

To Members of the Town Council

Cllr Adelson
Cllr. Bale
Cllr. Gillard
Cllr. Holdcroft

Cllr. Kneebone
Cllr. Leach
Cllr O' Nolan
Cllr. Miller

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 19th July at 7pm**



Greg Diaper
Town Clerk
14th July 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

182. Apologies

183. 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.

184. 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.

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



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

- a. Income to 30th June 2023
- b. Expenditure to 30th June 2023
- c. Income and Expenditure against Budget to 30th June 2023
- d. Bank Reconciliation and Supporting Bank Statements to 30th June 2023
- e. The Accounts and Payments List for July 2023
- f. The HSBC Net report for July 2023
- g. The HSBC Corporate Card report for June 2023
- h. Summary of Direct Debit payments to 30th June 2023
- i. Expenditure over £500 Report from 1st April – 30th June 2023
- j. The UKSP Grant payment of £13,50.00 received on 13th June 2023
- k. Debtors Report to 30th June 2023

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

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

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

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

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

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

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

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

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

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

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

- 197. To consider a request from Cllr. Walsh regarding the Town Council newsletter.**
- 198. To consider a request for comment from Clarke Telecom Ltd regarding the upgrading of a radio mast in Woodbridge.**
- 199. To consider pre-planning application advice received regarding the Elmhurst Park community facility, particularly in respect of the suggestion that another building could be utilised.**
- 200. To consider a request from the Amenities Committee regarding the installation of planters on the Thoroughfare and Market Hill.**
- 201. To consider a request from Woodbridge in Bloom regarding a planter in the Turban Centre.**
- 202. To consider a proposal for the painting of murals in Woodbridge.**
- 203. To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 because of the confidential information being discussed.**
- 204. To consider the co-option of eligible persons to the position of Councillor to Woodbridge Town Council.**
- 205. To appoint an Honorary Freeman or Freewoman of Woodbridge.**
- 206. To consider the future business relationship between the Council and its tenant in the Kingston Pavilion Café.**
- 207. To consider the quotation received from the District Valuer regarding the Theatre Street site.**
- 208. To consider a recommendation from the Staffing Committee.**
- 209. Closure.**

Minutes of the of the **Town Council** meeting held at the Shire Hall on **Wednesday 28th June 2023** at **7pm**

Councillors:

Present: D Adelson, S Bale, M Kneebone, R Leach, S Miller, E O’Nolan, N Phipps, R Sanders, M Sutton, C Walsh and M Wilks

Apologies: G Holdcroft and P Gillard

Absent
without apologies: T Rogerson

In Attendance: Town Clerk and two members of the public

116. Apologies

Apologies for absence had been received from Councillors Holdcroft and Gillard.

117. To receive declarations of interest

Councillor Adelson declared a non-pecuniary interest in item 134 as an acquaintance of the original complainant.

Councillor Phipps declared a non-pecuniary interest in item 141 as an acquaintance of the architect contacted for a quotation.

118. Public Question Time

A member of the public addressed the Council regarding the Mini-Holland scheme.

A member of the public addressed the Council regarding the composition of the Council’s minutes.

119. To agree and approve the minutes of the meeting held 14th June 2023

The Council agreed and approved the signing of the minutes of the meeting held 14th June 2023 as a true record.

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

No report had been received from County Councillor Page.

121. 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.

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

There were no questions to question the District and County Councillors on matters contained in their written reports.

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

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

- a. Income to 31st May 2023 - **£235,893.00**
- b. Expenditure to 31st May 2023 - **£55,785.00**
- c. Income and Expenditure against Budget to May 2023
- d. Bank Reconciliation and Supporting Bank Statements to 31st May 2023 - **£717,648.76**
- e. The Accounts and Payments List for June 2023 - **£23,987.76**
- f. The HSBC Net report for June 2023 - **£21,828.96**
- g. The HSBC Corporate Card report for May 2023 - **£350.74**
- h. Summary of Direct Debit payments to 31st May 2023 - **£67.28**
- i. Debtors Report to 31st May 2023

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

The Council noted the receipt of the following minutes:-

- a. Planning – 24.05.23
- b. Amenities – 24.05.23
- c. Planning – 07.06.23
- d. Finance – 07.06.23
- e. Climate and Ecological Emergency – 14.06.23

125. To review and agree the Council's Standing Orders

The Council reviewed its Standing Orders and agreed to adopt the document as recommended by the Standing Orders Working Party, including the changes proposed by Members at the meeting.

126. To review and agree the Council's Financial Regulations

The Council reviewed its Financial Regulations and agreed to adopt the document as recommended by the Standing Orders Working Party, including the changes proposed by Members at the meeting.

The Council noted the requirement for careful checking of payments potentially made to personal bank accounts.

127. To consider a recommendation from the Standing Orders Working Party regarding the Property Working Party

The Council approved the recommendation from the Standing Orders Working Party to retain the Property Working Party as a Working Party.

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

The Council asked to the Town Clerk to prepare an updated version of its Terms of Reference following the recent decisions taken regarding the Councils scheme of delegation.

129. To review the appointments to the Council's Working Parties

The Council agreed to merge the Foreshore and Property Working Parties into a single group.

The Council thereafter agreed the following appointments to its Working Parties:

Property – Cllrs Bale, Leach, Miller, O’Nolan, Sanders, Sutton and Walsh comprise the ‘core membership’ of this Working Party – all Members will be invited to attend once a date has been agreed by the core members.

Standing Orders – The Council agreed that the workload of this Working Party be shared between all Members of the Council. The Town Clerk was asked to allocate Members to three separate groups, with an existing Member of the Working Party

allocated to each. Each group will then be allocated policies to consider and recommend for approval.

Highways and Transport – Adelson, Gillard, Leach, Phipps, Sanders and Wilks.

Youth Forum – Leach, Phipps and Sutton.

130. To consider a recommendation from the Finance Committee regarding the allocation of Councillors to check the monthly supplier payments

The Council approved the recommendation from the Finance Committee regarding the allocation of Councillors to check the monthly supplier payments:

Month	Finance Committee	Council Member
June	O’Nolan	Sutton
July	Bale	Adelson
September	Gillard	Kneebone
October	Holdcroft	Leach
November	Miller	Wilks
December	Phipps	Kyson Ward Councillor
January	Rogerson	Seckford Ward Councillor
February	Sanders	Adelson
March	Walsh	Kneebone
April	Sutton	Leach
May	O’Nolan	Wilks

131. To consider the Council’s membership to the River Deben Association

The Council agreed to end its membership of the River Deben Association.

132. To consider a request from ‘Suffolk River Trips’ to place A boards on Kingston Field and Whisstocks Place

The Council agreed that an A board could be placed on Whisstocks Place, but not on Kingston Field due to the covenants governing the Council’s use of the field.

133. To receive an update on the ‘Love Woodbridge and Melton’ meeting with Suffolk County Council and appoint a Councillor to join a Working Party

The Council appointed Cllr. Gillard to join the Working Party regarding the 'Love Woodbridge and Melton' project.

134. To consider a request from Cllr. Adelson regarding the response from Network Rail further the Council's complaints previously made to them

The Council agreed that a final communication be sent to Network Rail expressing the Council's displeasure at the response to the concerns raised.

The Town Clerk was asked to agenda an item regarding the condition of the Woodbridge station railway bridge.

135. To consider a request from Cllr. Adelson to update the Council's Hire Agreement

The Council mandated Cllr. Adelson and the Town Clerk to provide an updated version of the Council's hire agreement for consideration at the July meeting.

136. To consider a recommendation from the Finance Committee regarding the Elmhurst Park Changing Place project

The Council approved the recommendation from the Finance Committee, agreeing that the additional £7,800 required to fund the Elmhurst Park Changing Places toilet be met from the EMR 381 – CIL 2022-23.

For internal purposes, £7,800 will be transferred from EMR 381 to EMR 355.

137. To consider the requirement for the Council to appoint a Harbour Master

The Council agreed that it does not require a Harbour Master.

138. To consider the quotations received for the re-assessment of the Council's Insurance Building Valuations

The Council agreed to appoint East Commercial Chartered Surveyors to undertake the surveying and building valuation reassessment of the properties on the Council's estate.

The Finance Committee were asked to consider the allocation of funds toward the work.

139. 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

140. To consider a recommendation from the Amenities Committee

The Council approved the confidential recommendation from the Amenities Committee.

141. To consider a recommendation from the Property Working Party

The Council considered two confidential recommendations from the Property Working Party, and mandated the Town Clerk to proceed with a number of actions prior to the next meeting of the Council.

142. Closure

The meeting was closed at 9.19pm.

Councillor O’Nolan
Chair

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 28th June 2023** at **5.30pm**

Councillors:

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

Apologies: P Gillard, G Holdcroft

In Attendance: Town Clerk and no members of the public

106. Apologies for Absence

Apologies for absence had been received from Councillors Gillard and Holdcroft.

107. To receive Declarations of Interest

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

108. Public Question Time.

There were no members of the public present.

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

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

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

The Committee noted the following applications:

DC/23/2307/TCA - 10 North Hill Woodbridge Suffolk IP12 1HH

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

The Council agreed their comment as set out below:-

There were no applications to report.

112. To comment on applications for planning permission

The Council agreed their comment as set out below:-

DC/23/1695/FUL - Churchyard St Marys Church Church Street Woodbridge Suffolk	WTC recommend approval.
DC/23/1912/LBC - Churchyard St Marys Church Church Street Woodbridge Suffolk	WTC recommend approval.
DC/23/2138/FUL - 5 Lanyard Place Woodbridge Suffolk IP12 1FE	WTC recommend approval.
DC/23/2276/FUL - 5 Woolnough Road Woodbridge Suffolk IP12 1HJ	WTC recommend approval.
DC/23/2206/FUL - Cornflower Cottage 110 Thoroughfare Woodbridge Suffolk IP12 1AT	WTC recommend approval.
C/23/2207/LBC - Cornflower Cottage 110 Thoroughfare Woodbridge Suffolk IP12 1AT	WTC recommend approval.
DC/23/2239/LBC - 44 Brook Street Woodbridge Suffolk IP12 1BE	WTC recommend approval.
DC/23/2222/FUL - 5 Dukes Meadow Woodbridge Suffolk IP12 4DR	WTC recommend approval.
DC/23/2342/FUL - The Galley 21 Market Hill Woodbridge Suffolk IP12 4LX	WTC recommend approval.
DC/23/2343/LBC - The Galley 21 Market Hill Woodbridge Suffolk IP12 4LX	WTC recommend approval.

113. 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.

114. To nominate a Councillor to attend the East Suffolk Council Planning Forum

The Committee agreed that Cllr Sanders attend the East Suffolk Council Planning Forum with the Town Clerk.

115. Closure

The meeting was closed at 5.45pm.

Councillor Sanders
Chair

Minutes of the meeting of the **Planning Committee** held at the **Shire Hall** on **Wednesday 5th July 2023** at **6.15pm**

Councillors:

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

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

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

143. Apologies for Absence

Apologies for absence had been received from Councillors Gillard and Holdcroft.

144. To receive Declarations of Interest

Cllr. Phipps declared a non-pecuniary interest in application DC/23/2457/VOC as an acquaintance of a complainant.

Cllr. Bale declared a non-pecuniary interest in application DC/23/2457/VOC as an acquaintance of a near neighbour.

Cllr. Sanders declared a non-pecuniary interest in application DC/23/2457/VOC as an acquaintance of a near neighbour.

145. Public Question Time.

There were no members of the public present.

146. To agree and approve the Minutes of the meeting held on 28th June 2023

The minutes of the Planning Committee meeting held 28th June 2023 were approved.

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

There were no applications to report.

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

There were no applications to report.

149. To comment on applications for planning permission

The Council agreed their comment as set out below:-

DC/23/2457/VOC - 58 Victoria Road Woodbridge Suffolk IP12 1EL	WTC recommend approval.
DC/23/2481/FUL - 16 Peterhouse Crescent Woodbridge Suffolk IP12 4HT	There is insufficient detail to determine if the application relates to a residential or commercial property, and if the former it cannot be considered an annexe due to its distance from the current dwelling. Without additional information WTC recommend refusal.

