ie 1500mm evergreen Olive tree) **£450+VAT**

Large specimen tree (ie 3000mm deciduous Tilia lime tree, similar to existing trees at Whisstocks) **£800+VAT**

Large specimen olive tree (ie 2500mm 100 year old olive tree) proposed for central seating area. **£1200+VAT**

Shrub (ie 1500mm evergreen bamboo) **£350+VAT**

Ground cover plants and perennial flowers estimate per crate **£150+VAT**

This makes for an estimated average price per crate of **£700+VAT as a guide**

Installation - Crate will offer free installation on this occasion, including planting of the chosen trees and shrubs. Crate can also remove and dispose of the existing concrete planters.

Maintenance - Crate propose a maintenance contract for the 7 crates owned by Woodbridge Town Council of **£200 per month**, which would include watering and healthcare of the trees and shrubs plus repair and upkeep to the crates, trees and shrubs. To be able to fulfil this contract, Crate will need permission to site two water butts in Whisstocks Place and Tide Mill Way. The location of these will be agreed with Woodbridge Town Council.

Maintenance plus trees option - Crate propose a maintenance contract for the 7 crates owned by Woodbridge Town Council of **£350 per month** which would include all the above plus the trees and shrubs (trees and shrubs will remain the property of CrateLtd and covered under CrateLtd insurances)

Design and Planting

The cost listed above does not include the cost of trees and shrubs (unless maintenance plus trees contract is chosen), due to the extensive choice available. Crate, together with our partners at Botanica, can offer advice and design support for choosing the most appropriate trees and shrubs for the area.

More Information

For more information about Crate and how we provide sustainability, crafting our products from recycled materials, please visit our website <https://www.crateltd.co.uk/>

Contact Details

Founder: Alex Hodges

Address: 1C Clopton Park, Clopton, Suffolk, IP13 6QT

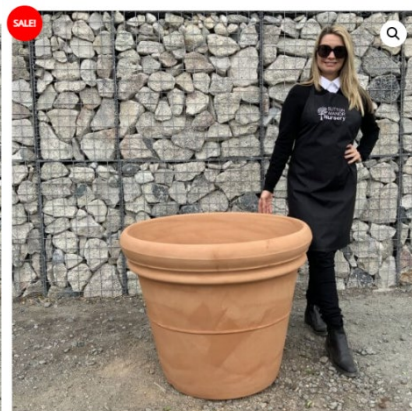
Phone: 01394 548800 or 07512 6645091

The total costs proposed by Crate are greater than the Council's budget for this project, therefore the Deputy Town Clerk has also detailed an alternative solution that is within budget:

Sutton Manor Nursery

5 x Milan 85 Planters for Tide Mill way

Resin-based pot that is Impact proof, shatter proof, frost proof. H69cm x W85cm
£269.95 each with free delivery



5 x Tuscan Olive Trees for Tide Mill way



Tuscan Olive Tree XXL Natural Crown (In Patio Pot) 1.70 – 1.90 CM

£439.99 **£274.94**

1 **ADD TO BASKET**

Final total
£274.94

FREE SHIPPING!

(UK Mainland & covering parts of Scotland)

TREE MEASUREMENTS:

Height of tree, including pot (approximately) : 1.70 – 1.90 CM

Width of crown (approximately) : 90 – 110 CM

Pot height: 30 cm

Pot width: 55 cm



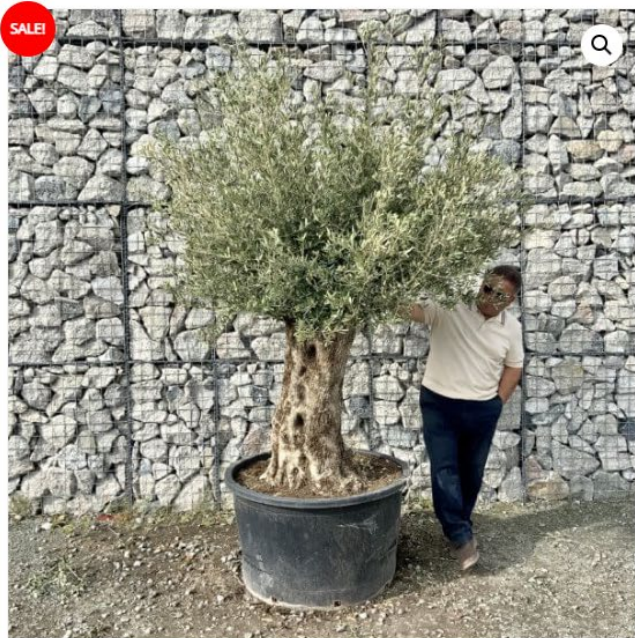
1 x Milan 115 in the center of Whisstocks Place

Resin-based pot that is Impact proof, shatter proof, frost proof. H115cm x W115cm

£395.95 each with free delivery



1x Gnarled Olive Tree (Ancient) in the center of Whisstocks Place



Gnarled Olive Tree XXL (Ancient) G764

£1,399.99 **£674.95**

ADD TO BASKET

Final total
£674.95

The display photo is the beautiful tree you will receive.

FREE SHIPPING!

(UK Mainland & covering parts of Scotland)

TREE MEASUREMENTS:

Height of tree, including pot: 2.30M - 2.40 M

Width of crown (approximately) : 1.60 - 1.70 M

Pot height: 56 cm

Pot width: 90 cm

1 in stock

Summary of options and costs

Option 1 - CRATE	
5 Planters on Tide Mill Way - £900 ea	£4500
5 Small specimen Olive tree - £450 ea	£2250
1 Planter on Whisstocks Square - £900 ea	£900
1 Large specimen Olive tree - £1200 ea	£1200
Maintenance costs - £200 per month	£2400
Total	£11,250

Option 2 - CRATE	
5 Planters on Tide Mill Way - £900 ea	£4500
5 Small specimen Olive tree	Incl in maintenance package
1 Planter on Whisstocks Square - £900 ea	£900
1 Large specimen Olive tree	Incl in maintenance package
Maintenance costs - £350 per month	£4200
Total	£9600

Option 3 - SUTTON MANOR NURSERY	
5 Planters on Tide Mill Way - £269.95 ea	£1349.75
5 Small specimen Olive tree - £274.94 ea	£1374.70
1 Planter on Whisstocks Square - £395.95 ea	£395.95
1 Large specimen Olive tree - £674.95 ea	£674.95
Maintenance covered by Woodbridge Town Council Staff	
Total	£3795.35 plus soil costs

Members are asked to consider the options for the placement of planters on Tide Mill Way.

Item 460

To consider a request from the Boathouse Restaurant for permission to install planters on Whisstocks Place.

As alluded to in the submission from Crate considered at item 459, the Council have received the below communication from the owner of the Boathouse for permission to install further planters/ crated trees on Whisstocks Place:

From: Emma Cole

Sent: Thursday, November 9, 2023 4:26 AM

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

Subject: Planters

Hi Belinda,

i hope you are well.

I have been communicating with Alex about the beautiful planters for Whisstocks.

I would really like some to create a border at the front of the restaurant, but I did explain to him that while they are relevant in the Summer they are less needed in the Winter, so budget-wise it would need to be viable. However rain, or shine, they will add much-needed greenery that the square has been calling out for.

To make it work we would need them outside of our area studs so we could still have our own seating out. They are on wheels so could be pushed aside should we need to for events and he has said he would be responsible for doing this for us.

He also advises that he has his own insurance so would be responsible for that as well.

Kind regards

Emma Cole



The Boathouse Restaurant will pay for the installation, delivery and upkeep of the planters, and will move them at the request of the Town Council for events and access requirements to the public open space.

