

## To Members of the Amenities Committee

Cllr. David Adelson  
Cllr. Sharon Miller  
Cllr. Simon Sadler

Cllr. Sue Bale  
Cllr. Eamonn O' Nolan  
Cllr. Robin Sanders

Cllr. Ellie Beck  
Cllr. Doreen Pegg  
Cllr. Martin Wilks

You are hereby summoned to **attend the meeting of the Amenities Committee** to be held at the **Shire Hall** on **Wednesday 1<sup>st</sup> April 2026 at 7pm.**



Belinda Lloyd  
Deputy Town Clerk  
27<sup>th</sup> March 2026

### 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 fifteen 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.

### Woodbridge Town Council vision statement

**The Council will strive to ensure Woodbridge is a safe, harmonious, 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, inclusive society that is environmentally resilient.**

### Agenda

#### 1. Apologies



#### WOODBRIDGE TOWN COUNCIL

Town Clerk: Mr G E Diaper

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

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**2. Declarations of Member Interests.**

To receive any declarations of interest in respect of items on this agenda.

**3. Requests for dispensations.**

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

**4. Public question time**

For the public to ask questions of the Council or raise issues for consideration at a future meeting of the Council. Fifteen minutes maximum – three minutes per person.

**5. To agree and approve the [minutes](#) of the meeting held 4<sup>th</sup> March 2026.**

**6. To note a quote received to install a path at Kingston Playing field.**

**7. To receive an email from tenants of the Pavillion at Kingston Playing field.**

**8. To consider a request from the Estates Manager regarding the ongoing management of locks on the Council's public toilets.**

**9. To consider a recommendation from the Woodbridge Youth Council regarding the Queen Victoria statue in the War Memorial.**

**10. To consider the required repairs to the High Street projecting clock**

**11. To consider the request from Cllr. Adelson to install swift boxes on the Shire Hall.**

**12. To note the outcome of the auction sale of land at Brock Lane.**

**13. Closure.**

## **Item 6**

### **To note a quote received to install a path at Kingston Playing field.**

Members are asked to note a quotation received for the installation of pathways at Kingston Playing Field.

At the January meeting of the Amenities Committee, Officers were asked to seek quotations for the installation of pathways as outlined in the report, with works split and prioritised as follows:

- Section parallel to Jetty Lane (funding to be sought from Suffolk County Council Highways, as no footway is provided on the adjacent highway).
- Section from the play area entrance to the access to Cow Path.
- Section from Kingston Farm Road to Cow Path.

To date, one quotation has been received from the contractor who installed the original SuDS pathway. This quotation has been uploaded to SharePoint. The Deputy Town Clerk has also approached a number of local contractors to provide quotations; however, no further responses have been received at this time.

Members are advised that any contract with a value exceeding £25,000 ex VAT would be required to be advertised via the Contracts Tender Portal.

The allocation within the 2026/27 Budget for Kingston Playing Field is £25,000.

### **The current estimated costs for works at Kingston Playing Field are set out below:**

Detail	Cost	Notes
Path from Jetty Lane to pavilion	£23,541 + Vat	Plus cost of safety fencing
Path from play area to cow field	£36,020 + Vat	Plus cost of safety fencing
Path from cow field to Kingston Road	£38,072 + Vat	Plus cost of safety fencing
Cricket Strip removal	Estimate £500	Could be undertaken in-house, cost limited to turf replacement.
Pétanque Piste extension	£7,200 + Vat	Quote uploaded to SharePoint
Gym equipment removal	Pending quotes	
Gym equipment replacement	Pending quotes	
Provision for Pickle Ball and Cricket nets	Pending quotes	

The quotation for the extension of the Pétanque piste has also been uploaded to SharePoint for Members' consideration.

Members are asked to consider how they wish to proceed. Direction from Members will assist Officers in determining the scope of works and securing appropriate quotations for any works likely to be commissioned.

### **To note a quote received to install a path at Kingston Playing field.**

## **Item 7**

### **To receive an email from tenants of the Pavillion at Kingston Playing field**

At the January Amenities meeting, Officers were requested to communicate with the Council's café tenants as to the success of their business during the first six months of their eighteen-month lease.

The email received has been uploaded to SharePoint.

### **To receive an email from tenants of the Pavillion at Kingston Playing field**

## **Item 8**

### **To consider a request from the Estates Manager regarding the ongoing management of locks on the Council's public toilets.**

This Committee requested that the toilet on the side of the Kingston Pavilion be made open to the public during the 2026/27 financial year – the Finance Committee were agreeable to this proposal and providing funding in the budget for the daily cleaning of the facility.