150. 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.

151. Closure

The meeting was closed at 6.30pm.

Councillor Sanders
Chair

Minutes of the meeting of the **Amenities Committee** held at the **Shire Hall** on **Wednesday 5th July 2023** at **7pm**.

Councillors:

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

Apologies: M Kneebone and E O’Nolan

In Attendance: Town Clerk and one member of the public

152. Apologies for Absence

Apologies for absence had been received from Cllrs Kneebone and O’Nolan.

153. To receive Declarations of Interest

There were no Declarations of Interest.

154. Public Question Time.

A member of the public addressed the Committee regarding the siting of bee friendly planters on the Thoroughfare and Market Square.

The Town Clerk was asked to prepare an agenda item for Town Council to consider the request.

155. To agree and approve the Minutes of the meeting held on 24th May 2023

The minutes of the Amenities Committee meeting held 24th May 2023 were approved.

156. To consider a quotation received from the Council’s solicitors to review the draft allotment agreement.

The Committee approved the quotation received from the Council’s solicitors to review the draft allotment agreement, at a cost of £1500 payable from the Amenities Committee budget (5100).

157. To consider a request from Cllr. Sanders regarding the bins on the Town Council estate.

The Committee agreed that a planned approach was required to update the bins on the Town Council estate, taking into consideration the specific requirement of each park.

The Town Clerk was asked to provide an inventory of the bins currently on the Council estate for consideration by Members.

158. To consider the requirement for works to trees on Kingston Field.

The Town Clerk was asked to seek advice from the Council's arborist regarding the condition of all trees on north-west perimeter of Kingston Field, referencing the advice received from Professor Peter Hobson.

159. To consider a request from a member of the public to sponsor the planters on the Throughfare and match fund a bin for the Market Square.

The Committee agreed that further consideration need be given to the use of the planters in the Throughfare for private advertising, and therefore cannot at this time proceed with request submitted.

The Committee further agreed that in line with Standing Order 7a it cannot consider any motion regarding bins on the Market Square following the decision already taken on this matter at the May meeting of the Committee.

160. To note the takeover of the Council's Grounds Maintenance Contractor.

The Committee noted the acquisition of CGM Group Limited by the Nurture Landscapes Group.

161. To consider the condition of Kingston Field and consider a quotation received from the Council's Grounds Maintenance Contractor.

The Committee agreed to seek further advice from the Council's Grounds Maintenance Contractor regarding their proposals for the improvement of Kingston Field.

The Town Clerk was asked to discuss with hirers their intended use of the field and seek their opinion on entering into long term agreements in order that match/ grant funding can be sought.

162. To receive an update following the meeting with the Council's tenant in the Kingston Pavilion and consider the matters raised.

The Committee discussed the proposal from the Council's tenant and asked the Town Clerk to prepare an item for Town Council to consider the future business relationship between the parties.

163. Closure

The meeting was closed 8.37pm.

Councillor Miller
Chair

Minutes of the meeting of the **Staffing Committee** held at the **Shire Hall** on **Wednesday 12th June 2023** at **6.30pm**.

Councillors:

Present: S Bale, G Holdcroft, S Miller, E O’Nolan, and C Walsh

Apologies: R Leach, T Rogerson, M Sutton and M Wilks

In Attendance: Town Clerk and no members of the public

163. To elect the Chair of Committee for the Civic Year 2023/24

The Committee elected Councillor Sue Bale as the Chair of the Woodbridge Town Council Staffing Committee for the Civic Year 2023/24

164. To elect the Deputy Chair of Committee for the Civic Year 2023/24

The Committee elected Councillor Eamonn O’Nolan as the Deputy Chair of the Woodbridge Town Council Staffing Committee for the Civic Year 2023/24

165. Apologies for Absence

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

166. To receive Declarations of Interest

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

167. Public Question Time

There were no members of the public present.

168. To agree and approve the Minutes of the meeting held on 28th February 2023

The minutes of the Staffing Committee meeting held 28th February 2023 were approved.

169. 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.

170. To consider the requirement for a Maintenance Officer for Woodbridge Town Council

The Committee made a recommendation to Full Council regarding the requirement for a Maintenance Officer for Woodbridge Town Council.

171. Closure

The meeting was closed at 6.56pm.

Councillor Bale
Chair

**July 2023 Parish Report
East Suffolk Council GLI Group – Councillor Update**

Helping Families Access Affordable School Uniform

Community groups, organisations and town and parish councils are invited to apply for funding to help provide school uniform to East Suffolk families in need.

The East Suffolk Uniform Bank grant scheme provides funding for community groups to open a new uniform bank or expand an existing uniform bank. Once operational, donations of new or pre-loved good-quality uniform, sportswear and school equipment can be made to the banks, which will then be made available to families who may be struggling to afford uniform.

GLI Member Cllr Katie Graham, East Suffolk's cabinet member for Communities, Leisure and Tourism said: "School uniforms are a necessity but can be expensive, and many families, particularly in rural areas, struggle to purchase affordable school uniforms and school equipment. Uniform banks step in to provide good quality uniform to those in need and are also a valuable resource for those looking to do their bit to address the global problem of textile over-production and waste. Currently, an estimated 1.4 million items of school uniforms are discarded every year."

Applications are welcome from community and voluntary groups, organisations and town and parish councils. Dependent on capacity and need, successful applicants may be encouraged to also offer interview clothing and prom wear to assist families with older children. Grants are available for up to £3,000 and applications close on 28 July.

For further details, please contact gemma.fraser@eastsuffolk.gov.uk

Improving Access to Private Rented Housing

A new scheme, which will help East Suffolk residents to better access private rented housing, has been launched.

Approved by East Suffolk Council's cabinet on Tuesday 11 July, a new lettings partnership – East Suffolk Lettings – will be created, along with the introduction of a new Guaranteed Rent Scheme, to increase residents access to the private rented sector and minimise the use of temporary accommodation. East Suffolk Lettings will encourage landlords to work with the Council, by charging a lower rent, at Local Housing Allowance or within 10%. Landlords will be offered a financial incentive based on the difference in cost between what they would have been able to charge, compared to the lower rate they are charging.

GLI Member Cllr David Beavan, East Suffolk's Deputy Leader and cabinet member for Housing said: "Many more people face homelessness this year as private rents rocket, mortgages soar and landlords look to sell. After a slow building programme and right to buy sales, we sadly just do not have the houses to offer to prevent or relieve homelessness, which is our statutory duty. This imaginative letting policy, devised by our great housing team, will certainly help. Any homeless person housed is a victory but the war against the

housing crisis continues unabated. We must find a way to provide more homes that people can afford to live in.”

Funded through the Homelessness Prevention Grant, received from the Department for Levelling Up, Housing and Communities, the scheme will be offered on a two-year pilot basis and if successful will become a permanent service.

East Suffolk Services Limited Launches

As part of its commitment to seek the best possible value for money for residents, businesses and all local stakeholders, East Suffolk Council agreed to create a ‘Local Authority Trading Company’ (LATCo) in the Autumn of 2021, enabling it to play a more direct and influential role in how important services are delivered.

The company, now called East Suffolk Services Ltd (ESSL), operates as an ‘arms-length’ commercial business, separate to the Council and is responsible for delivering crucial council services such as waste and recycling collection, grounds maintenance and street cleansing.

GLI Member Cllr Rachel Smith-Lyte, East Suffolk’s Cabinet Member for the Environment, said: “I’m really pleased this is happening and we want the new company to be a great success for our staff, customers and communities. It will maximise efficiency and seek to deliver the highest possible standard of services after, of course, a smooth transition.”

“The decision to create East Suffolk Services was taken in part to help us deliver environmental changes, such as new fuels, more efficient vehicles and different approaches to waste management. This commitment could not be more timely, and we will work together to achieve our ambitions in this area.”

GLI Member Cllr Caroline Topping, Leader of East Suffolk Council said: “The Council wants to deliver improvement that benefits council taxpayers, and an incredible amount of hard work has gone into the creation of East Suffolk Services to ensure it is ready to commence trading. East Suffolk Services aims to provide a more flexible service and respond quickly to local issues.”

The Tour of Britain: Suffolk Stage

Suffolk will be hosting a full stage of the prestigious race, with Felixstowe seeing the start and finish of stage five on Thursday 7 September. Over 100 of the world’s best riders will weave through our gorgeous countryside, with Kesgrave, Framlingham, Leiston and Woodbridge all featuring. The anticipation has already begun, with a media campaign showing race-related imagery projected onto Framlingham Castle, Orwell Bridge and an Apache helicopter at Wattisham Airbase. Previously over 400,000 people watched the Tour of Britain as it visited Suffolk, generating over £8.5 million of economic benefit for the county. East Suffolk Council is an official partner of stage five.

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

Item 191

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

The Council has two vacancies following the Town and Parish Council elections held in May – these exist the Wards of Kyson and Seckford.

Advertisement of the vacant seats

The Electoral Authority (East Suffolk Council), provided the following guidance for co-opting vacant seats:

*If you have not filled all your seats, you can co-opt to the vacancies immediately following the elections on **Thursday 4 May 2023**. As these vacancies are not Casual Vacancies there is no need for us to supply you with a notice as these do not need to be advertised for 14 days. In line with “best practise” you may decide to publicise the vacancies in your Parish for expressions of interest prior to co-opting new councillors.*

In line with the stated ‘best practise’, the vacancies were noted at the Council’s AGM:

34. To consider the process for co-opting eligible persons to the position of Councillor to Woodbridge Town Council

The Council agreed that the vacancies currently existing in the Wards of Kyson and Seckford be advertised immediately, with a view to considering the applications received and voting on appointments at the Council’s ‘Grants meeting’ on Wednesday 14th June 2023.

Posters advertising the vacancies were posted on the Council’s website, social media and noticeboards – application forms were sent to interested parties, who were also offered the chance of an informal discussion with Officers about the role.

Candidates

Interested persons were given a deadline of Friday 12th July (further to item 103 from the June 14th meeting of the Council) to submit a formal application to the Town Clerk – the application for provided to interested parties ensures standardisation in the application process. It has also been confirmed by the electoral authority that an interested person could put themselves forward at the meeting, although this would require the meeting to be paused to allow for eligibility checks for that person to be undertaken.

Five applications have been received and these submissions have been uploaded to SharePoint – the electoral authority advised against publishing the submissions as a public document.

The three candidates are Jill Barker, Eleanor Beck, Doreen Pegg, Matthew Townsend and Rocky Singh.

Eligibility

Officers can confirm that all candidates are eligible for co-option to the position of Councillor to Woodbridge Town Council.

The electoral authority has confirmed that candidates do not need to be proposed by a current Councillor.

Presentation to the Council

Candidates will be provided the opportunity, at this item, to speak to the Council for three minutes, and take questions from Councillors thereafter.

The voting process will take place at item 204 during confidential session, however Members are asked to agree the following procedure.

Voting

The Council is not obliged to appoint from the candidates who have applied, however if it is agreed to go to a vote, must also agree (due to not having its own co-option policy) on the voting method.

Members are asked if they wish to proceed to voting on appointments to Woodbridge Town Council.

As the Council does not have a co-option policy, and more applications have been received than seats are available, the Council will need to agree a method to appoint to the vacancies in each ward – this method is proposed below.

Officers have considered co-option policies held by other Town Councils, and provide below sections applicable to our current position:

Crewe Town Council

Where there is more than one ward in consideration for co-option, ballots will be held in ward alphabetical order. A co-option applicant can indicate on their application which ward (or all wards) they wish to be considered for and may, if unsuccessful in preceding ballots, be included in later ballots (based on ward alphabetical order).

Seaford Town Council

- 1.1 If there is more than one vacancy and the number of candidates equals the number of vacancies, all the vacancies may be filled by a single composite resolution, **but if the number of candidates exceeds the number of vacancies each vacancy must be filled by a separate vote or series of votes.**

The following method of voting is therefore proposed:

As there are two wards to be considered for co-option (one seat in each ward), and more applicants than the total number of seats available, voting will take place separately for each ward, in alphabetical order.