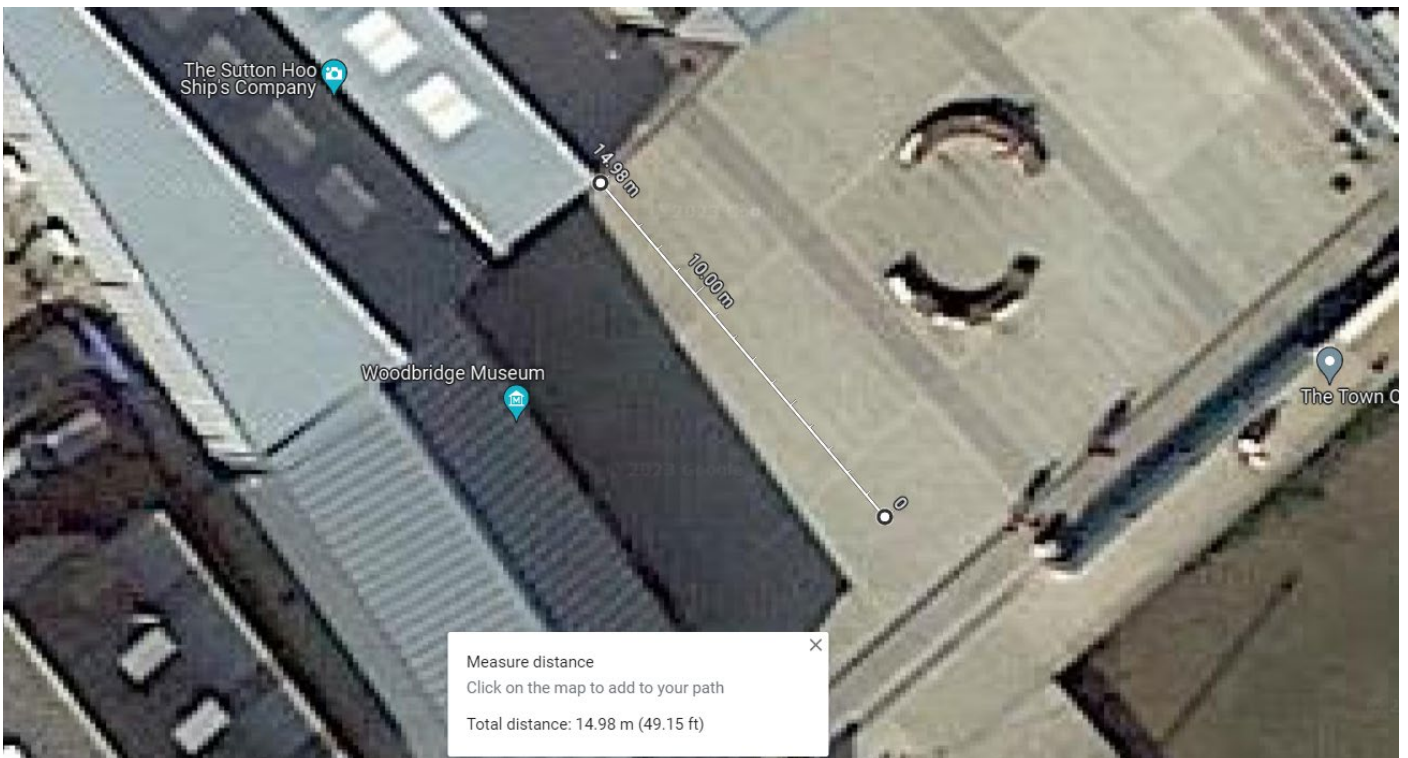
Members are asked to consider a request from the Boathouse Restaurant for permission to install planters on Whisstocks Place.

Item 461

To consider a request from the Sutton Hoo Ships Company regarding Whisstocks Place.

Uploaded separately to SharePoint is a letter received from the Sutton Hoo Ships Company requesting permission to install a marquee on Whisstocks Place as a means to alleviate concerns regarding a lack of working space and health and safety issues within the Longshed.

As no further plans or drawings have been received, the image below shows how far into Whisstocks Place a 15m structure would extend:



Such a structure would utilise almost a quarter of Whisstocks Place, and potentially block access to the both the WRT entrance at the corner of the Longshed, and the Woodbridge Museum. A safe passage for emergency vehicles to access these premises must be maintained at all times.

A structure 5m x 15m equates to 75m². One consideration is whether such a structure will require planning permission – a google search provides a number of websites with differing information...!

<https://www.bunkabin.co.uk/blog/do-you-need-planning-permission-temporary-structure#:~:text=Temporary%20structures%20can%20be%20exempt,reduces%20to%20just%2014%20days.>

<https://www.temporarystructures.co.uk/do-you-need-planning-permission-for-temporary-buildings-or-structures/>

A temporary building which is relevant to buildings or structures already on the land may be permitted development if it meets specific criteria. Further information on Permitted

Development is available [here](#). The criteria for temporary buildings is outlined by Class A, Part 4 of the GDPO 2015

<https://www.legislation.gov.uk/uksi/2015/596/schedule/2/part/4>

The Council charges £15 per day to the Woodyard restaurant to use a smaller area of Whisstocks Place as a commercial enterprise, whilst the space is regularly used for festivals and outdoor events. All income received for the use of Whisstocks Place is used to offset the service charges levied on the business and organisations in the greater Deben Wharf area.

Members are asked to consider a request from the Sutton Hoo Ships Company regarding Whisstocks Place.

Item 462

To consider the Kingston Field allotment agreement.

The Amenities Committee, via it's Allotment Working Party, have been working to draft a new allotment tenancy agreement further to agreement from both the Council as owners of the land, and the tenants of the allotments, that the current agreement, which was essentially transferred to WTC along with the allotments from the then Suffolk Coastal District Council, is outdated.

Further to the consideration of a number of drafts, the Amenities Committee made the following decision at its meeting on November 8th:

To receive an update from the Allotment Working Party

The Committee received an update from the Allotment Working Party following the meeting held on Monday 6th November.

The Committee agreed that it's preferred option regarding the future length of tenancies for a Kingston Field allotment was for a maximum term of ten years.

Further to approval by Full Council, a tenancy agreement with a maximum term of ten years will be provided to both existing tenants (regardless of the length of their existing tenancy) and any new tenants. For existing tenants, the ten-year term is proposed to begin on April 1st, 2024.

The Committee further agreed that it wishes to work in partnership with the Woodbridge Allotment Association (WAA), and request that the WAA discusses this request with its members. The proposed partnership will seek to lobby East Suffolk Council to provide additional land for allotments in Woodbridge, and if such land can be found then the Committee retains the right to consider its position regarding the length of future tenancies.

Further to this decision from the Amenities Committee, the latest draft of the agreement is uploaded to SharePoint, alongside the existing agreement for comparison, in order that Council can consider the contents of the document.

The next step is for the Council's solicitors to consider the legality of the agreement, therefore at this stage **Members are asked to consider the contents of draft allotment agreement in order that it be sent to the Council's solicitors for consideration.**

Item 463

To consider if the Council wishes to create a Parish Infrastructure Plan.

Officers have been in communication with East Suffolk Council regarding the potential for WTC to apply to the Local CIL fund in order to bid for match funding toward qualifying community infrastructure-based projects - there is a list of criteria which must all be met for an application to be valid provided on the application form:

<https://www.eastsuffolk.gov.uk/assets/Planning/Community-Infrastructure-Levy/CIL-spending/Local-CIL-fund-application-form.pdf>

<https://www.eastsuffolk.gov.uk/planning/developer-contributions/community-infrastructure-levy/cil-spending/>

The most important advice from ESC was that a *'project must be identified in either the Neighbourhood plan or Parish Infrastructure Investment Plan. As I believe you currently don't have a completed Neighbourhood plan, you can create a Parish Infrastructure Investment Plan which includes this project. Details about this can primarily be found here: [CIL parish support » East Suffolk Council](#)'.*

When you are thinking about how to spend your Neighbourhood CIL it is worth thinking about the infrastructure that exists in your area and where the people that live in your area go to use play, allotment or other facilities as this may not be within your parish area. It helps to understand what should be prioritised for improvement. The Parish Infrastructure Investment Plan helps you consider infrastructure needs in an area:

- [Infrastructure items which can be provided or maintained by parish councils](#)
- [Parish Infrastructure Investment Plan \(PIIP\)](#)
- [Parish Infrastructure Investment Plan template](#)

What is a PIIP?

Due to the potential for new CIL income, it can be a good idea for Councils to develop a PIIP. This helps them to identify and prioritise the infrastructure needs of their community and future spending decisions. PIIPs are optional, non-statutory documents that do not form part of the East Suffolk Local Plan and are not a material planning consideration.

