

To Members of the Amenities Committee

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

Cllr. Sue Bale
Cllr. Eamon 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 4th March 2026 at 7pm.**



Belinda Lloyd
Deputy Town Clerk
27th February 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

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

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 7th January 2026.

6. To note the 25/26 Amenities Committee budget and committed expenditure.

7. To consider the Estate Team's plan for Elmhurst Park.

8. To consider the terraced seating designs for Elmhurst Park

9. To receive an update on the Fen Meadow play area and future CIL application.

10. To receive an update on the Kingston Playing Field project.

11. To note the final costs for the Elmhurst Park Toilets refurbishment.

12. To note the opportunity of land available in Martlesham.

13. Closure.

Item 6

To note the 25/26 Amenities Committee budget and committed expenditure.

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
					0.00	
				Opening Balance	0.00	
1	04/04/2025	HMLA01	Purchase Ledger	Land Registry Search KF	14.00	
2	07/05/2025	PRLO01	Purchase Ledger	VE Peace Tree Stake/Engrave	40.00	
2	08/05/2025	BOTA01	Purchase Ledger	1 x Pear Tree&Supplies Split C	166.47	
4	09/07/2025	HMLA01	Purchase Ledger	Land Registry Search re LGR	14.00	
6	16/09/2025	PORT01	Purchase Ledger	KF Storage Shed (Split Cost)	847.50	
		Account Amenities Cttee Exp		Account Totals	1,081.97	0.00
		Centre Committee Expenditure		Net Balance Month 12	1,081.97	

Committed expenditure: (before 31 March 2026)

Spencer Wix - Amendments to the War Memorial.

To repaint existing inscription with gold enamel paint. £630.00 + vat

To hand cut and alter lettering. £80.00 + vat

£710.00 + vat

Overall 2025/26 budget: £10,000

Spent to date: £1081.97

Committed expenditure: £710.00

Balance: £8208.03

To note the 25/26 Amenities Committee budget and committed expenditure.

Item 7

To consider the Estate Team's plan for Elmhurst Park.

The Estates Officer and Head Gardener will deliver a presentation to all Councillors on Monday 2nd March at 4pm in the Shire Hall Council Chamber.

The PowerPoint presentation from the meeting will be uploaded to SharePoint following the meeting.

Members are asked to consider the plan for Elmhurst Park presented at the meeting.

Item 8

To consider the terraced seating designs for Elmhurst Park.

At the meeting held on Wednesday 7th January 2026, the committee agreed:

10. To discuss the ideas for seating in Elmhurst Park.

The Committee agreed that Officers be asked to investigate the costs of a terraced seating area in the Elmhurst Park dip, including wildflower and grass planting.

The Committee noted that these costs will be required for consideration by the Finance Committee at its February meeting, when year-end movements will be recommended to the March meeting Council.

Insert Images of the terraced seating area.

Insert estimated costs

Members are asked to consider the terraced seating designs for Elmhurst Park and to consider if you would like to make a recommendation to the Finance Committee, to earmark the unspent balance of the Committee budget for this project.

Item 9

To receive an update on the Fen Meadow play area and future CIL application.

The Deputy Town Clerk has updated a tender document (uploaded to SharePoint) and been in contact with a nature play company called Wildwood UK who specialises in bespoke sustainable natural play areas that promote natural habitats.

<https://www.wildwooduk.com/>

Example of a previous projects:



The Deputy Town Clerk (DTC) has reached out to a few companies to quote for the removal of the metal equipment and rubber matting.

On the 1st of April, The East Suffolk Council CIL Play Fund application window opens, The DTC has been in touch with Sarah Shinnie who is happy to review the draft application prior to submission. The application will require an oven ready project plan for the application which is currently being drafted awaiting quotes.

Copies of emails have been uploaded to SharePoint

To receive an update on the Fen Meadow play area and future CIL application.

Item 10

To receive an update on the Kingston Playing Field project.

The Deputy Town Clerk has reviewed a tender style document and is working on obtaining quotes for the individual elements discussed at the previous meeting:

- Pathways
- Multi Use Games Area – Pickle ball, cricket nets
- Removal of the Cricket Strip and laid turf
- Removal of the Gym equipment and replacement with balance and non-mechanical exercise equipment
- Extension of the Pétanque Piste

A meeting with Caloo (the original installer of the existing path) has been scheduled for Tuesday 3rd March 2026. They are able to quote for MUGA and gym equipment too.