Applicants have indicated on their submissions their ward preferences, however will be included in both ward votes regardless of their preferences (unless specifically requesting not be considered for a certain ward). All candidates have been made aware of this process.

1 – Kyson Ward (in alphabetical order) – Councillors will be supplied with a voting slip onto which they must write the name of the applicant for whom they wish to appoint as a Councillor of Kyson Ward. Councillors may decline to vote if they wish. The Town Clerk will collect the voting slips and undertake the count in sight of the Mayor and Deputy Mayor.

If an applicant receives the absolute majority of votes (that being half of those present plus one), they will be appointed as a Kyson Ward Councillor to Woodbridge Town Council.

Section 8a of the Council's Standing Orders will need be observed if an absolute majority is not achieved in the first round of voting:

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting. In the absence of a Chair a tie in votes is to be settled by the candidates drawing lots

Therefore, if an absolute majority is not achieved in the first round, the applicant with the fewest votes will be removed from the voting list. Councillors will be supplied with a fresh voting slip and must write the name of applicant for whom they wish to appoint as a Councillor of Kyson Ward. Councillors may decline to vote if they wish. The applicant with the most votes will be appointed. The Chair will exercise a casting vote in the case of a tie.

2 – Seckford Ward - Councillors will be supplied with a voting slip onto which they must write the name of the applicant for whom they wish to appoint as a Councillor of Seckford Ward.

Councillors may decline to vote if they wish. – this will be limited to the two applicants not successful in the voting for Kyson Ward.

The applicant with the most votes will be appointed. The Chair will exercise a casting vote in the case of a tie.

Members are asked to agree this procedure for the voting on the vacancies in the wards of Kyson and Seckford.

Declaration of acceptance of office

The electoral authority recommends that the Declaration of Acceptance of Office form is completed in the presence of the Town Clerk immediately after the vote to confirm the appointment as a Councillor to Woodbridge Town Council. As this item is in confidence, the Town Clerk will organise to meet with the successful applicant and organise for the signed of the acceptance of office document, as well as register the new Member to the online portal, from where they will be sent a link to enter their register of interests.

Item 192

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

The Town Clerk circulated an email received from Chiara Saunders, Chief Executive of Citizens Advice East Suffolk, on June 12th. The email contained two attachments, both of which are uploaded to SharePoint, as well as a request to discuss with the Council how the parties could work together to facilitate their new project – see the penultimate paragraph in the letter.

Members are to receive a presentation from Chiara Saunders, Chief Executive, Citizens Advice East Suffolk.

Item 193

To receive a presentation from representatives from Kyson Primary School.

Members will recall the decision taken at the January meeting of the Council further to an application from Kyson School for a grant from the Council's CIL reserves:

652. To consider an application from Kyson School for a grant from the Council's Community Infrastructure Levy reserves

The Council received a presentation from representatives of Kyson School regarding the request from this organisation for funding from Council's Community Infrastructure Levy (CIL) Earmarked Reserves for match funding toward the building of an outdoor classroom.

The Town Clerk advised that the CIL Delivery Manager at East Suffolk Council had confirmed that the utilisation of Neighbourhood CIL towards this type of project is permissible under the CIL Regulations.

The Town Clerk also advised that the funding request represented 7% of the Council's entire Earmarked Reserves.

The Council agreed to provide funding up to a maximum of £30,000 from its CIL Earmarked Reserves upon the receipt of the following from Kyson School:

- Evidence of match funding to the amount of £30,000.
- The provision of a fully costed project plan and design specification including accessible toilet facilities.
- A plan for encouraging future community use of the proposed space.

For internal purposes, should the full amount of £30,000 be provided, £22,483.15 will be utilised from the 2020/21 CIL EMR (379) and £7,516.85 be utilised from the 2022/23 CIL EMR (381).

The following was received from Mr John Southgate on June 8th:

Dear Greg,

I trust all is well with you.

I wanted to provide a brief update to you regarding the Kyson outdoor classroom and request the opportunity to reengage with the Town Council on the basis that we have conducted further feasibility analysis of the build.

It has become clear that the addition of an accessible toilet, fully connected to the mains drainage system, will become prohibitively expensive based on the available locations within the school playing field. Both potential sites would require extensive works to add pipes beneath the existing playground and push the build costs significantly beyond budget.

We do not wish the project and dream to fail based on this aspect and would like to discuss the following with the Town Council, ideally at the July Town Council meeting:

1. Update on feasibility analysis to include accessible toilet
2. Review build quotes based on updated specifications, minus the accessible toilet
3. Overview of community use opportunities, including details of access to accessible toilets within existing infrastructure
4. Discuss amending the acceptance criteria for the Town Council's funding based on the above

Further information from the school will be supplied following the publication of this agenda.

Members are to receive a presentation from representatives from Kyson Primary School, and consider the proposals for the outdoor classroom.

Item 194

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

Item 128 from the June meeting of the Council states:

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

The Council asked to the Town Clerk to prepare an updated version of its Terms of Reference following the recent decisions taken regarding the Council's scheme of delegation.

Uploaded to SharePoint is the requested updated version, which accounts for the changes to the Council's scheme of delegation (downgrading of the Highways Committee to a Working Party), and the addition of new Working Parties to the Council.

Tracked Changes have been turned on, and Members are welcome to suggest any further changes to the document.

Members are asked to review and approve the Terms of Reference for the Council's Committees, Sub-Committees and Working Parties.

Item 195

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

Item 135 from the June meeting of the Council states:

135. To consider a request from Cllr. Adelson to update the Council's Hire Agreement

The Council mandated Cllr. Adelson and the Town Clerk to provide an updated version of the Council's hire agreement for consideration at the July meeting.

Uploaded to SharePoint is the requested updated version, which provides for the changes proposed by Cllr Adelson. Tracked Changes have been turned on, and Members are welcome to suggest any further changes to the document.

Further to the June meeting Cllr Sanders proposed a number of similar updates to the Council's Terms and Conditions for the hire of its outside spaces – the document uploaded to SharePoint for Elmhurst Park, but the same changes would be required for the agreements for Kingston Field and Whisstocks Places. This document is also uploaded to SharePoint with tracked changes enabled.

Members are asked to review and agree the Council's Terms and Conditions for hire.

Item 196

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

Item 134 from the June meeting of the Council states:

134. To consider a request from Cllr. Adelson regarding the response from Network Rail further the Council's complaints previously made to them

The Council agreed that a final communication be sent to Network Rail expressing the Council's displeasure at the response to the concerns raised.

The Town Clerk was asked to agenda an item regarding the condition of the Woodbridge station railway bridge.

The 'final communication' to Network Rail is provided below:

From: Town Clerk
Sent: Monday, July 10, 2023 5:05 PM
To: Charles Baker
Subject: RE: Parking compensation

Dear Charles,

We were delighted that our local newspaper ran the story regarding the lack of compensation paid to local residents during your work in Woodbridge earlier this year. To be frank, Woodbridge Town Council has been extremely disappointed by your organisation's response to our concerns, and it was asked of me at the most recent Town Council meeting to communicate this to you.

Initial communications about this work should not have mentioned compensation for parking expenses if Network Rail had no intention of giving it. While we appreciate plans sometimes have to change, affected residents, businesses and the Council should have been kept informed about the changes directly, promptly and accurately. All we had was notices about diverting the footpaths, which did not meet these needs.

However, we are prepared to "let sleeping dogs lie" regarding the parking expenses, in order that our two organisations can hopefully work together to facilitate the necessary, and long overdue, repairs and upgrades to the footbridge at Woodbridge railway station. Marian's previous response included this –

"Greater Anglia will be in a position to confirm when these improvements can be delivered. My colleague Alan Neville (copied) will be able to answer any further queries about this work."

However, no contact was given for Alan Neville. Is he an employee of Network Rail? Can you help us with a contact at Greater Anglia?

Regarding the safety lights at Jetty Lane crossing, there is still a problem after dark. The diffuser Marian mentioned has not helped. Would Network Rail meet us to discuss possible solutions?

We understand that further work is to be undertaken on the track in August and September. This is a great opportunity for Network Rail to show that it can communicate effectively with the nearby community, address any concerns that may arise, and do what it says it will do.

Best

Greg

Woodbridge train station opened in 1859 and is managed by Abellio Greater Anglia. Anyone living or visiting Woodbridge will likely have encountered the bridge – one half joins the two platforms within the station, whilst the other spans the railway, joining the town with the riverside.

The bridge in 1925:



More recent:



As recently as June this year, concerns have been raised about the condition of the bridge, with posts on social media leading to the Clerk making direct contact with Network Rail:

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

Sent: 13 June 2023 17:06

To: Marian Marley <

Cc: Councillor Leach <councillorleach@woodbridge-suffolk.gov.uk>; Charles Baker < Donna Gilhooly <

Subject: Damaged steps - Woodbridge station footbridge

Importance: High

Dear Marian,

I have been informed by Cllr Ruth Leach (cc'd) that the footbridge at Woodbridge station is now in a dangerous condition – namely that the wooden boards which support the steps are loose and rotten.

There is a video circulating on the local Facebook group which I have linked below (GD edit – no longer available), as well as sending a screenshot.



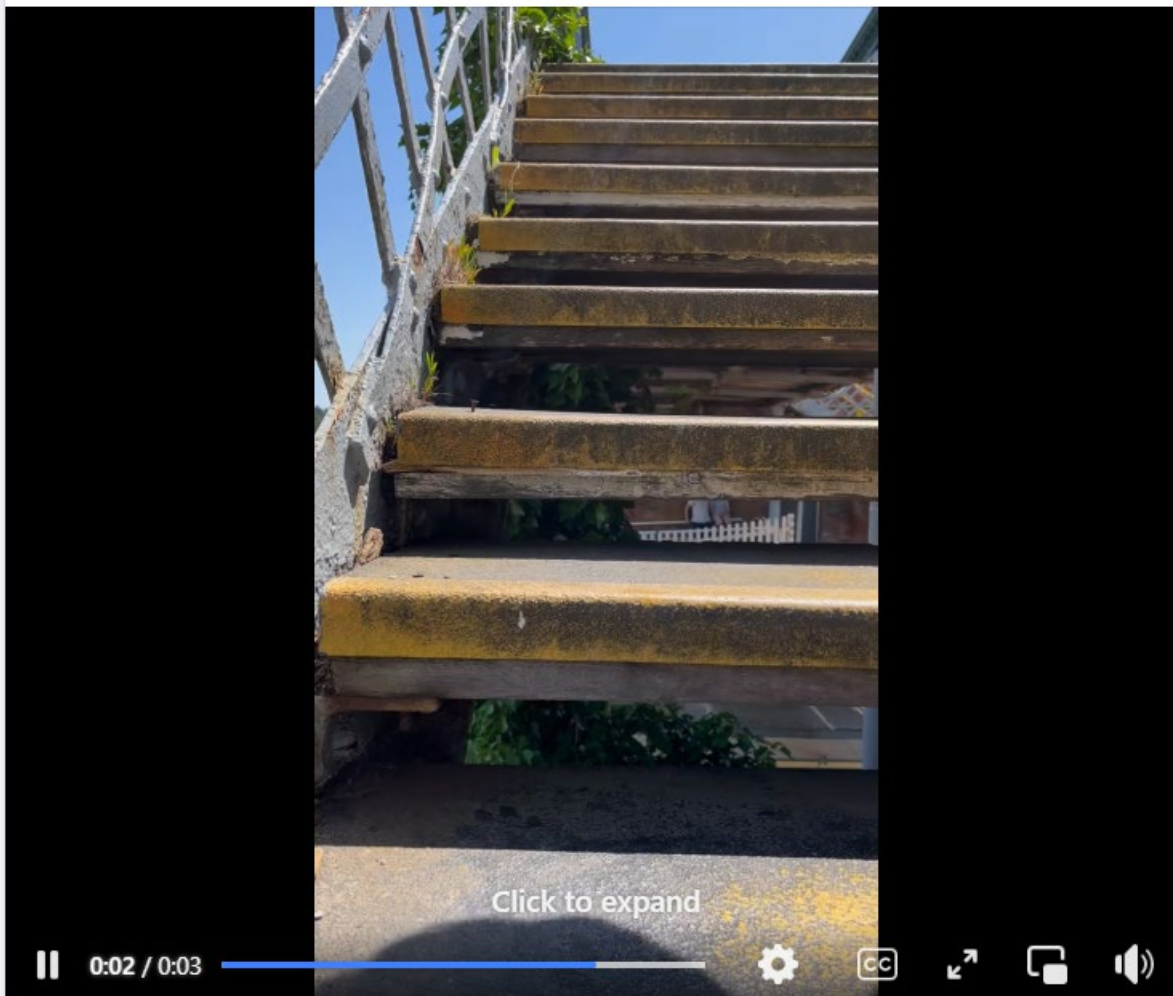
Woodbridge Community Group UK



Jenny Oily

3h · 🌐

I am not sure exactly who to contact/ inform, but a relative of mine went tumbling on the steps near Woodbridge Train Station. Please see attached Video, any ideas as this is definitely a health and safety issue.