Why create a PIIP?

PIIPs can help Parish Councils to:

- Identify the infrastructure and investment needs within their community.
- Provide an evidence base for spending decisions on locally identified priorities.

- Identify sources of funding and opportunities for matching funding streams to make the most efficient use of income.
- Assist with external funding bids - providing evidence of local investment needs and priorities.
- Provide transparency to local communities - explain where local investment is being targeted.
- Encourage engagement by members of the community who use / will use the facilities and services being delivered.
- Provide a local perspective to help the district councils gain a better understanding of the communities' priorities.

What is infrastructure?

There are typically 3 broad categories of infrastructure:

- Physical infrastructure: e.g. highways, transport links, cycleways, energy supply, water, flood alleviation, waste management
- Social infrastructure: e.g. education, health, social care, emergency services, art and culture, sports halls, community halls
- Green infrastructure: e.g. parks, woodlands, play areas, public open space.

What should the PIIP be based upon?

The PIIP should be evidence-based, identifying current/existing infrastructure, and assessing the impact of new development on this infrastructure. Sometimes this process can also identify gaps in infrastructure provision, for example identified growth in the numbers young or older people but a lack of facilities for them locally.

As infrastructure investment decisions affect all members of a community, the parish council should make efforts to engage as many people as possible in the process.

The PIIP should also be responsive to changes in development and infrastructure. So that it remains a reliable tool for decision-making, it is recommended that PIIPs are reviewed regularly.

Members are asked if they wish the Council's Officers to prepare a draft Parish Infrastructure Investment Plan for consideration at a future meeting.

Item 464

To request volunteers for the Council's Christmas Lights event.

The Council is organising the 'Woodbridge Lights Night' on Thursday 30th November. The Council's Officers will be present at the event but would be grateful if any Members were able to volunteer to help!

choose
woodbridge

Woodbridge TOWN COUNCIL



The poster features a dark blue background with a large yellow full moon in the top left. Santa Claus is depicted in a sleigh, pulled by three reindeer, flying across the moon. In the top right, there is a brown, tag-like graphic with a white border and a string tied to it, containing the text 'LIGHTS SWITCH ON 6PM MARKET HILL'. The main title 'Woodbridge Lights Night' is written in a large, stylized font, with 'Woodbridge' in white and 'Lights Night' in red. Below the title, the location 'MARKET HILL - THOROUGHFARE' is written in green. A list of activities is provided in white text: 'Activities for Kids - Lights Switch On - Street Procession', 'Story Telling - Late Night shopping', and 'Food and Drink - Live Music - Santa and Sleigh'. The time '4.30PM- 8PM' is written in red. At the bottom, the words 'Free Event' are written in a white, cursive font. The bottom of the poster shows a silhouette of a building with a clock tower and strings of white lights.

LIGHTS
SWITCH ON
6PM MARKET HILL

Thursday 30th November 2023

Woodbridge Lights Night

MARKET HILL - THOROUGHFARE

Activities for Kids - Lights Switch On - Street Procession
Story Telling - Late Night shopping
Food and Drink - Live Music - Santa and Sleigh

4.30PM- 8PM

Free Event

Item 465

To consider a recommendation from the Property Working Party regarding 15 Tide Mill Way.

The Property Working Party met on Wednesday 15th November and in line with its Terms of Reference (*review and make recommendations to Council regarding (but not limited to) the following ongoing projects of the Council*) discussed the Council's future plans and project management requirements for 15 Tide Mill Way – as all Members are aware the building requires a new roof and internal improvements before it can be offered for hire as a community facility. The lease of the Council's current tenant, the Woodbridge Art Club, expires on March 31st, 2024, and a formal Notice to Vacate has been sent to the club via the Council's solicitors. This document, along with the main lease and one year extension is provided on SharePoint.

In line with the Council's Financial Regulations, the contract to undertake the roof replacement work has been advertised on the Governments Contract Finder website and has attracted significant interest from building and roofing contractors. Officers continue to meet with potential contractors and are building up a project management plan including, but not limited to:

- Creation of a Health and safety file/ project plan for the completion of the building works.
- Appoint an architect to provide structural drawings/ design and access statements etc in order that the Council or a project management company can submit a planning application to East Suffolk Council.
- Appoint a principle contractor/ project management company to manage the project including the submission of a planning application, appointment of sub-contractors and management of the building project. Potential sub-contractors include scaffolders, asbestos roof removal, electrical improvements, roof replacement, painting and decorating etc.
- Draw up third party wall agreements with the owners of the Chandlery building and Environment Agency.
- Seek 'As built' drawings from the Environment Agency regarding the sea defence wall improvement which abut directly to the gable end of the building.

The Property Working Party discussed the requirements upon the Council to offer a secure and safe working environment for potential contractors, and the ability of the Council to have unfettered access the property in order to the plan the building works, and therefore made the following recommend to Council:

'The Property Working Party recommends to Full Council that in line with the terms of the lease between Woodbridge Town Council and Woodbridge Art Club Ltd relating to 15 Tide

Mill Way, the Woodbridge Art Club Ltd are required to be fully removed from the property at 15 Tide Mill Way on or before March 31st 2024'.

The Property Working Party feel it is necessary to make this recommendation to Full Council to ensure that there is clarity for both parties as this project moves forward – the Council had previously discussed an ad hoc agreement with the Art Club to allow them to continue in the premises for an un-defined period after March 31st, 2024, however a clean break at the end of the lease is recommended to Council for consideration.

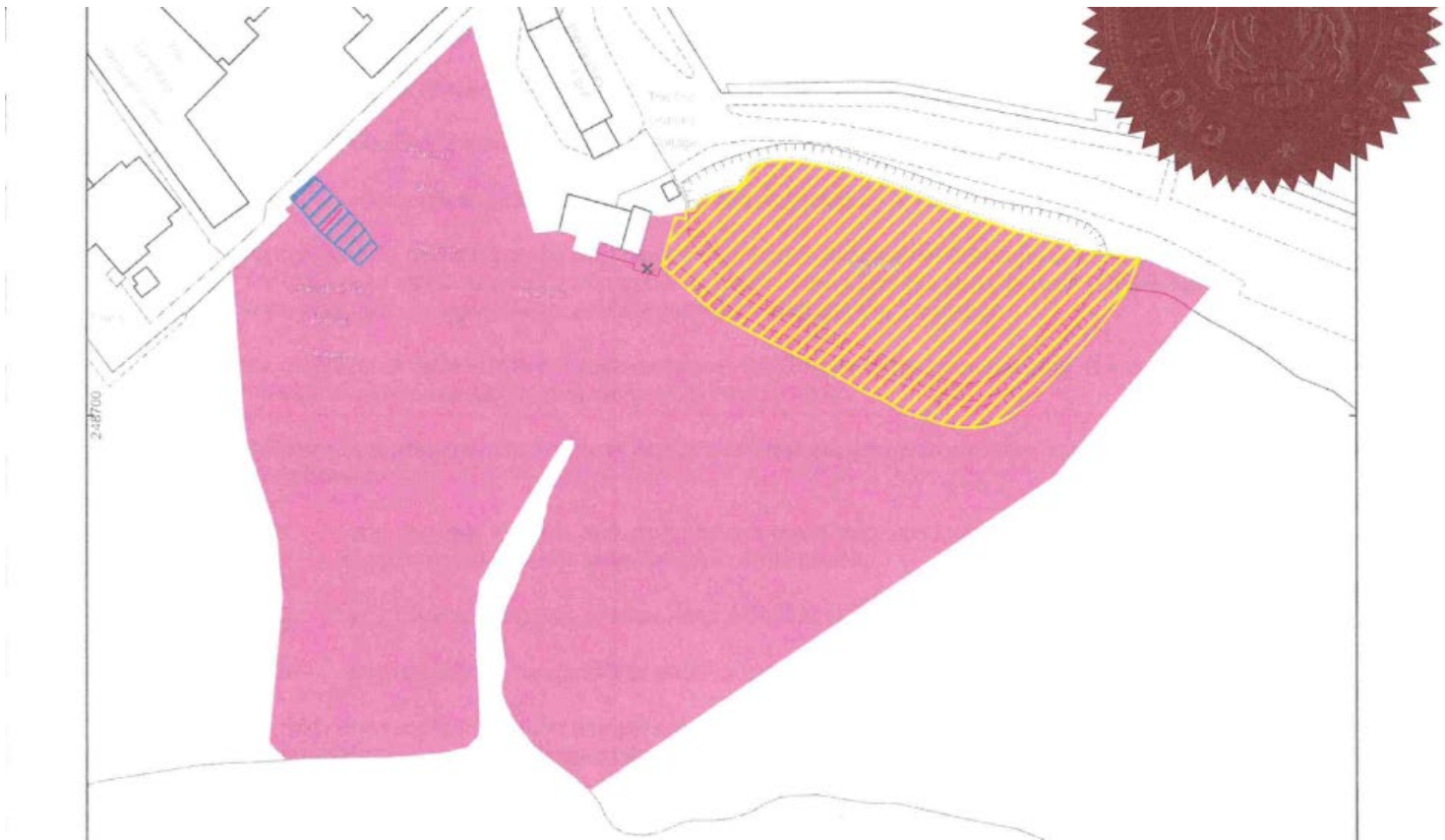
Members are asked to consider a recommendation from the Property Working Party regarding 15 Tide Mill Way.