The Estates Manager has looked into the requirements of making the toilet automatically accessible in line with the Elmhurst Park toilet, and this would require in the first instance the purchase of a SALTO door lock and handle at a cost of £742.44.

He is also seeking Council guidance on the long term management of these locks, which is going to require some potential investment:

If we put to one side the £742.44 for the supply of a door lock and handle for Kingston field, there is still a decision to be made regarding on going management of all locks.

At present our SALTO locks are hosted by AC Leigh.

There is currently no wifi at Elmhurst toilets, so every time a change is required to the current opening hours (8am-3pm), it will necessitate a site visit and incur cost to reprogramme.

As I see it we have three options:

1. Accept quote for a single payment of £1,700.50 and we can undertake our own site visits to amend opening times as required. This requires dedicated software to be loaded onto a laptop and a nominated person to manage it. It does provide the most robust option with no requirements for any wifi connectivity and could be used in other remote locations.
2. Install wifi / piggyback existing wifi and opt for the cloud hosted solution at a single payment cost of £1,151.83 This would provide the purest remote option, so long as we can achieve good internet connectivity! (We could have a play with temporarily moving our existing gardeners arms wifi to the toilet block and see)
3. Approach ESS, who already have all the necessary SALTO kit, requesting that they host as per either option 1 or 2 above. I would imagine some cost would be involved, but avoids the initial outlay.

It would be useful to understand the councils ambition with regarding the management of locks & access, as this helps determine the most appropriate approach to the Kingston pavilion WC lock

I trust this clarifies.

Liam

**Members are asked to consider a request from the Estates Manager regarding the ongoing management of locks on the Council's public toilets.**

## **Item 9**

**To consider a recommendation from the Woodbridge Youth Council regarding the Queen Victoria statue in the War Memorial.**

### **The following was taken from the Minutes of the Youth Council meeting:**

The Youth Council raised the condition of the QV statue as a matter of concern. It and the memorial areas as a whole is a focal point for the two Cadetis not acceptable and forces that partake on all civic remembrance activities along with the general public. They feel the state of the statue needs attention. Lots of discussion about the nature of what might or might not be done but the consensus was that its current state to ask the Town Council to look at remedial measures.

Uploaded to SharePoint is the correspondence between Officers and a specialist stone cleaning company who has been recommended by the contractor carrying our repair works to the War Memorial.

At the time of publishing the agenda, we have not yet received a quote. This will be uploaded to SharePoint once received.

**To consider a recommendation from the Woodbridge Youth Council regarding the Queen Victoria statue in the War Memorial.**

## **Item 10**

### **To consider the required repairs to the High Street projecting clock**

The following extract below was received by email from the Clock repair company used to service both the Shire Hall Clock and the High Street Clock located on the Barretts building. The email has been uploaded to SharePoint in full.

*During our most recent visit to the clock, our engineers identified that the clock lighting has failed and recommended that it be replaced.*

*Due to the access arrangements and associated health and safety requirements, two engineers are required to attend site. This increases the cost of what would otherwise be a relatively straightforward procedure.*

*With this in mind, I have outlined two options below:*

#### Option 1

*We attend site as a dedicated visit to erect the self-supporting scaffold tower and replace the lighting at the earliest opportunity.*

*Cost: £2,585.00 net + VAT.*

#### Option 2

*We replace the lighting during the next scheduled annual service visit. This would remove the additional costs associated with scaffold erection, travel time, and extra labour.*

*Cost: £1,245.00 net + VAT.*

*The drawback of the second option is that, in line with our service agreement schedule, we would not be due to attend until early 2027.*

Members are asked how they wish to proceed.

### **To consider the required repairs to the High Street projecting clock.**

## **Item 11**

### **To consider the request from Councillor Adelson to install swift boxes on the Shire Hall.**

The following email has been received via Cllr. Adelson for consideration.

As the scaffolding at Shire Hall is scheduled to remain in place until 1 June, there is a limited opportunity to install bird boxes during this period. Members are also reminded that the installation of bird boxes would require Listed Building Consent.