I've never totally understood the ownership of the bridge – if this part (which join the two footpaths rather than platforms, is your responsibility, a quick fix is required before someone seriously hurts themselves.

Best

Greg

The following was the response received from Network Rail:

Response By E-mail (Natasha) (16/06/2023 12.07 PM)

Dear Greg,

Thank you for contacting us regarding the footbridge stairs at Woodbridge Station. I'd like to apologise for any inconvenience this may be causing you.

As per my previous email to you, you will be aware that the Network Rail Structural Team were investigating this issue for you. The Team have now confirmed, emergency repair work has been undertaken to some of the steps on the footbridge. The works were completed on Wednesday 14th June. There are more major works planned to this structure, which will be completed by Greater Anglia. We have no timeframe as to when further works will take place/be completed by, so, please do contact Greater Anglia directly for any further updates that you may require on this matter. You can contact them in a number of ways, including:

FREEPOST: GREATER ANGLIA CUSTOMER RELATIONS

EMAIL: contactcentre@greateranglia.co.uk

TELEPHONE: 0345 600 7245 (Option 8)

Please do pass on our regards to the customer, as we wish them a full recovery. We do hope this incident has not deterred them from using the footbridge in future.

As the initial repairs have been completed, this case will now be closed. If there's anything else we can assist with, please do not hesitate to contact us.

Yours faithfully,

Natasha

Community Relations Executive.

Response By E-mail (Natasha) (15/06/2023 09.57 AM)

Dear Greg,

Thank you for contacting us regarding the footbridge stairs at Woodbridge Station. I'd like to say sorry for any injury or upset this may have caused a customer, and I do hope they are making a full, and speedy recovery.

I have sent your comments, and attached email to the Network Rail Structural Team, and the Greater Anglia Asset Management Team for further investigation. As soon as I receive a response from either team, I will let you know.

In the meantime, if there's anything else we can assist with, please do not hesitate to contact us.

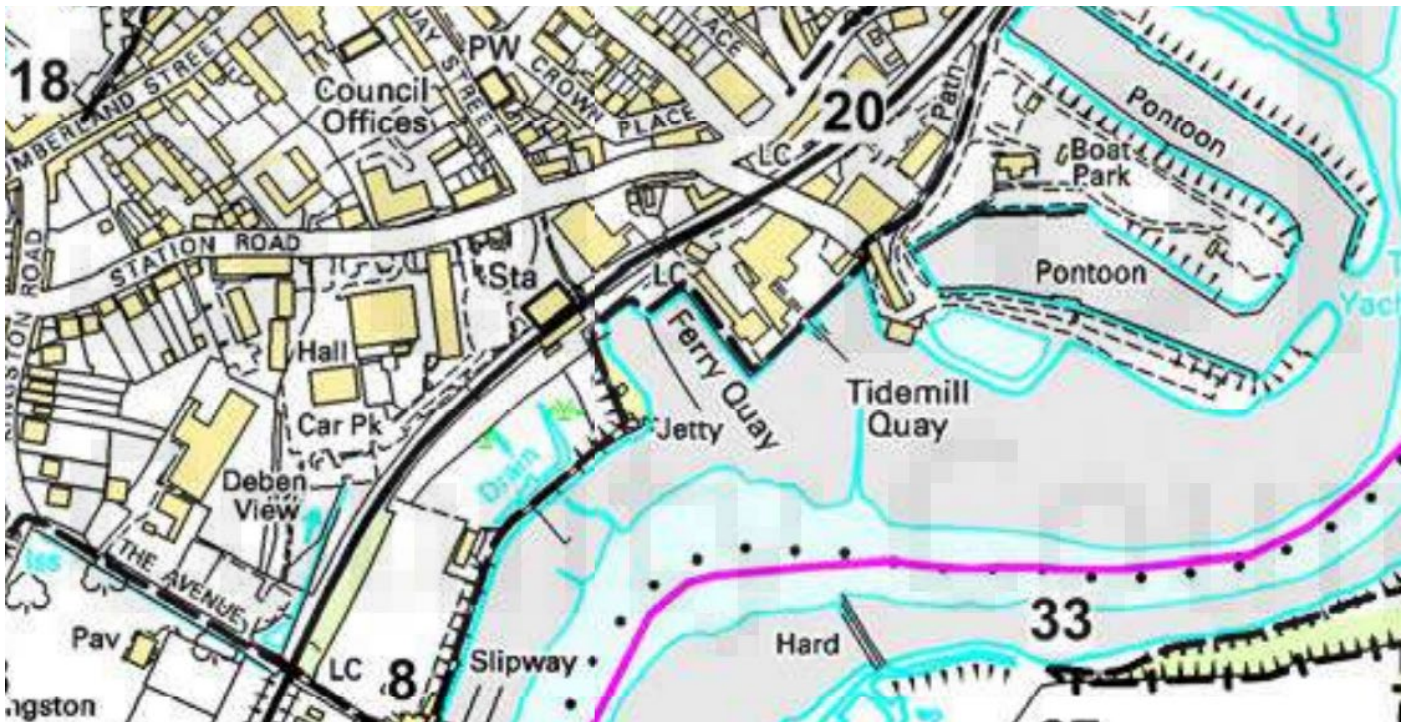
Yours faithfully,

Natasha

Community Relations Executive.

The key take from this response is that major works are planned by Greater Anglia – an email has been sent to the address provided but no further information has been received at the current time.

As an aside, it has been suggested in the past that a footpath runs across the pedestrian side of the bridge – the below footpath p (Full map uploaded to SharePoint), suggests this is not the case.



Members are asked to consider the condition of the Woodbridge Station railway/footbridge and agree any actions they wish to take.

Item 197

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

Cllr Walsh sent the following communication to the Town Clerk on July 11th:

Hi Greg

Many of my constituents from Riverside Ward have asked me if the TC can go back to the way of a newsletter delivered to each house with news of what the Council has been up to.

They say they don't like the present system of email.

Please could there be an item on the TC agenda on the 19/07/23 for this to be voted on.

Thanks

Catherine

From May 2018 to March 2020, WTC released five newsletters – these have been uploaded to SharePoint. The newsletter was prepared by Officers and delivered as an insert with the Woodbridge and Melton Community News – the cost to print and deliver the newsletter was £900 a time (2019 prices).

The newsletter was ceased in 2020 as the Council looked to move to an e-newsletter using MailChimp – e-news was sent regularly during the pandemic but has ceased since.

A move back a hard copy newsletter (which could also be sent electronically and uploaded to the Council's social media and website), would requiring funding (there are currently no funds provided in the Council's budget), and the utilisation of Officer time (which is currently well utilised!!). It has been suggested that a third party PR company could create a newsletter for the Council, however this would still require sufficient copy and photos to be provided to them.

Members are asked to consider a request from Cllr. Walsh regarding the Town Council newsletter.

Item 198

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

The following communication was sent to the Town Clerk on June 28th:

Dear Sir/Madam

Please find attached a pre-application consultation letter and proposed plans in relation to the proposed upgrade to the existing telecommunications installation at the above site.

If you have any comments, they would be gratefully received.

Kind regards

**Sabreena Kazmi | [Administrator](#)
Clarke Telecom**

The seven pdf documents which accompanied this email have been uploaded to SharePoint, with letter directly address to the Council and maps of the site provided overleaf.

Members are asked to consider a request for comment from Clarke Telecom Ltd regarding the upgrading of a radio mast in Woodbridge.

Our ref: CTIL 10796025

28th June 2023

Woodbridge parish council
Shire Hall
Market Hill
Woodbridge
Suffolk
IP12 4LP

Clarke Telecom Ltd
Unit E
Madison Place
Northampton Road
Manchester
M40 5AG

Dear Sir/Madam

PROPOSED UPGRADE TO EXISTING RADIO BASE STATION INSTALLATION AT CTIL 10796025, WOOD BRIDGE, MANOR FARM, GRUNDISBURGH ROAD, WOODBRIDGE, IPSWICH, SUFFOLK, IP124LQ, NGR: E 625915 N 249586

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

Cornerstone is in the process of identifying a suitable site in the Woodbridge area for a radio base station to maintain and improve existing levels of service provision. The purpose of this letter is to consult with you and seek your views on our proposal before proceeding with the works. We understand that you are not always able to provide site specific comments, however, Cornerstone are committed to consultation with communities on their mobile telecommunications proposals and as such would encourage you to respond.

As part of Cornerstone's continued network improvement program, there is a specific requirement for an upgrade to the existing installation at this location to provide enhanced 2G, 3G and 4G coverage and capacity, and new 5G coverage ensuring that this area of Woodbridge has access to the latest technologies.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.


Please find below the details of the proposed site: -

Our technical network requirement is as follows:
CTIL 10796025, WOOD BRIDGE

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

The site is needed to provide enhanced coverage and capacity as well as new 5G service provision to ensure that customers experience access to the latest technologies currently available. The installation will also meet the extra demands on the network in this area as new technologies improve increasing the demand for 4G and 5G technologies.

The Government recognises that widespread coverage of mobile connectivity is essential for people and businesses. People expect to be connected where they live, work, visit and travel. That is why the Government is committed to extending mobile geographical coverage further across the UK, with continuous mobile connectivity provided to all major roads and to being a world leader in 5G. This will allow everyone in the country to benefit from the economic advantages of widespread mobile coverage. As well as improved mobile signal, 5G networks are also crucial to drive productivity and growth across the sectors that local areas are focusing on through their emerging Local Industrial Strategies. Enabling and planning for 5G implementation is central to achieving the Government's objective to deliver prosperity at the local level and enable all places to share in the proceeds of growth.

The Government is determined to ensure the UK receives the coverage and connectivity it needs. To this end, the Government wants to be a world leader in 5G, the next generation of wireless connectivity, and for communities to benefit from the investments in the new technology.

The case for 5G is compelling as it will bring faster, more responsive and reliable connections than ever before. More than any previous generation of mobile networks, it has the potential to improve the way people live, work and travel, and to deliver significant benefits to the economy and industry through the ability to connect more devices to the Internet at the same time, creating the so-called "Internet of Things". This will enable communities to manage traffic flow and control energy usage, monitor patient health remotely, and increase productivity for business and farmers, all through the real-time management of data.

The demand for mobile data in the UK is increasing rapidly, and as households and businesses become increasingly reliant on mobile connectivity, the infrastructure must be in place to ensure supply does not become a constraint on future demand.

The preferred Cornerstone option is as follows:

WOOD BRIDGE, MANOR FARM, GRUNDISBURGH ROAD, WOODBRIDGE, IPSWICH, SUFFOLK, IP124LQ, NGR: E 625915 N 249586


The proposed works comprise the removal of existing 15m ADC A900 Lattice tower with 2.5m headframe. Installation of 22.5m high CS55 lattice tower on new 6x76m concrete base with delta headframe. Replace 3 no antenna for 6 no antenna. Install 15 no RRH's. relocation of Airwave kit to proposed tower. Relocation of 1 no 0.3m dish to proposed tower. Install 1 no 0.3m dish. Replacement of cable tray and gantry poles. Install 1 no GPS module. Replacement of compound fence

The operators are proposing to upgrade their existing installation to ensure the latest high quality, reliable, secure communications technology is able to be provided from this location. The amendments to the existing scheme are essential in order that customers' handheld devices continue to operate for the purposes in which they have become accustomed, accessible wherever they are whether that be indoors or outside.