If the Council resolves to approve the recommendation from the Property Working Party, uploaded to SharePoint is a draft letter to the Chair of the Woodbridge Art Club, and Members are asked to consider any changes they wish to make to the letter before it is sent to the Art Club. The letter confirms the Council's commitment to make the premises available to the Woodbridge Art Club once the roof replacement and refurbishment works have taken place, and our desire to work together to ensure the safety of the kiln during the works.

Item 466

To consider a draft management agreement regarding the management of the Whisstocks foreshore.

In 2021 the Council signed a 99-year lease with the Crown Estate for the area of foreshore and bed of the River Deben as shown in the image below – the full document is provided via SharePoint.



As part of this agreement, the owner of the nearby boatyard gave up his own lease with the Crown Estate for a section of this land to allow the Council to create a uniform area of ownership in the Tide Mill foreshore area. The area of land including a map showing the boats moored in this area is also provided on SharePoint.

Since that time Officers have been working with the Council's solicitors to produce a document which formalises the agreement between the two parties to allow the individual to continue managing (and receiving income from mooring fees) of the boats now situated on the Council's land, in return for a sum paid to the Council – the equivalent of 20% of annual income from the mooring fees.

The Town Clerk's most recent email communication with the Council's solicitor is uploaded to SharePoint for consideration, which specifically asks the Council to agree the contents of clauses 7.4 and 7.5 in respect of liabilities.

In line with the advice from Birkett's and further to any potential changes made by the Council at this meeting, the next will be to circular the document, 'Subject to Contract', to the supplier.

Members are asked to consider a draft management agreement regarding the management of the Whisstocks foreshore.

Item 467

To receive an update from Cllr. Phipps following his visit to Mussidan.

Cllr Phipps will provide a verbal update following his visit to Mussidan, and provides the following photos for reference.





Item 468

To consider grant applications toward Christmas events in Woodbridge.

Following the Council's Grants meeting in June where £12,835 of grants were agreed, there remains £1,665 left from a total budget for the year of £14,500.

The Council have received two grant applications toward Christmas events in Woodbridge, which are uploaded to SharePoint. In summary:

Woodbridge Riverside Trust 'Yuletide Event' - £300.

Woodbridge Festival of Music and Art 'Winter Lights Event' - £1200.

Members are asked to consider grant applications toward Christmas events in Woodbridge.

Item 469

To consider the Council's schedule of meetings.

At the Council's AGM a schedule of meetings was agreed which provided for bi-monthly meetings of the Council's Amenities and Climate and Ecological Emergency Committee, which was a move away from tradition whereby these Committees had usually met monthly. The Council's Planning Committee meets every two weeks, the Finance Committee primarily in the six months leading up to the budget submission, and the Staffing Committee when required.

The Council are given an opportunity to consider the success of the schedule and decide whether to retain it for the remainder of the year or consider the addition of extra Committee meetings following the experience of the past six months. For guidance, the current schedule is provided overleaf.

Members are asked to consider the Council's schedule of meetings.

Woodbridge Town Council - Dates of meetings, 2023-2024

Year	Month	Date	Committee	Time
2023	May	16	Town Council - AGM of the Council	7pm
2023	May	24	Planning	5.30pm
2023	May	24	Amenities	7pm
2023	May	31	Finance	5.30pm

2023	June	7	Planning	5.30pm
2023	June	14	Climate and Ecological Emergency	5.30pm
2023	June	14	Town Council - Grants	7pm
2023	June	28	Planning	5.30pm
2023	June	28	Town Council	7pm

2023	July	5	Planning	5.30pm
2023	July	5	Amenities	7pm
2023	July	19	Planning	5.30pm
2023	July	19	Town Council	7pm
2023	July	26	Finance	5.30pm

2023	August	2	Planning	5.30pm
2023	August	9	Climate and Ecological Emergency	5.30pm
2023	August	23	Planning	5.30pm

2023	September	6	Planning	5.30pm
2023	September	6	Amenities	7pm
2023	September	20	Planning	5.30pm
2023	September	20	Town Council	7pm
2023	September	27	Finance	5.30pm

2023	October	4	Planning	5.30pm
2023	October	11	Climate and Ecological Emergency	5.30pm
2023	October	18	Planning	5.30pm
2023	October	18	Town Council	7pm
2023	October	25	Finance	5.30pm

2023	November	8	Planning	5.30pm
2023	November	8	Amenities	7pm
2023	November	22	Planning	5.30pm
2023	November	22	Town Council	7pm
2023	November	29	Finance	5.30pm

2023	December	6	Planning	5.30pm
2023	December	13	Climate and Ecological Emergency	5.30pm
2023	December	13	Finance	7pm
2023	December	20	Planning	5.30pm
2023	December	20	Town Council	7pm

Woodbridge Town Council - Dates of meetings, 2023-2024

Year	Month	Date	Committee	Time
2024	January	10	Planning	5.30pm
2024	January	10	Amenities	7pm
2024	January	17	Finance	5.30pm
2024	January	24	Planning	5.30pm
2024	January	24	Town Council	7pm

2024	February	7	Planning	5.30pm
2024	February	14	Climate and Ecological Emergency	5.30pm
2024	February	21	Planning	5.30pm
2024	February	21	Town Council	7pm

2024	March	6	Planning	5.30pm
2024	March	6	Amenities	7pm
2024	March	20	Planning	5.30pm
2024	March	20	Town Council	7pm
2024	March	27	Finance	5.30pm

2024	April	3	Planning	5.30pm
2024	April	10	Climate and Ecological Emergency	5pm
2024	April	10	Town Council - Annual Town Meeting	7pm
2024	April	17	Planning	5.30pm
2024	April	17	Town Council	7pm

2024	May	1	Planning	5.30pm
2024	May	15	Planning	5.30pm
2024	May	15	Amenities	7pm
2024	May	22	Town Council - AGM of the Council	7pm

Item 470

To consider the Council's Statement of Internal Control.

Woodbridge Town Council is a local authority funded largely by public money and is responsible for ensuring its financial business is conducted in accordance with the law and proper standards, and that public money is safeguarded, properly accounted for, and used economically, efficiently, and effectively.

The Council is required to review at least annually the effectiveness of its system of financial control, and the internal auditor will check to ensure that this work has been undertaken.

The Council's current statement is provided overleaf (and also as a separate document on SharePoint), and **Members are asked to recommend any changes and to agree to adopt a statement of internal control.**



INTERNAL CONTROL STATEMENT FOR FINANCIAL YEAR 2022 – 2023

1. SCOPE OF RESPONSIBILITY

Woodbridge Town Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

Woodbridge Town Council is responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

The system of internal control is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives. It can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an on-going process designed to identify and prioritise the risks to the achievement of the Council's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. THE INTERNAL CONTROL ENVIRONMENT

The Council:

Woodbridge Town Council reviews its obligations and objectives and approves budgets for the following year at its January full Council meeting. The January meeting of Woodbridge Town Council approves the level of precept for the following financial year.