*Good afternoon David*

*Thanks to a very generous donation Save Our Suffolk Swifts are able to offer nest boxes for suitable prominent elevations of public buildings.*

*Save Our Suffolk Swifts would be very happy to donate nest boxes for installing under the eaves of The Shire Hall. The nest boxes would be bespoke so to be fixed vertically upwards into the wooden soffit so the rear of the nest box is away from the cornice detail that is against the brickwork. The boxes will be made of treated timber, light and robust.*

*The boxes are fixed with 2 vertical screws at each end of the nest box. This would be best done once the soffit has been prepared for painting so the nest boxes can be painted in with the woodwork to match. This is a simple job for the contractor, I know that Chapel Properties would be happy to do this.*

*I would propose that a series of nest boxes on all 4 elevations are installed, fitted in pairs for symmetry. Swifts are clean around the nest site but I would avoid having them above doorways.*

*We would also donate a 240V call system if this is practicable. There are Swift nests in the vicinity so not essential but we know they rapidly speed up the process of nest boxes being found.*

*Swifts' decline is primarily the result of the loss of their nest sites during renovation works, below is a graphic showing the uptake of nest boxes in Suffolk by Swifts during our project. There is also a graph showing the increase in the number of Suffolk locations that have Swifts using nest boxes.*

*This is a wonderful opportunity to expand their population in a prominent location for the public to enjoy.*

**Members are asked to consider the request from Cllr. Adelson to install swift boxes on the Shire Hall.**

## **Item 12**

### **To note the outcome of the auction sale of land at Brock Lane.**

At the March meeting of the Amenities Committee, Members agreed:

#### **23. To consider a recommendation from the Amenities Committee regarding the land for sale at Brock Lane.**

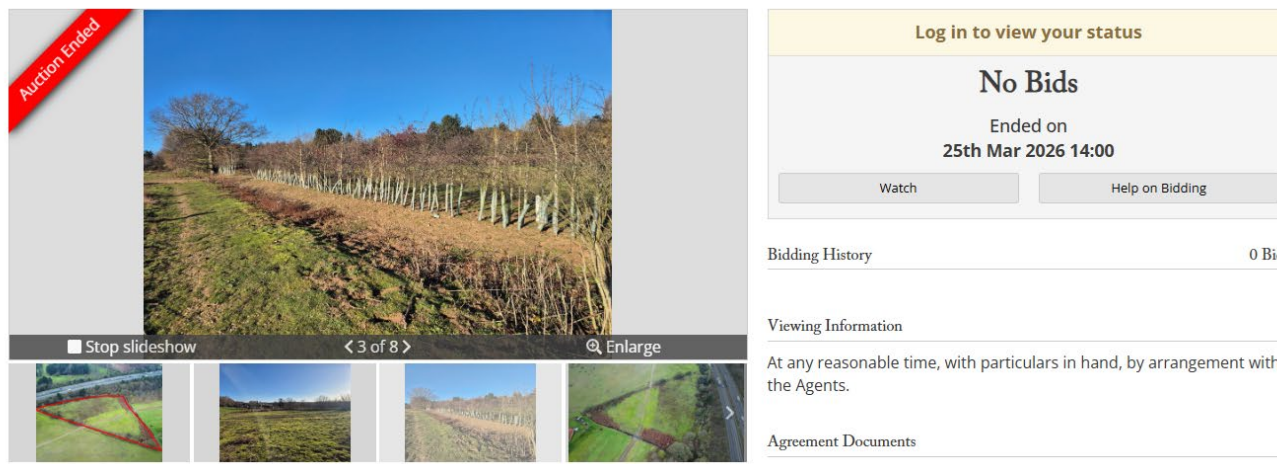
The Council approved the recommendation from the Amenities Committee that the Council does not seek to bid on the land for sale at Brock Lane.

Officers will monitor the sale and report on the outcome of the auction – should the land not sell the Amenities Committee will be notified and further consideration given.

The auction ended at 2pm on Wednesday the 25<sup>th</sup> March, there were no bids.

Lot 1 - Land Adjoining Brock Lane, Martlesham, Ipswich, Suffolk, IP13 6LL

Unconditional Online Auction Sale | Guide Price\* : £15,000 | Bedrooms: 0 | Bathrooms: 0 | Reception Rooms: 0



Log in to view your status

**No Bids**

Ended on  
25th Mar 2026 14:00

Watch Help on Bidding

Bidding History 0 Bids

Viewing Information

At any reasonable time, with particulars in hand, by arrangement with the Agents.

Agreement Documents

The Town Clerk has subsequently received a call from Clarke and Simpson enquiring if the Council remain interested in the land and 'doing a deal'. There is however other interest and Clarke and Simpson will phone prior to this meeting to confirm if the land has sold in that time.

**Members are asked to note the outcome of the auction sale of land at Brock Lane.**