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

As this is an existing ground based installation and the amendments are relatively minor in nature, this is sequentially the most preferable site for the operators to upgrade their existing service provision to this cell area. As such, no other options have been considered.

The Local Planning Authority mast register and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

In order to give you time to send your comments or request further information, we commit to allow at least 14 days before an application is submitted to the Local Planning Authority. This 14-day period starts from the date at the top of this letter.

We would also be grateful if you could please advise of any local stakeholders or groups that might like to make comments. For your information pre-consultation letters and a set of plans have been sent to the local ward councillors for Woodbridge ward, Woodbridge county councillor, Woodbridge parish and local MP

We look forward to receiving any comments you may have on the proposal.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number 10796025)

Yours faithfully,

Amy Day


Amy Day
Acquisition surveyor
Acquisition
Clarke-telecom
T: 0161 785 4500
E: Amy.Day@Clarke-Telecom.com

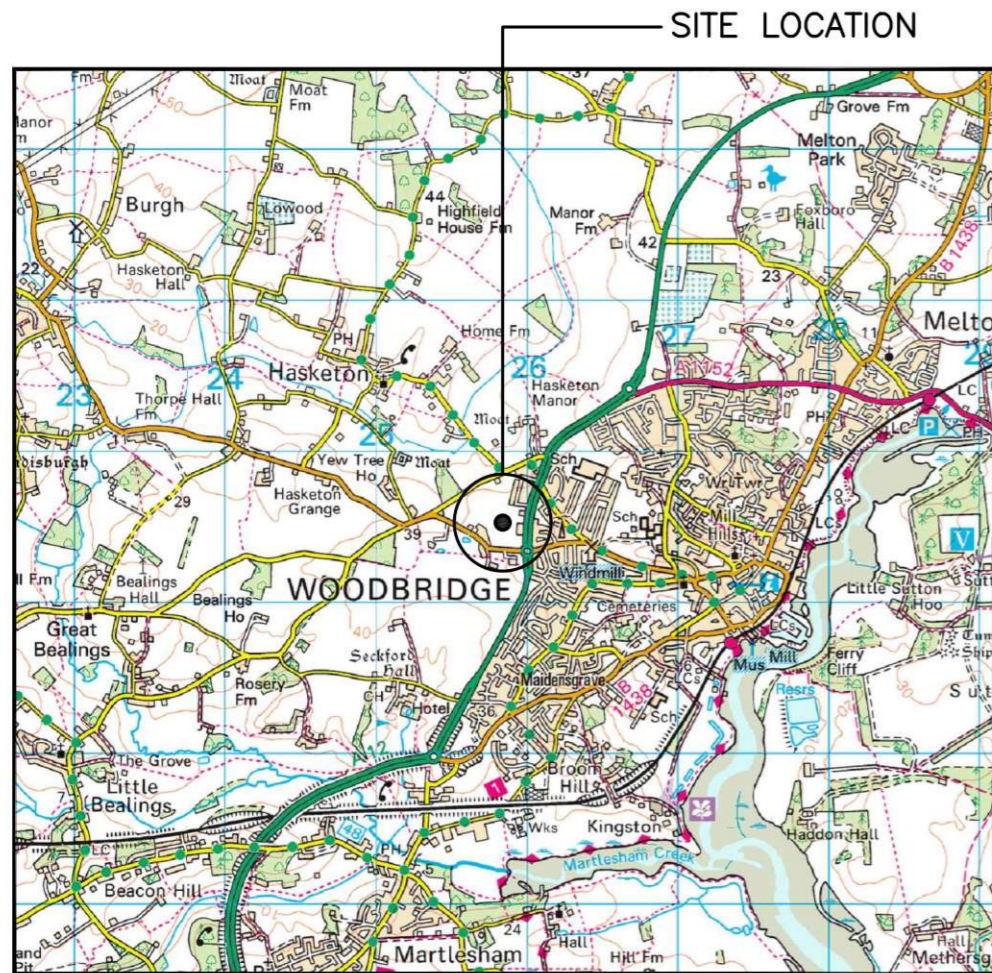
(For and behalf of cornerstone)

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3 – 15/04/2021

Registered Address:
Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.
Registered in England & Wales No. 08087551.
VAT No. GB142 8555 06

 Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

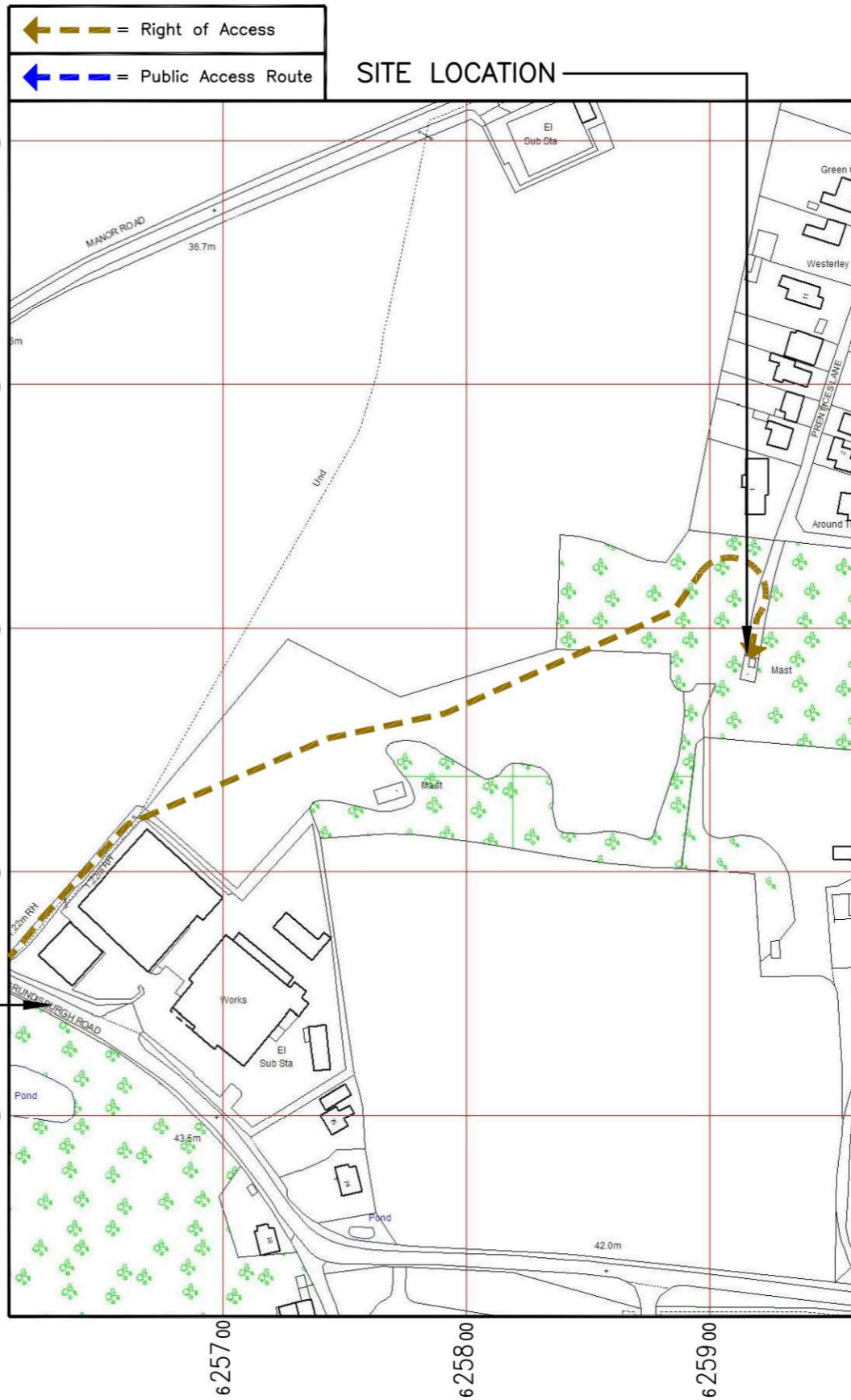


SITE LOCATION
(Scale 1:50000)

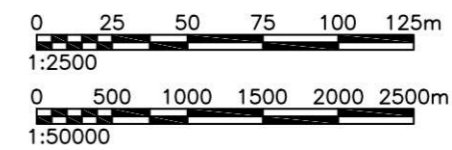


SITE PHOTOGRAPH

The drawings comply with VMO2 Standard ICNIRP guidelines.
Designed in accordance with Cornerstone documents: SDN0008



DETAILED SITE LOCATION
(Scale 1:2500)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 625915 N: 249586

DIRECTIONS TO SITE:
From the A14 take the A12 (Grove Road) north towards Woodbridge. At the 6th island, take a left hand turn (1st exit) onto the B1079 (Grundisburgh Road). Continue on the B1079 until you reach an opening in the hedge line on the RHS, immediately adjacent a pole mounted transformer with O/H electricity lines. Turn here and into field (NOTE: 4WD required). Keep the treeline on your RHS until you reach a field gate, pass through field gate and continue across the field using the existing track, passing OLO site on the RHS. At the end of the track, turn right and the VMO2 site will be visible ahead.

NOTES:

A	Issued for Approval	SPD	HK	30.08.22
REV	MODIFICATION	BY	CH	DATE

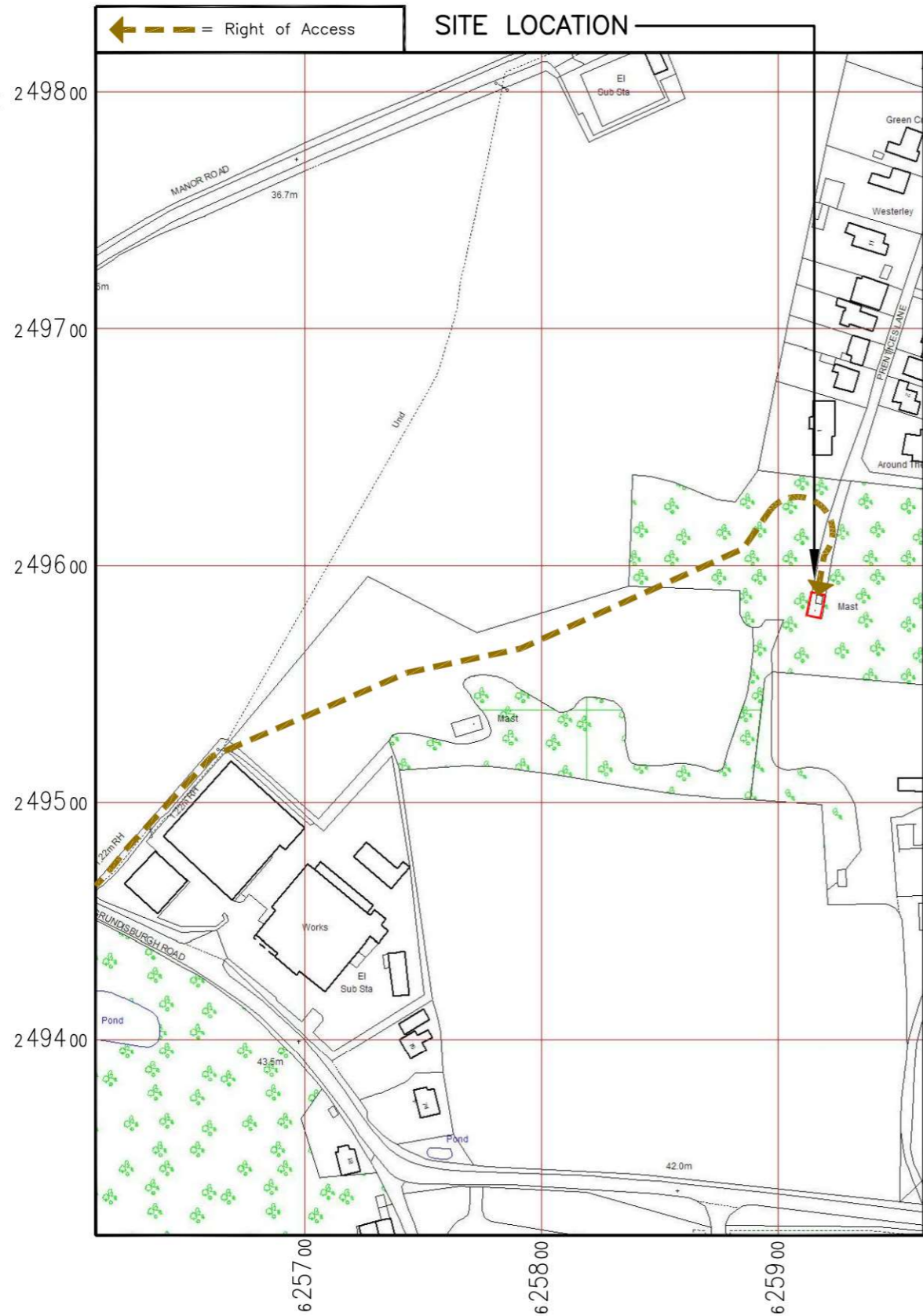
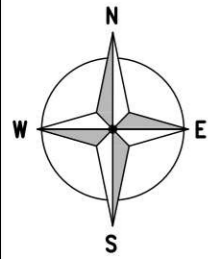
CLARKE telecom
Unit E, Madison Place, Northampton Road,
Manchester, M40 5AG
Tel: 0161 785 4500
Fax: 0161 785 4501
Web: www.clarke-telecom.com