Woodbridge Town Council has established the Finance Committee. This Committee meets regularly during the financial year. Members of the Committee monitor progress against objectives, financial systems and procedures, budgetary control and carry out regular reviews of financial matters. The minutes of the meetings of the Committee are circulated to all Members of the Council and are a matter of public record.

The full Council meets a minimum of ten times each year and monitors progress against its aims and objectives at each meeting by receiving minutes, recommendations and reports from the Finance, Staffing, Highways, Planning, Climate and Ecological Emergency and Amenities Committees. Woodbridge Town Council carries out regular reviews of its internal controls, systems and procedures (see statement at **Appendix 1**).

Clerk to the Council/Responsible Financial Officer (RFO):

The Council has appointed a Town Clerk to Woodbridge Town Council who acts as the Council's principal advisor and administrator. The Clerk is the Council's Responsible Financial Officer and is responsible for administering the Council's finances. The Clerk is responsible for advising on the day to day compliance with laws and regulations to which Woodbridge Town Council is subject and for managing risks. The Clerk also provides advice to help Woodbridge Town Council ensure that it adheres to its procedures, control systems and policies.

Payments:

Payments are taken from the Woodbridge Town Council account. All payments are reported to Woodbridge Town Council. Prior to every Town Council Meeting two nominated councillors will check invoices, the corporate card report and bank statements. The signatories should consider each cheque or bank payment against the relevant invoice, sign the invoice and initial the cheque counterfoil and payment schedule. The Council has approved the electronic checking of payments with Members confirming their approval of the payment details via email. Two Members of Woodbridge Town Council must sign every cheque. All authorised cheque signatories are Members of the Council. No officer of Woodbridge Town Council can sign cheques from this account. The relevant supporting information for non-invoiced payments (credit card transactions and direct debit payments) are provided as part of the Financial Documents approved by the Full Council.

In accordance with its Financial Regulations, Council has approved the use of electronic banking with the instructions for each payment being ratified at a Full Town Council Meeting. An Open Credit agreement with the Council's bank, has been approved whereby persons authorised by the Council are permitted to withdraw funds provided that such withdrawals be for petty cash purposes only, limited in frequency to once per month and to a maximum of £200.

Income:

All income is received and banked in the Council's name in a timely manner and reported to the Council.

Risk Assessments/Risk Management:

Woodbridge Town Council reviews its Risk Management Policy and Risk Register annually, and regularly reviews its systems and controls.

Internal Audit:

Woodbridge Town Council has appointed an independent Internal Auditor who reports to Woodbridge Town Council three times per annum on the adequacy of its:

- Records
- Procedures
- Systems
- Internal control
- Regulations
- Risk management.

External Audit:

The Council's external auditors submit an annual certificate of audit which is presented to the Council.

4. REVIEW OF EFFECTIVENESS

Woodbridge Town Council has responsibility for conducting an annual review of the effectiveness of the system of internal control, which should include a review of the effectiveness of internal audit. The results of that review must be considered by the Council, which should also approve the Statement on Internal Control.

Appendix 1**Internal Control Statement**

Woodbridge Town Council as a whole is responsible for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of their functions and which includes arrangements for the management of risk.

Woodbridge Town Council has determined that the most appropriate method of internal control is at its Finance and Staffing Committees and, a regular Internal Audit review undertaking routine checks to ensure that the accounting records are being properly completed. A random selection of items will ensure that the person carrying out the review is satisfied that the accounting records are correctly maintained. The following checks have been completed:

- that the cashbook is correctly written up and mathematically correct;
- that cheque/BACS amounts agree with invoices;
- that bank reconciliations are regularly undertaken;
- that income due is received;
- that VAT returns have been completed;
- that salary payments agree with Council approved amounts;
- that petty cash is balanced and agrees with receipts;
- that financial statements produced for Council agree with the accounting records;
- that the asset register is updated annually;
- that the risk assessment is updated and reviewed annually;
- that all income/expenditure is reported to the Council and properly approved;

Woodbridge Town Council considers these are reasonable controls, however, care should be taken to ensure that internal control checks are proportionate and relevant, and that they are neither seen as, nor intended as, undue interference in the RFO's day to day management of financial affairs.

Woodbridge Town Council reviews its system of internal control on an annual basis and a report on the findings of this review will be considered by the full Council along with the Council's statement of internal control and formally recorded i.e in the minutes or on a separate report which is referred to in the minutes.

[Internal Control Statement](#)
[Approved: 22nd November 2022](#)
[Review: November 2023](#)

Item 471

To consider the quotes received for an e-bike for the Council's Maintenance Officer.

The Finance Committee considered this matter at their September meeting and mandated the Town Clerk to further investigate a trial period with a view to the future purchase of an e-bike for the Council's Maintenance Officer.

The Town Clerk and Maintenance Officer have discussed the idea and the Maintenance Officer would be delighted to use an e-bike in order to complete his daily maintenance tasks – a trial period may not be required as the Maintenance Officer is an experienced cyclist and knows the type of bike he would prefer to use – a smaller trade style bike rather than a cargo bike, which would be difficult in terms of storage.

Options with the two bike shop in Woodbridge, Hasnips and Virtue Electric Bikes, have been considered, and these are provided below (and overleaf for Virtue):

From: kevin hasnip
Sent: Wednesday, November 15, 2023 11:44 AM
To: Town Clerk <townclerk@woodbridge-suffolk.gov.uk>
Subject: Re: Planning advice

Hi Greg

An electric bike with bosch motor bosch battery low step with rack for panniers is

£1999.99

helmet £35.00

so total would be £2034.99

we always give a free lock either key or combination type which is 1.5 meters long

Regards

Kevin

It is proposed that the bike will be stored and charged inside the Elmhurst Park gardeners shed – the Maintenance Officer uses Elmhurst Park as his base for operations, so this makes logistical sense.

Officers can approach both organisations if Members wish for a trial period to be undertaken.

If Members wish to purchase from one of the options provided, Officers propose that the current underspend on the Councils Grounds Maintenance budget line is utilised for this purpose.

Members are asked to consider the quotes received for an e-bike for the Council's Maintenance Officer.

FT2 C E-URBAN 4.4



2200
£2,399.00



Technical Specification

Essentials

Brake Lever Shimano MT200
 Brakes Front Shimano SMRT10 160mm / 160mm Center lock
 Fork RST Volant 50mm travel
 Frame New e-Urban Bosch Integrated
 Handlebar Lapierre alloy 6061DB, Width: 640mm, Rise: 25mm,
 Backsweep: 35°, Ø: 31.8mm
 Headset VP-J213PE, Black Finish, 1.1/8"-1.5"
 Pedals VP VPE-461
 Stem Lapierre adjustable, 0-70°, Ø: 31.8mm, Length: 85mm

Electric bike

Battery Watts per Hour 400Wh
 Display Purion
 Motor Bosch Active line plus "25kph" / Intube battery 400Wh
 / Purion display

Comfort

Grips XLC Ergonomic grips
 Saddle Selle Royal Wave
 Seat Post Lapierre Aluminium 6061 Ø: 31.6mm, Longueur:
 350mm, Offset: 5mm

Wheels

Rim Ryde ECO21 32H, 584x21C, Black Eyelets
 Tyres Continental Contact Urban 55-584, SafetyPro, PureGrip
 Compound, Bande réfléchissante (27,5") (Front & Rear)



- Max Distance**
 80 Miles
- Battery Power**
 400wh Bosch Power Tube
- Motor**
 Bosch Active Line Plus
- Display**
 Bosch Purion Display
- Bike Weight**
 27.5 Kg

F20 FAT TYRE FOLDING EBIKE



VEE E-BIKES

£1,999.00



Technical Specification

Model: VEE F20

Frame: 6061 Aluminium Alloy

Including Free Mudguards, Rear Rack & Front Basket

Rated voltage: 48V

Motor: 48V / 250W Rear geared brushless motor

Battery: 48V / 672WH LG Li-ion removable battery

Controller: 48V 9 MOSFETS

Display: Full-colour U2 High-Definition LCD

Fork: Suspension Fork

Brake: Disc Brake

Light: LED front light

Tyre: 20" * 4.0 60 TPI KENDA fat tires

Derailleur: 7 Speed Shimano

PAS: 1:1 intelligent pedal assistant system

Modes: 3 riding modes – pedal mode, power assist mode, and full electric mode

Charger: UK 240V, 5-6 hour charging time



FREE FRONT AND FRAME BASKET, MUDGUARD AND RACK WORTH OVER £150.00

- Gears**
 7 Speed Shimano
- Max Distance**
 40-70 Miles
- Battery Power**
 Lg 672wh
- Motor**
 Vt 48v 250w Rear Brushless
- Display**
 U2 Hd Colour Lcd
- Bike Weight**
 28kg

Item 473

To consider if the Council wishes to become a member of the 'Rural Market Town Group'.