O₂
CTIL - BEACON

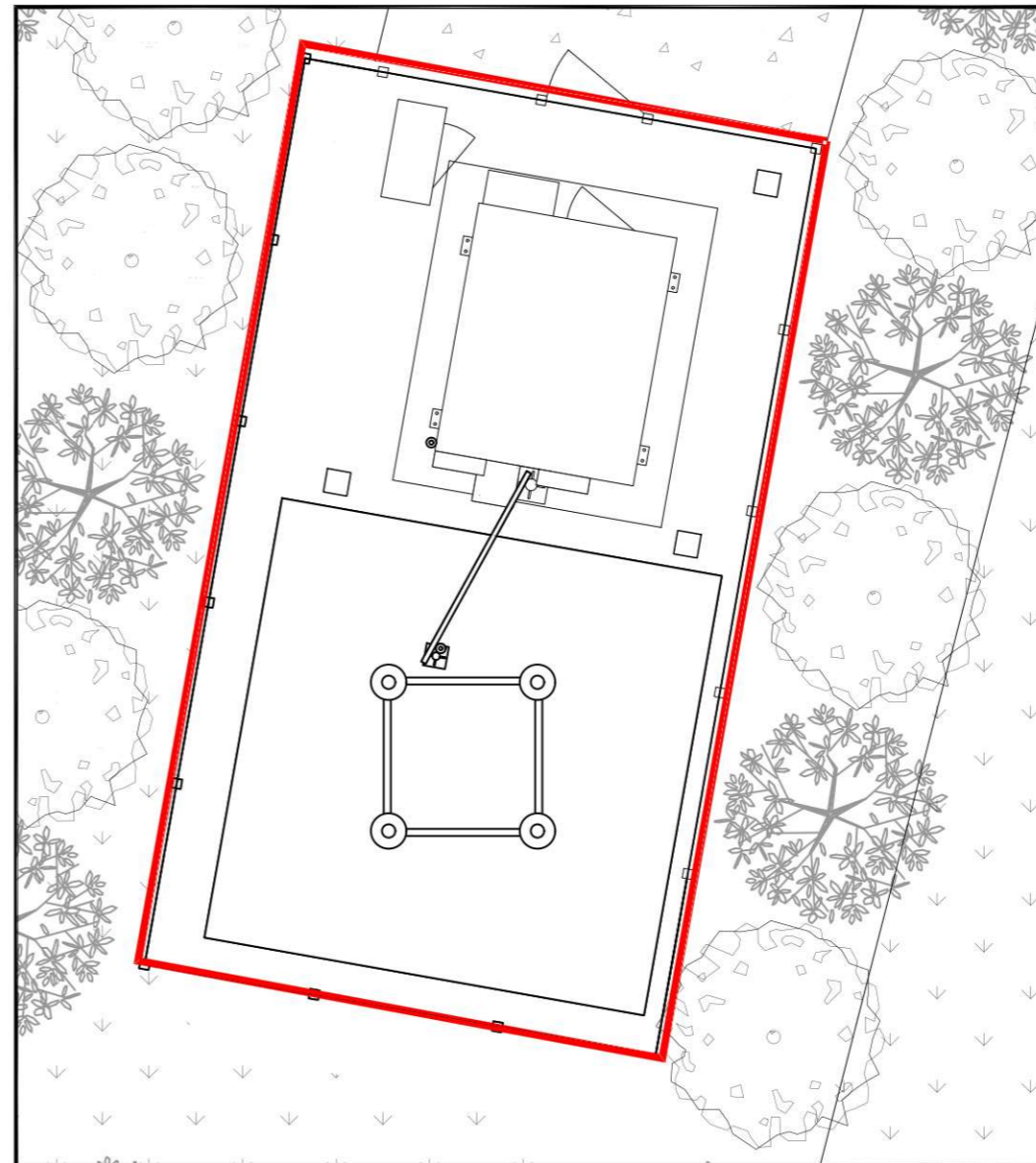
Cell Name		Opt.
WOOD BRIDGE		-
Cell ID No		
CORNERSTONE	VMO2	VF
10796025	002289	75897

Site Address / Contact Details
MANOR FARM
GRUNDISBURGH ROAD
WOODBIDGE
IPSWICH, SUFFOLK
IP12 4LQ

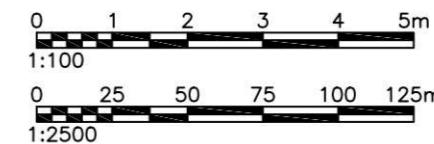
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Purpose of issue:		PLANNING	
Drawing Number:		100	
Surveyed By:		SH	
Original Sheet Size:		A3	
Pack Issue:		A	
Drawn:	Date:	Checked:	Date:
SPD	30.08.22	HK	30.08.22
Dwg Rev:		B	



DETAILED SITE LOCATION
(Scale 1:2500)



DEMISE PLAN
(1:100)



The drawings comply with VMO2 Standard ICNIRP guidelines.
Designed in accordance with Cornerstone documents: SDN0008

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 625915 N: 249586

NOTES:

REV	MODIFICATION	BY	CH	DATE
B	Proposed Design Amended	SPD	HK	04.04.23
A	Issued for Approval	SPD	HK	30.08.22

CLARKE telecom
Unit E, Madison Place, Northampton Road,
Manchester, M40 5AG
Tel: 0161 785 4500
Fax: 0161 785 4501
Web: www.clarke-telecom.com

O₂
CTIL - BEACON

Cell Name	Opt.
WOOD BRIDGE	-

Cell ID No		
CORNERSTONE	VMO2	VF
10796025	002289	75897

Site Address / Contact Details
MANOR FARM
GRUNDISBURGH ROAD
WOODBIDGE
IPSWICH, SUFFOLK
IP12 4LQ

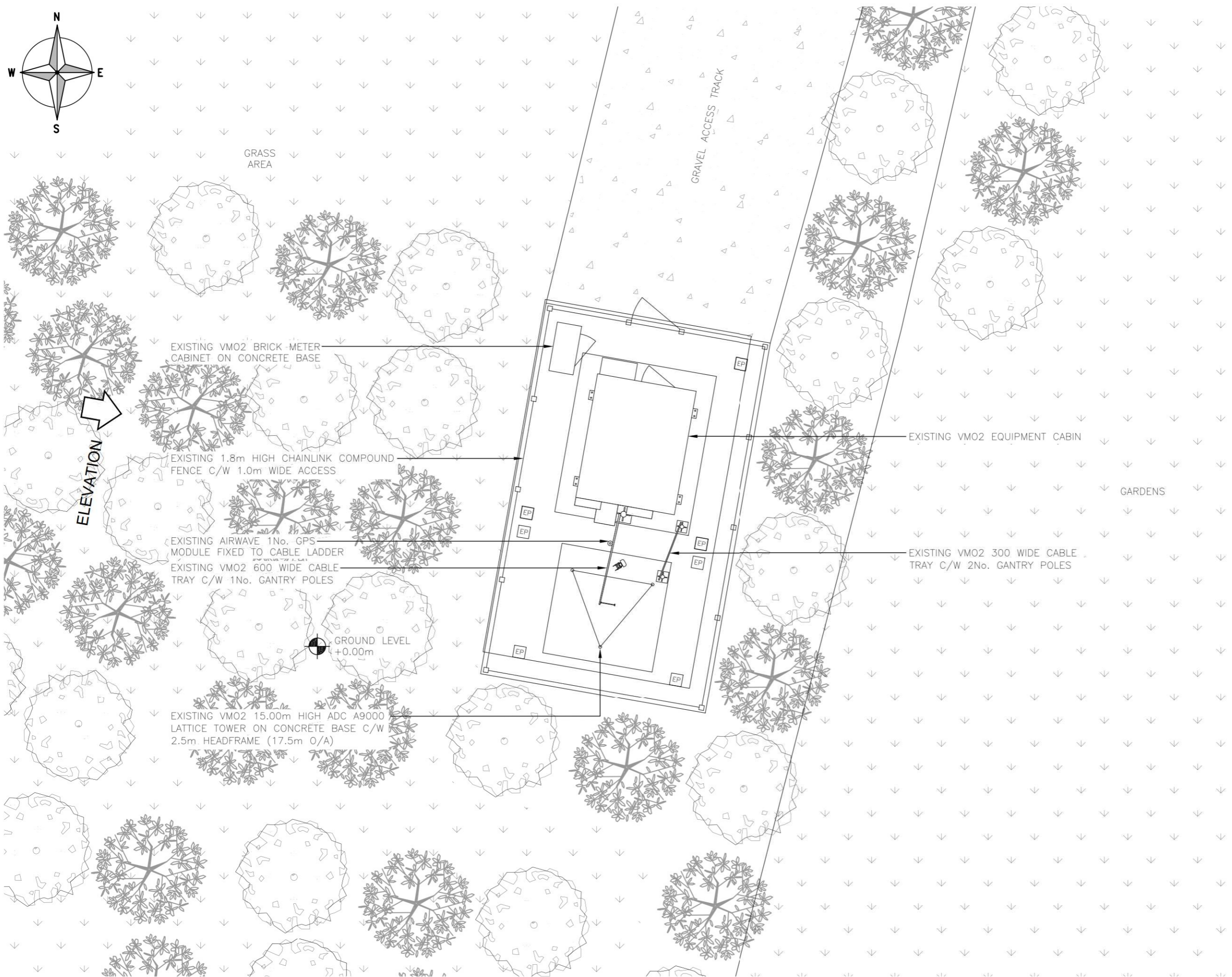
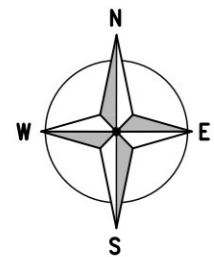
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Purpose of issue: **PLANNING** Dwg Rev: B

Drawing Number: 101

Surveyed By: SH Original Sheet Size: A3 Pack Issue: B

Drawn: SPD Date: 30.08.22 Checked: HK Date: 30.08.22



EXISTING SITE PLAN
(1:100)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 625915 N: 249586

NOTES:

A	Issued for Approval	SPD	HK	30.08.22
REV	MODIFICATION	BY	CH	DATE

Unit E, Madison Place, Northampton Road,
Manchester, M40 5AG
Tel: 0161 785 4500
Fax: 0161 785 4501
Web: www.clarke-telecom.com

CTIL - BEACON

Cell Name
WOOD BRIDGE

Cell ID No

CORNERSTONE	VMO2	VF
10796025	002289	75897

Site Address / Contact Details
**MANOR FARM
GRUNDISBURGH ROAD
WOODBRIDGE
IPSWICH, SUFFOLK
IP12 4LQ**

Drawing Title:
EXISTING SITE PLAN

Purpose of issue:
PLANNING

Drawing Number:
200

Surveyed By:
SH

Original Sheet Size:
A3

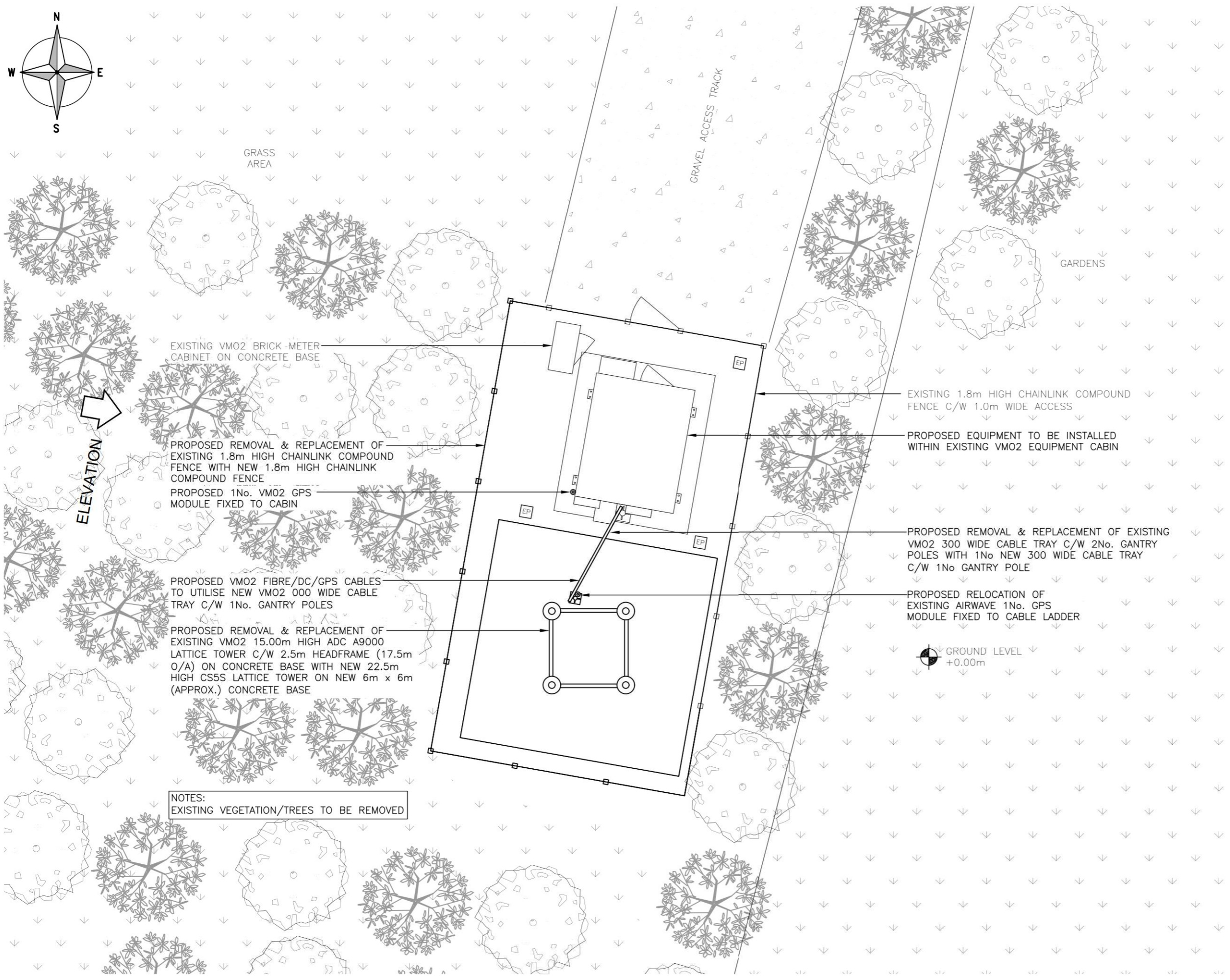
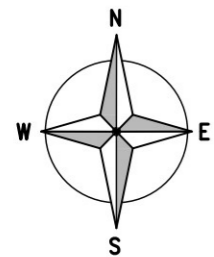
Drawn:
SPD

Date:
30.08.22

Checked:
HK

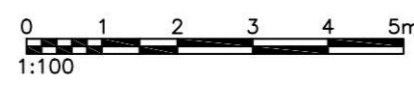
Date:
30.08.22

Pack Issue:
B



NOTES:
EXISTING VEGETATION/TREES TO BE REMOVED

PROPOSED SITE PLAN
(1:100)



The drawings comply with VMO2 Standard ICNIRP guidelines.
Designed in accordance with Cornerstone documents: SDN0008

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 625915 N: 249586

NOTES:

B	Proposed Design Amended	SPD	HK	04.04.23
A	Issued for Approval	SPD	HK	30.08.22
REV	MODIFICATION	BY	CH	DATE

CLARKE telecom
Unit E, Madison Place, Northampton Road,
Manchester, M40 5AG
Tel: 0161 785 4500
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Web: www.clarke-telecom.com

O₂
CTIL - BEACON

Cell Name
WOOD BRIDGE

Cell ID No

CORNERSTONE	VMO2	VF
10796025	002289	75897

Site Address / Contact Details
MANOR FARM
GRUNDISBURGH ROAD
WOODBRIDGE
IPSWICH, SUFFOLK
IP12 4LQ

Drawing Title:
PROPOSED SITE PLAN

Purpose of issue:
PLANNING

Drawing Number:
201

Surveyed By:
SH

Drawn:
SPD

Date:
30.08.22

Checked:
HK

Date:
30.08.22

Original Sheet Size:
A3

Pack Issue:
B

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N.G.R | E: 625915 N: 249586

NOTES:

EXISTING 1No. VMO2 300Ø DISH
FIXED TO HEADFRAME

C/L OF EXISTING VMO2 DISH
+18.50m AGL

TOP OF EXISTING VMO2
ANTENNAS
+17.87m AGL

U/S OF EXISTING VMO2
ANTENNAS
+15.87m AGL

EXISTING 2No. 300Ø AIRWAVE DISHES
FIXED TO DISH BRACKET ON TOWER LEGS

EXISTING VMO2 15.00m HIGH ADC
A9000 LATTICE TOWER ON CONCRETE
BASE C/W 2.5m HEADFRAME (17.5m
O/A)

EXISTING VMO2 600 WIDE CABLE
TRAY C/W 1No. GANTRY POLES

EXISTING AIRWAVE 1No. GPS
MODULE FIXED TO CABLE LADDER

EXISTING VMO2 300 WIDE CABLE
TRAY C/W 2No. GANTRY POLES

EXISTING VMO2 EQUIPMENT CABIN

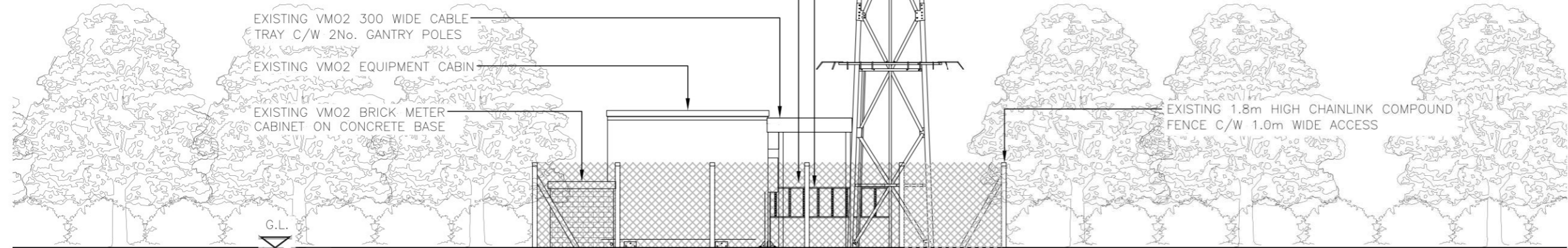
EXISTING VMO2 BRICK METER
CABINET ON CONCRETE BASE

TOP OF EXISTING AIRWAVE ANTENNA
+18.60m AGL

EXISTING 3No. VMO2 ANTENNAS
FIXED TO HEADFRAME

U/S OF EXISTING AIRWAVE ANTENNA
+16.27m AGL

C/L OF EXISTING AIRWAVE DISHES
+13.80m AGL



EXISTING SITE ELEVATION
(1:100)



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IPSWICH, SUFFOLK
IP12 4LQ

Drawing Title:
EXISTING SITE ELEVATION

Purpose of issue: | Dwg Rev:
PLANNING | A

Drawing Number: |
300 |

Surveyed By: | Original Sheet Size: | Pack Issue:
SH | A3 | B

Drawn: | Date: | Checked: | Date:
SPD | 30.08.22 | HK | 30.08.22

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R | E: 625915 N: 249586

NOTES:

TOP OF PROPOSED VMO2 ANTENNAS
+22.50m AGL

TOP OF RELOCATED AIRWAVE ANTENNA
+22.50m AGL

U/S OF PROPOSED VMO2 ANTENNAS
+20.30m AGL

U/S OF RELOCATED AIRWAVE ANTENNA
+20.17m AGL

C/L OF EXISTING/PROPOSED VMO2 DISH
+18.50m AGL

PROPOSED VMO2 1No. 300Ø DISH
(DFF1) FIXED TO TOWER LEG

RELOCATED EXISTING 2No. 300Ø AIRWAVE DISHES
FIXED TO DISH BRACKET ON TOWER LEGS

PROPOSED REMOVAL & REPLACEMENT OF EXISTING
VMO2 15.00m HIGH ADC A9000 LATTICE TOWER C/W
2.5m HEADFRAME (17.5m O/A) ON CONCRETE BASE
WITH NEW 22.5m HIGH CS55 LATTICE TOWER ON
NEW 6m x 6m (APPROX.) CONCRETE BASE

RELOCATED AIRWAVE 1No. GPS
MODULE FIXED TO CABLE LADDER

PROPOSED REMOVAL AND REPLACEMENT OF
EXISTING VMO2 300 WIDE CABLE TRAY C/W 2No.
GANTRY POLES WITH NEW 300 WIDE CABLE TRAY
C/W NEW GANTRY POLE

PROPOSED 1No. VMO2 GPS
MODULE FIXED TO CABIN

PROPOSED EQUIPMENT TO BE INSTALLED
WITHIN EXISTING VMO2 EQUIPMENT CABIN

EXISTING VMO2 BRICK METER
CABINET ON CONCRETE BASE

PROPOSED REMOVAL AND REPLACEMENT
OF EXISTING 3No. VMO2 ANTENNAS WITH
6No. NEW VMO2 ANTENNAS (AFF3 &
AFF1n)

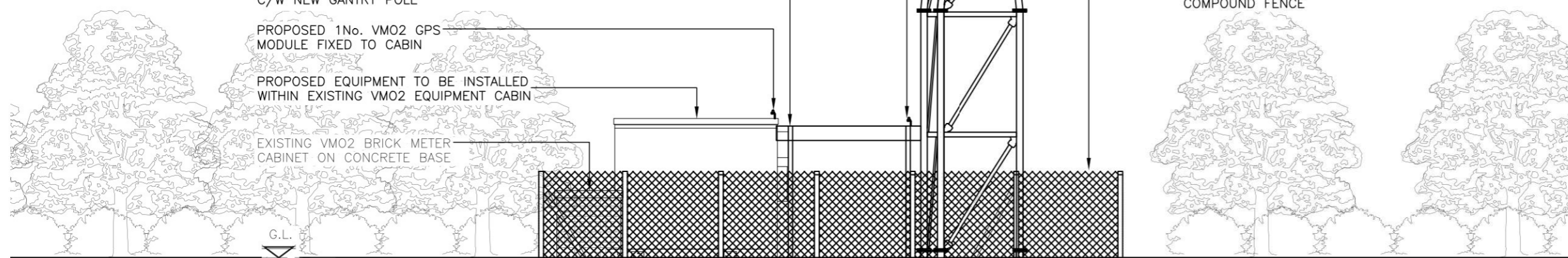
PROPOSED VMO2 15No. RRH's FIXED
TO HEADFRAME VIA AMRC RAILS

PROPOSED RELOCATION OF EXISTING 1No. VMO2
300Ø DISH (DFF1) FIXED TO HEADFRAME

C/L OF RELOCATED AIRWAVE DISHES
+16.95m AGL

NOTES:
EXISTING VEGETATION/TREES TO BE REMOVED

PROPOSED REMOVAL & REPLACEMENT OF
EXISTING 1.8m HIGH CHAINLINK COMPOUND
FENCE WITH NEW 1.8m HIGH CHAINLINK
COMPOUND FENCE



PROPOSED SITE ELEVATION
(1:100)



The drawings comply with VMO2 Standard ICNIRP guidelines.
Designed in accordance with Cornerstone documents: SDN0008

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CTIL - BEACON

Cell Name	Opt.
WOOD BRIDGE	-

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Site Address / Contact Details
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GRUNDISBURGH ROAD
WOODBIDGE
IPSWICH, SUFFOLK
IP12 4LQ

Drawing Title: PROPOSED SITE ELEVATION			
Purpose of issue: PLANNING			Dwg Rev: B
Drawing Number: 301			Pack Issue: B
Drawn: SPD	Date: 30.08.22	Checked: HK	Date: 30.08.22

Item 199

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

Members will recall the decision from the February meeting of the Council regarding the potential siting of a Community Facility in Elmhurst Park:

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

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

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

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

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

The Planning Authority recommend that pre-application advice is sought prior to the submission of a full planning application:

Pre-application advice is a good way of getting feedback on your development proposals and can increase your chances of submitting a successful planning application. The advice provided will guide you through the issues and policies relevant to your scheme.