Officers have received the following communication inviting the Council to become a member of the 'Rural Market Town Group':

From: admin <admin@sparse.gov.uk>

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

Subject: Rural Market Town Group

Dear Greg and Belinda

We are the [Rural Services Network](#), a membership organisation that provides a national campaigning voice for rural communities. We have over 500 organisations in membership, and support both rural local authorities, and rural Parish and Town Councils.

We would like to invite you to join our Rural Market Town Group, a grouping of larger Parish and Market Towns in England where we aim to share best practice, and enable the group to contribute to our national campaigning work. Rural Local Authorities have been underfunded by successive Governments, leaving rural residents **living in in rural areas including towns like your own**, receiving less in Government funding, paying higher council tax and receiving less services which cost more to provide.

Our primary aim is to campaign for fairer funding for rural areas, however we also work on key issues such as affordable housing, the rural economy, access to health and care services and public transport.

[This link provides more information about the group and the services that we provide.](#)

These services include:

- Weekly Rural Bulletin delivered to your inbox setting out key rural news stories and monthly Funding Digest highlighting potential funding opportunities for you and your local organisations
- Free attendance at RSN seminar programme – 8 events held online annually
- Opportunity to share your news and good practice with the group and wider RSN
- Dedicated RMTG newsletter six times a year
- Two bespoke meetings a year for Councillors and Clerks
- Discounted access to tickets for online RSN National Rural Conference

We are currently offering free membership for six months to those joining the group, (from September 2023 to end of February 2024) and after that date, if you chose to stay with us, the subscription varies between £97 and £133 depending on your population. There is no requirement to join us after the free six month period.

If you'd like to take us up on the offer to join, please don't hesitate to contact us.

Alternatively, if you'd welcome a chat to find out more, let us know and we can arrange a time that suits.

Best wishes

Kerry

Kerry Booth

Chief Executive

RURAL SERVICES NETWORK

From: David Inman <david.inman@sparse.gov.uk>

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

Subject: RURAL MARKET TOWN GROUP - WOODBRIDGE T.C. Suffolk

Dear Belinda and Greg,

We recently sent out to you an invitation to have a free period of membership of the Rural/Market Towns Group. (details set out below). We very much hope that you can take up this one up and we can work with you for a while.. It is important that, at this difficult time, rurally and semi rurally based local councils do come together to their mutual benefit. Rural in definition encompasses a range of localities and we need the widest possible group. The comprehensive rural case struggles to be heard if places don't' come together. Please do send me an e mail taking up this offer.

I do very much hope to hear from you.

Kindest regards,

David

David Inman

Consultant to the Rural Services Network

Members are asked to consider if the Council wishes to become a member of the 'Rural Market Town Group'.

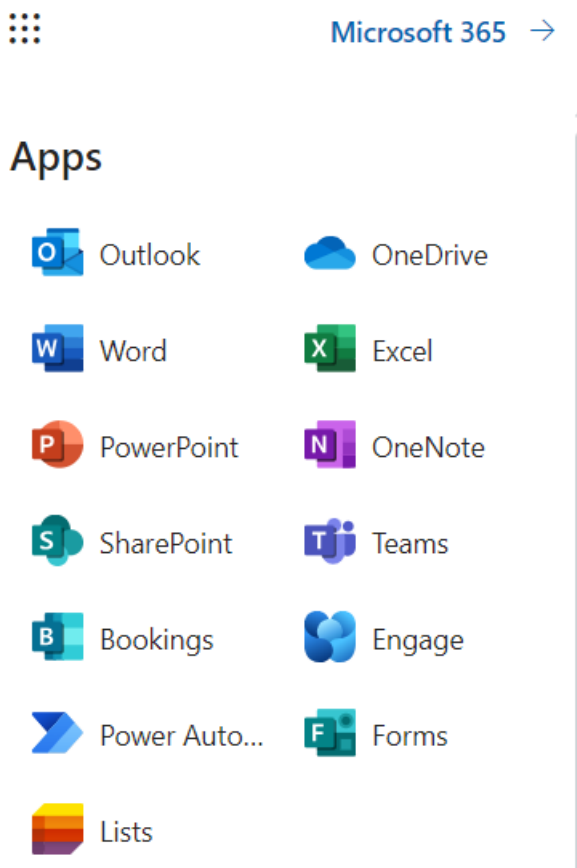
Item 474

To consider the use of Microsoft Lists in order to provide project updates for Members.

As a Council with a large number of ongoing projects, Officers are aware that Members wish to be provided with regular updates regarding the progress of these projects. Officers endeavour to provide project updates when requested, but appreciate that a check list, accessible by all would be useful.

Members and Officers are able to access Microsoft Lists via SharePoint, and Officers are (at the time of writing), working to create a project database using this App.

The Lists App can be accessed by clicking on the 'nine dots' at the top right of your SharePoint browser – the following drop down menu should appear and the Lists App shown at the bottom:



A direct link will be circulated to Members once the List is updated to the satisfaction of Officers.

To consider the use of Microsoft Lists in order to provide project updates for Members.

Item 475

To receive an update on the Changing Places toilet project.

The Amenities Committee received an update on the Changing Places toilet project at their meeting on November 8th, and the full agenda item is provided below and the supporting documents from that item added to SharePoint:

Item 424 (Amenities)

To receive an update on the Elmhurst Park Changing Places toilets project, and consider quotations received for the potential bricklaying required.

Since the last meeting of this Committee when the design requirements for the Changing Places toilets were first discussed, Full Council have been forced to overrule the decision made by the Committee to ensure that the colours chosen meet the approval of the Planning Authority.

The latest submission to the Planning Authority was made on October 25th, with confirmation of their acceptance of the Council's submission received on November 2nd – both of these documents are available on SharePoint.

At the current time Officers are still investigating the options open to the Council for installing the modular facility into the park.

Option 1 – Crane inc. road closure and Network Rail permission.

The original plan was for the modular facility to be lowered into place using a crane positioned on Lime Kiln Quay Road. This will require a road closure (A Temporary Traffic Regulation Order costs £1560 <https://www.suffolk.gov.uk/roads-and-transport/roadworks/apply-for-a-temporary-road-closure-or-restriction>), and a license from Network Rail to operate a crane in the proximity of the railway (estimated cost £7500 – confirmation is currently being sought).

Option 2 – Removal of a section of the boundary wall to allow the unit to be offloaded directly at the site.

Following the advice from Network Rail of the costs to be incurred for option 1, a second option was proposed which seeks the removal of a section of the boundary wall between Elmhurst Park and Lime Kiln Road in order to allow a delivery vehicle with a crane to directly offload the toilet onto the existing foundations.

The advantage of this option is that a full road closure is not required, however additional costs such as a footpath closure (due to the danger posed during the wall removal and build), and the installation of matting to prevent damage to the park. A temporary closure of a public right of way costs £970 – costs are being sought for the placement of matting (as previously seen during the installation of play equipment on Kingston Field). The existing play equipment in the park will also need to be temporarily removed, and heras fencing installed should the wall be removed.

One question which has been raised and now potentially puts this option in doubt is the ownership of the wall – uploaded to SharePoint is the conveyance document between Woodbridge Town Council (the tenant) and Suffolk County Council (The Council) for the sale of a section of Elmhurst Park to allow Suffolk County Council to build the relief road in the early 80's.

(5) The Trustee has agreed to sell the property hereinafter described to the Council for an estate in fee simple in possession free from encumbrances for the sum of One thousand two hundred and forty pounds.