It is not compulsory, but it will make it easier when applying for planning permission. The advice provided can provide a useful steer on proposals, leading to better quality developments and an increased chance of a quicker decision on the application.

A pre-app was therefore submitted to the Planning Authority, and the response from them is provided separately on SharePoint.

In summary, the Council cannot install the facility under permitted development rights and hence a full planning application need be submitted. They have however been clear that they would struggle to support an application in line with our current proposals:

CONCLUSION:

From the information provided, it is my view that planning permission is required for this building.

If an application were to be submitted, Officers would have strong concerns about the character and appearance of the building; it is considered that the building would result in harm to the character and appearance of the Conservation Area.

The detailed response on page 3 provides the following comment:

No information has been provided to demonstrate there is a need for this facility, or that it needs to be located in Elmhurst Park, nor has it been demonstrated that this facility could not reasonably be provided within an existing building.

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

Item 200

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

At their meeting on July 5th, the Amenities Committee received a presentation from Mr Paul Martin, who was seeking a minute of support for a application being submitted by Transition Woodbridge for the location of 'Bee Café' planters on the Thoroughfare. As no decisions can be taken during the public question time, it was requested of the Town Clerk to prepare an item for consideration at this meeting:

154. Public Question Time.

A member of the public addressed the Committee regarding the siting of bee friendly planters on the Thoroughfare and Market Square.

The Town Clerk was asked to prepare an agenda item for Town Council to consider the request.

More information on Mr Martin's work can be found on this website, which includes a detailed description and many photos of the 'Bee Cafes' to be discussed:

<https://www.readersheds.co.uk/share.cfm?shareshed=8301>

The Thoroughfare

The initial approach from Mr Martin at the Amenities Committee sought the Councils support for an application being prepared by Transition Woodbridge to the Highways Authority for positioning of planters/ Bee Cafes on the Thoroughfare. As Members are aware, WTC has a license from the Highways Authority for the siting of three planters on the Thoroughfare.

In order to fully understand the intentions of Transition Woodbridge, the following emails were exchanged between the Town Clerk and co secretary from Transition:

On Mon, 10 Jul 2023, 12:42 Town Clerk, <townclerk@woodbridge-suffolk.gov.uk> wrote:

Hi Paul,

Thanks for this information – I'll be putting the agenda together in the next few days.

Jane – for the Thoroughfare are Transition proposing to take ownership of the planters? Pauls presentation at the Amenities meeting suggested that you were simply seeking our 'approval' to include with an application to SCC Highways?

From: Transition Woodbridge <hello@transitionwoodbridge.org.uk>

Dear Greg

You're quite right. Transition Woodbridge is not taking ownership of any planters in Woodbridge. We are simply collecting information to present to Highways who appear to hold the gateway to Greening the Thoroughfare.

On Mon, 10 Jul 2023, 16:26 Town Clerk, <townclerk@woodbridge-suffolk.gov.uk> wrote:

Hi Jane,

Maybe I wasn't clear enough, sorry. The black amberol planters are the property of WTC and we have a license from Highways for their positioning. Who will own the proposed Bee Café planters – Paul has made it clear he wishes to have no personal liability once/ if they are installed (completely understandable). If Transition are applying for the license, does that mean you are taking on the liability for their maintenance, insurance etc? If not, who is? Should the Council wish to install them on the Market Square, we would purchase them directly from Paul.

From: Transition Woodbridge

Hi Greg

I see what you mean now!! I think!

At the moment Transition are looking to see what would work for Highways. We hadn't got any further than that....as I said in previous email they appear to be the gateway to Greening the Thoroughfare. If they agree this proposal or part of it then we thought the next step would be for Town Council to get the furniture and maintain it like it does the current Amberol planters. Paul was saying he was happy to water his planters if Highways agreed them. Maybe the Council should think about getting an electric buggy with a bowser on the back as you'll inevitably have more need for it with climate warming. It could be filled from a series of tanks in Melon Pit?

Uploaded separately to SharePoint is a document prepared by Transition Woodbridge as part of their proposal to 'Green the Thoroughfare', including the proposed location of the bee café planters.

The confirmation from Transition Woodbridge that they are not prepared to take ownership of the planters/ bee cafes leaves the Council will the following to consider:

- **Do Woodbridge Town Council support the proposal from Transition Woodbridge to seek permission from the Highways Authority to install planters/ bee cafes on the Thoroughfare?**
- **If a license is granted, do Woodbridge Town Council wish to purchase the planters from Mr Martin, take responsibility for their care (watering, planting, maintenance etc), and hold the liability for their positioning in the public realm.**

Market Square

Mr Martin has also offered the planters directly to Woodbridge Town Council for use on the Market Square. As the landowners there is no requirement to seek a license from the Highways Authority, therefore **Members are asked to consider if they wish to purchase and install 'Bee Cafes' on the Market Square.**

Item 201

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

Uploaded to SharePoint are an email sent to the Chair of Woodbridge in Bloom from the managing agents of the Turban Centre, Elsom Spettigue Associates Ltd, and a subsequent request from Woodbridge in Bloom for assistance in the matter.

WiB are correct that WTC moved the planter at the beginning of the pandemic as it was considered that there was insufficient space to allow for social distancing. The planter was moved with the (paid) assistance of Norse.

Members are asked to consider a request from Woodbridge in Bloom regarding a planter in the Turban Centre.

Item 202

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

The Town Clerk received the below communication on May 23rd from the Co-Director at Art Eat Events C.I.C, Iona Hodgson:

I am writing to introduce the work of Art Eat and to discuss the possibility of partnering with you all to produce a mural project in the town.

I have attached a portfolio of murals (*uploaded separately to SharePoint*) that have been created by Art Eat in recent years across the region.

We are very keen to bring more mural projects to the walls of towns in East Suffolk, we strongly believe that public art can connect communities, foster pride and enrich public spaces by exploring and celebrating the sense of place.

Mural projects such as these could be funded through the East Suffolk grants

scheme: <https://www.eastsuffolk.gov.uk/assets/Business/UK-Shared-Prosperty-Fund-grants/Events-Art-and-Culture-Grant-Scheme-guidance.pdf>

The scheme can grant up to £10k per application, within this budget Art Eat can produce a medium sized community mural in the town centre and would look after all elements of the project including:

- Support with budgeting and grant application, although the main applicant needs to be based in the town applying.
- Research and allocation of mural location, excluding conservation area and listing buildings as these require planning permissions.
- Partnership development with local businesses and/or communities - specific groups can be targeted.
- Artist callout and selection.
- Delivery of art workshops and collaborative design development.
- All materials and associated costs.
- Risk assessments and insurance.
- Project management from inception to delivery of the mural.
- Launch organisation and coordination of invitees.
- Marketing and press for the project.
- Reporting, where necessary.

I have copied in my colleague Ruth Paton who will be following up this email with a phone call within the next few days. Please also feel free to call me on the number below if you prefer.

Please have a look at our portfolio attached to understand a bit more about us, the work we do and its value to local communities and placemaking.

We look forward to discussing this proposal with you soon,

After an email back and forth with Iona and Ruth Paton, her fellow co-director, Iona and Ruth were provided a tour of the Council's estate and wider Woodbridge by Cllr Sutton (due to the Town Clerk being on annual leave). Further to this tour the below email was sent to Cllr Sutton, with the attachments details uploaded to SharePoint.

Mike,

Thank you for meeting with myself and Iona and giving us a tour of Woodbridge Town Council's estate, and a fascinating insight into the activities taking place in Woodbridge.

I am pleased to provide the attached proposal for a youth mural in Woodbridge town centre. The proposal includes:

- Details of the East Suffolk Council Arts and Culture grant and additional grants available to support the project
- Proposed collaborative partnerships with youth groups and service providers
- Cost breakdown & description of costs including 10% allocation to the lead applicant
- Proposed locations for the mural in Woodbridge Town Centre
- What is needed from Woodbridge Town Council to progress

I'm very sorry for the delay, we were waiting for a response from the Grants team at East Suffolk Council to clarify if the grant applicant would need to obtain three written quotes or could directly award the contract to Art Eat Events.

Due to the purchasing thresholds we believe the solution is to split the project costs between Art Eat Events CIC and sister company Art Large Ltd, who will manage the third party costs, (quotes also attached). The grant applicant won't then need to obtain two further quotes to meet the Round 3 deadline of 28th July 2023.

To keep up the momentum, could you please make introductions to your contacts at Jetty Lane and Just 42, or I can approach them and copy you into the emails.

If you have any questions about the proposal please give me a call to clarify on xxx.

Finally, many thanks for the introduction to Woodbridge Riverside Trust, we aim to meet with them in the autumn to discuss future opportunities.

I look forward to hearing from you soon.

Ruth

Highlights from the proposal include:

East Suffolk Arts and Culture Grant Scheme

We propose that a funding application is submitted by the town council or a partnership organisation for [this fund](#) which offers grants up to £10,000 to deliver projects to contribute to the levelling up investment priority of community and place, which aims to strength our social fabric and foster a sense of local pride and belonging.

What the project needs from Woodbridge TC

For this project to happen, we would appreciate the following:

- Permission in writing to paint the proposed wall
- Support with community engagement signposting
- Support with marketing the project on WTC comms channels (sharing)
- Approvals for access and road closures where necessary.
- The possibility of being a named partner on the grant application.
- Financial support either in kind or by way of a grant, but please note this project can be fully funded by the proposed East Suffolk Council Grant Scheme. .

Proposed Mural Locations



Wall Option 1: Tide Mill Way (in front of The Boathouse Kitchen and Bar
Permission/Owner: Woodbridge TC
Benefits: A clean, new wall, in a prominent place, on tourist route, in a busy area that hosts events and cultural activities. Low enough to paint without working at height, good access for wheelchair users, and volunteers.



Wall Option 2: The Pavilion Café
Permission/Owner: Woodbridge TC
Benefits: A clean, well maintained wall in a recreational area frequented by locals. Low enough to paint without working at height, good access for wheelchair users, and volunteers.

The finer detail:

To enable lead applicants to retain 10% of the grant total, we suggest that the applicant is responsible for the community engagement and participation recruitment amongst their client groups. The lead applicant will also be responsible for reporting, although Art Eat Events will support in any way possible.

In order to avoid lead applicants needing to seek additional quotations, Art Eat Events will work with our marketing sister company At Large Ltd who will manage the costs of the lead artist and comms.

Members are asked to consider a proposal for the painting of murals in Woodbridge.