NOW THIS DEED WITNESSETH as follows :-

1. IN consideration of the sum of ONE THOUSAND TWO HUNDRED AND FORTY POUNDS (£1,240) paid to the Trustee (the receipt whereof the Trustee hereby acknowledges) the Trustee pursuant to the Order made by the Council hereby conveys to the Council and its successors in title ALL THAT parcel of land approximately 1,256 square metres in area adjoining the eastern boundary and forming part of Elmhurst Park Woodbridge in the County of Suffolk which is more particularly delineated and coloured pink on Drawing Number B1438/14/L9A annexed hereto and all such estate right title and interest in

and to the same as the Trustee is or shall become seised or possessed of TO HOLD the property to the Council and its successors in title in fee simple absolute in possession

2. THE Council hereby agrees with the Trustee to carry out the following accommodation works on the land^{conveyed} if they have not been performed by the date of this Conveyance :-

- (1) To build on the new highway boundary a 9 inch brick wall with 13½ inch brick piers at 6 ft. centres to a height of approximately 5 ft. 3 inches above ground level of the Park and the design to be as agreed between the



Whilst further guidance might be required, the document appears to state that WTC sold the land SCC, who were then required to build the brick wall to provide a boundary between the park and road. Ownership of the wall is therefore unclear.

Quotations have been received the work to remove and rebuild the wall, and these are uploaded to SharePoint.

The Council's appointed contractor requires four weeks to build the modular facility – if production can be started in December, the toilet can be scheduled for installation in February.

Members are asked to consider how to proceed with the Changing Places toilet project.

The Town Clerk was asked to confirm the ownership of the wall whilst Cllr. Sanders was asked to provide his opinion on the agreement between WTC and Rise Adapt regarding the responsibilities for facilitating the installation into the park. The Town Clerk was also asked to seek an extension from East Suffolk Council regarding their match funding for the project.

- Suffolk County Council have confirmed that they considered WTC responsible for the wall (email uploaded to SharePoint).
- East Suffolk Council have provided an extension, via Central Government, until the end of June 2024, but would now like to receive a project milestones plan.
- Cllr. Sanders opinion on the contract is provided via SharePoint, as well as his view regarding the potential requirement for planning permission should we seek to remove a section of wall to facilitate installation.
- An additional quotation (uploaded to SharePoint) has been received from a local builder to facilitate access into the park via the main gate. Suffolk Highways have confirmed that this would be possible, but the removal of the pedestrian guardrail and some traffic management may be required.
- A quotation has been received for the installation of protective matting (uploaded to SharePoint).

At the meeting of the Property Working Party, the Town Clerk was asked to approach RISE regarding their opinion on the responsibilities for facilitating the installation into the park based on the response from Cllr. Sanders. RISE have been contacted for comment but at the time of writing no response has been received.

Members are asked to consider the update on the Changing Places toilet project.

Parish Report – Oct 2023

Councillor Ruth Leach

Endeavour House
8 Russell Road
Ipswich
Suffolk
IP1 2BX
07922 572159
ruth.leach@suffolk.gov.uk

Supporting Suffolk Farmers

The council meeting on Thursday 19 October saw councillors vote to approve a motion supporting local farmers and food producers by ensuring that local meat and dairy, as well as plant-based produce, is served at council events. The council's facilities and catering arm, Vertas, has 68% of its spend with Suffolk suppliers and 86% with regional suppliers. In order to tackle the county's environmental priorities and boost the local economy, the council also pledged to encourage Suffolk residents to buy local produce and shop locally wherever possible.

Walking and Bridleway Access

At Cabinet on Tuesday 10 October, members of the Suffolk Local Access Forum joined the meeting to provide their annual report, which included the work they are doing to improve and maintain footways and access around the county, particularly with Network Rail and National Highways to make sure that new developments take foot traffic and walkers into account. They are keen for the council to promote the East Anglian sections of the newly named King Charles III England Coast Path. The forum expressed concern about the significant large-scale energy infrastructure projects planned for the county and could impact on Suffolk residents' enjoyment of the green access network and impact on the county's natural environment.

Suffolk Pharmacies

On 11 October, councillors from my group attended Health Scrutiny which was looking at the service provided by pharmacies in Suffolk and the challenges they face with funding, staff recruitment, medicine shortages and pharmacies closing. Representatives from the NHS, Suffolk GPs and the Suffolk Pharmaceutical Committee joined the meeting and recommendations were made to write to minister about funding, and work with local schools and the University of Suffolk to promote pharmacy as a career path. It was noted that in order to provide extra services (such as blood pressure checks, cholesterol tests and asthma advice) which take pressure off GP surgeries, more space and consulting rooms would be required than Suffolk pharmacies currently had available.

Budget Consultation

Suffolk County Council is keen to hear from Suffolk residents, businesses and local communities as it decides how it will spend money next year and has launched an online consultation to give Suffolk residents a say in budget setting for the financial year 2024-25. There will also be a number of focus groups to explain the council's current financial situation, along with the chance for Suffolk residents and businesses to have a say on Council Tax proposals.

There are three key questions, the first is on which services people have recently used, the second asks for thoughts on seeking a greater contribution to Council Tax to help fund public services, and the third on which service area you would like to see more money spent. The online survey can be found at the link below – please give us your views! http://www.smartsurvey.co.uk/s/Budget24_25/

Storm Babet Flooding

Suffolk County Council and my group would like to extend their thanks to those of you around the county who helped other residents whose homes and travel were affected by the rains and flooding that struck Suffolk on Friday 20 October. The way the emergency services, volunteers, farmers and local communities worked together to help children get home from school, move people to safety and protect buildings from flooding was truly inspirational.

If you have been affected by the Storm Babet and the recent flooding, please use link below for SCC support and advice: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

Local Woodbridge matters:

Highways news- Lighthouse is the new contractor. The partnership, which is worth in the region of £800 million - £1 billion, will be delivering highway projects and improvements across Suffolk, including but not limited to maintaining roads, pavements and rights of way, drainage, hedge trimming, construction of new road schemes, snow-clearing and gritting. Please report any related issues here. <https://highwaysreporting.suffolk.gov.uk/> Consider using what 3 words to provide a location if possible and photos can be uploaded. Each report is given a ref number, if unresolved please let me know so that I can follow up. I urge you to report these things using this link so that we can follow the communication pathway designed to yield results. I have a location visit with the Highways Liaison Officer on the 24th and will be viewing and discussing the flooding hot spots, blocked drains and gullies, dropped kerbs, disabled access, speeding on Castle Street and the uneven concrete tiles on the Thoroughfare.

SC councillors have a £3000 budget to replace damaged or **missing traffic signs** – please let me know of any in your area.

Active Travel Woodbridge – I have met with Businesses organised by Choose Woodbridge and have meeting with the Woodbridge and Melton Society in December. Expect updates in Feb/March next year.

School Governor vacancies: SC councillor to support local governor bodies at Woodbridge and Kyson School.

Fraudulent Christmas funding scam on social media - <https://www.suffolk.gov.uk/community-and-safety/suffolk-trading-standards?nodeId=3d91384b-5e43-529f-8b6c-1960ac85e493&entryId=6b681303-764d-568a-8a63-a05bc5aeba15>

Sign up to Suffolk's Consumer Champion network – which provides a weekly email bulletin of latest rogue trading, scams and product safety alerts that can readily be shared with your residents and local communities to help to protect them from being targeted by criminals, ripped off, and/or endangered by unsafe products

Future of Suffolk Libraries survey: www.suffolk.gov.uk/LibraryConsultation

Follow us on:

Twitter - [Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

Instagram - https://www.instagram.com/suffolkqli_group/

Facebook - [Suffolk GLI - Green, Liberal Democrat & Independent Group | Facebook](#)

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkqli.wordpress.com\)](#)

Cost of Living help and advice:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6>

Benefits advice and support:

<https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0>

From: [Stephen Molyneux](#)
To: [Town Clerk](#)
Cc: [Kay Yule](#)
Subject: FW: Parish Report
Date: 20 November 2023 21:51:16
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[Copy of Meet your communities officer - Julia pdf.pdf](#)
[October 2023 Parish Report.docx](#)

Importance: High

Hi Greg,

This is the last Parish Report that's come through to me so we are a little out of sync but this is the most up to date we have. Also there's the below message and attached PDF from Julia Catterwell of the Woodbridge Community Partnership:

Dear all my name is Julia Catterwell, and I am a Community Officer. My Community Partnership covers Melton, Woodbridge and the Deben Peninsula area. The Community Partnership has two priorities for 2023/24:

- **Priority:** Increase Community cohesion and participation by increasing the use of existing community spaces:
- **Priority:** Increase access to activities or options that support physical and mental well-being for young people.

We are keen for more rural parishes to be involved with the Community Partnership and are looking to commission local projects that meet our priorities where a need has been identified and we have achievable measurable outcomes. Please contact me Julia.catterwell@eastsoffolk.gov.uk for further discussion.

Examples of CP projects funded in the last 18 months:

Woodbridge Just 42 £3000 toward mend sessions
Woodbridge Chinwag £2302
Woodbridge Groundwork grow it, cook it, share it £3500.
Farlingaye LGBTQ+ support group £3000.
Farlingaye 4YP counselling £6000.
Just 42 Compass mentoring £5000.
Just 42 Rural youth clubs £5000

Speak soon,



Stephen Molyneux | Councillor for Woodbridge Ward

East Suffolk Council

07823 587524

www.eastsuffolk.gov.uk

www.eastsuffolkmeansbusiness.co.uk

Our ambition is to deliver the best possible quality of life for everyone who lives in, works in and visits East Suffolk.

[We are East Suffolk](#)

October 2023 Parish Report
East Suffolk Council GLI Group – Councillor Update

Council pledges £900,000 investment for Town Hall restoration project

A project to restore and revitalise Lowestoft's historic Town Hall has received a further funding boost thanks to a £900,000 investment by East Suffolk Council.

The funding will go towards a project to transform the vacant High Street building into a multi-functional community space, containing a Heritage Gallery, café, community event space and town council offices. On Tuesday, Cabinet members agreed a request from building owner and project leader, Lowestoft Town Council, for a financial contribution towards the redevelopment, which forms part of the Lowestoft Town Investment Plan and the Towns Fund programme.

The building occupied by the former Waveney District Council until 2015, when operations moved to new Riverside offices, and was transferred to Lowestoft Town Council in 2017. East Suffolk Council has already provided support in developing the project plan and bidding for additional external funding, which included an allocation of £2million in Towns Fund investment as part of the overall £24.9m Lowestoft's Town Deal awarded by the Department for Levelling Up, Homes & Communities (DLUHC) in 2022. Last month, the project received another major £3,257,512 funding boost from The National Lottery Heritage Fund as part of a £12.2m investment to help restore 12 historic buildings nationwide.

GLI Cllr Toby Hammond, East Suffolk's Cabinet Member for Economic Development and Transport, said: "We are delighted to be able to agree this further investment in the Lowestoft Town Hall regeneration project, which promises to maintain the listed building's character, while greatly increasing its uses and maximising sustainability."

Comment on permit for incineration plant

An application for an environmental permit has been submitted to East Suffolk Council for a small waste incineration plant at Ellough, near Beccles and residents are invited to submit their views.

The proposal to build and operate a Small Waste Incineration Plant (SWIP) in Ellough was submitted to Suffolk County Council and planning permission was granted in May 2023. This plant will be owned, constructed and managed by V.C. Cooke Ltd alongside their existing waste operation on the Ellough Industrial Estate. In law, as well as planning permission for a waste incinerator, the operators need to obtain a permit to ensure it operates with minimal pollution. V.C. Cooke Ltd have now applied to East Suffolk Council for this permit, and provided information about how the site will be built and controlled. The Council's Environmental Protection team will now follow a strict process to assess whether the application proves the SWIP will not cause harm to human health or the environment.

Residents are invited to take part in the consultation and provide any information or facts about the site that may not be included in the application paperwork. This ensures the Council has fully assessed how the operator intends to manage the incinerator.

Any comments on the application should be emailed to ep@eastsuffolk.gov.uk or sent by post to Environmental Protection, East Suffolk Council, Riverside, Canning Road, Lowestoft, NR33 0EQ. Any written comments will be placed on the public register unless they include a statement requesting that this is not done.

The consultation closes on 5 November 2023.

The application can be viewed at: www.eastsuffolk.gov.uk/features/comment-on-permit-for-incineration-plant/

Businesses urged to have say in Explore Suffolk BID ballot

East Suffolk Council is urging local businesses to have their say in a ballot on the creation of a new 'Destination Business Improvement District' (BID), which includes parts of East Suffolk.

A ballot is being held by Locus Management Solutions Ltd to consider proposals for 'Explore Suffolk', which, in their words would seek "to connect businesses, partners and local authorities to establish a coherent tourism offer" and would see projects delivered over and above services already funded by councils. The BID is committing to champion the unique qualities of the South Suffolk area. This activity would be funded by a mandatory levy on businesses in the defined zone.

A Business Plan has been produced outlining key information about the proposal and all businesses entitled to vote should have received a statement with:

- an explanation for the arrangement of the ballot;
- an explanation of the regulations that allows the person to request a copy of the BID proposal;
- details of the name and address of the BID proposer.

If the ballot is carried, this business-led proposal will result in an additional 1.82% levy on business properties with a rateable value over £24,500. East Suffolk Council itself does not have a say in the process and has not been involved in the Advisory Board. But the Council is keen for businesses affected in East Suffolk to participate in the ballot, given the impact and requirement for them to fund the 'Explore Suffolk' BID.

GLI Cllr Vince Langdon-Morris, East Suffolk's Cabinet Member for Resources and Value for Money, said: "I urge business owners who have received these BID ballot papers and voting forms to study the business case and participate in the vote. The BID area covers part of our district and includes locations already well served by the Felixstowe BID and "The Suffolk Coast" Destination Management Organisation (DMO). It is important that those businesses affected by the proposals are clear on the requirements and expectations, and we urge them to have their say."

The ballot is taking place entirely by post and all votes must be returned by 5pm on Thursday 19 October 2023. If businesses entitled to vote have lost their ballot paper, then a replacement ballot paper can be obtained from Ipswich Borough Council. Information is available at: www.ipswich.gov.uk/BIDelections

Brownfield land grant to help pave way for waterfront regeneration

A Government grant worth more than £4.2million has been awarded to East Suffolk Council (ESC) to help transform brownfield land in Lowestoft into much needed future housing.

The £4,203,800 grant is part of the second phase of a £180m Brownfield Land Release Fund (BLRF) designed to unlock sites across the country to make way for more than 6,000 new homes. The funding will help cover the cost of land remediation at the former Sanyo and Survitec manufacturing sites located on the south side of Lake Lothing, Lowestoft, in an area known as Kirkley Waterfront.

The land was acquired by predecessor to ESC, Waveney District Council, in 2018, having stood vacant since 2009, and forms part of the Kirkley Waterfront and Sustainable Urban Neighbourhood scheme, which focuses on regenerating the area to provide housing and jobs for local people. The work will enable preparation for future development of plans which include the construction of 350 new homes at the former Sanyo and Survitec manufacturing sites.

GLI Cllr David Beavan, East Suffolk's Cabinet Member for Housing said: "This is good news. Lowestoft's industrial past can be transformed into much needed housing which is as affordable and as sustainable as we can make it.

"Record homelessness needs more housing, which is better on brownfield than greenfield sites. We just need funding for the tidal barrier now to allow this project to go full steam ahead."

For the most up to date information regarding East Suffolk Council, please visit:
www.eastsuffolk.gov.uk

MEET YOUR COMMUNITIES OFFICER

Julia Catterwell - Woodbridge and Deben Peninsula



What does a communities officer do?

Supports community and voluntary groups which will complement and help sustain their local community.

Strengthens relationships and brings people together for the benefit of the wider community.

Works in collaboration with partners such as the Police, Health, Suffolk County Council, town and parish councils, voluntary and community organisations and local people to make this a place where people want to live and work.

Can help and support with:

- community projects, activities and consultations in response to local needs
- development of new community groups
- access to funding advice
- community safety and anti-social behaviour
- neighbourhood planning/right to bid applications



julia.catterwell@east Suffolk.gov.uk



07768817607