The visual plan and tender document have been uploaded to SharePoint.

To receive an update on the Kingston Playing Field project.

Item 11

To note the final costs for the Elmhurst Park Toilets refurbishment.

As presented to the Finance Committee at the meeting on the 25th February 2026.

The renovated Elmhurst Park toilets are now open – the final project costs have been requested and these are provided below.

For background, Council originally agreed to allocate £31,000 of CIL money in [October](#) 2024, adding an extra £5,694.42 of CIL in [July](#) 2025, and £1,816.60 in [November](#) – this provided a total CIL amount for the project of £38,511.02. At the July meeting of the Council, it was also agreed that any additional money required to complete the project could be spent from EMR 315.

From EMR 405 (EP toilets), £13,509.00 was spent in 2024/25, with an additional £25,002.02 in this year – utilising the full amount of CIL available – £38,511.02.

A/c Code		9405 EP Toilets EMR			Annual Budget	
Centre		900 Projects			Committed	
Month	Date	Reference	Source	Transaction Detail	Debit	
				Opening Balance	0.00	
9	16/12/2024	TOTA01	Purchase Ledger	EP Toilet Wrks-Re Brick Wings	2,250.00	
9	16/12/2024	TOTA01	Purchase Ledger	EP Toilet Wrks-Re Int.StripOut	1,750.00	
11	31/01/2025	TOTA01	Purchase Ledger	EP Toilet Wrks Roofing	1,650.00	
11	12/02/2025	TOTA01	Purchase Ledger	EP Toilet Wrk 1st Fix Plumbing	3,450.00	
11	25/02/2025	BACS	Cashbook	LIG Expenses re EP Toilets	9.00	
12	31/03/2025	TOTA01	Purchase Ledger	EP Toilet Works	4,400.00	
		Account	EP Toilets EMR		Account Totals	13,509.00
		Centre	Projects		Net Balance Month 12	13,509.00

A/c Code		9405 EP Toilets EMR			Annual Budget	
Centre		900 Projects			Committed	
Month	Date	Reference	Source	Transaction Detail	Debit	
					Opening Balance	0.00
3	26/06/2025	JEWS03	Purchase Ledger	EP Toilet Refurb Sanitaryware	5,525.26	
3	26/06/2025	JEWS03	Purchase Ledger	EP Toilet Refurb Sanitaryware	116.77	
4	10/07/2025	JEWS03	Purchase Ledger	EP Toilet Refurb Sanitaryware	2,074.57	
5	28/08/2025	NORF01	Purchase Ledger	EPToilets Supply/Fit New Doors	9,668.58	
6	19/09/2025	TOTA01	Purchase Ledger	EP Toilets Fascia Works	780.00	
7	08/10/2025	ELIT01	Purchase Ledger	EPT Spply/Inst Walling/Floorng	5,020.24	
9	07/12/2025	TOTA01	Purchase Ledger	EP Toilet Refurb Electrical Wk	1,800.00	
9	13/12/2025	TOTA01	Purchase Ledger	EP Toilet Refurb 2nd Fix Plumb	16.60	
Account EP Toilets EMR					Account Totals	25,002.02
Centre Projects					Net Balance Month 12	25,002.02

An additional £11,208.00 was utilised from EMR 315 (red highlight):

A/c Code		9315 Future Years Maintenance EMR			Annual Budget		0
Centre		900 Projects			Committed		1,948
Month	Date	Reference	Source	Transaction Detail	Debit	Credit	
					Opening Balance	0.00	
2	09/05/2025	WOOD12	Purchase Ledger	Contrib to Accessible Toilet	1,500.00		
7	08/10/2025	ELIT01	Purchase Ledger	EPT Spply/Inst Walling/Floorng	3,691.37		
7	14/10/2025	CEF01	Purchase Ledger	EP Toilet Refurb Lighting	325.58		
9	01/12/2025	CEF01	Purchase Ledger	EP Toilet Refurb Lights Rfnd		188.82	
9	01/12/2025	CEF01	Purchase Ledger	EP Toilet Refurb New Lights	162.65		
9	13/12/2025	TOTA01	Purchase Ledger	EP Toilet Refurb 2nd Fix Plumb	7,028.40		
10	28/01/2026	EAST06	Purchase Ledger	EP Toilets Cleaning Jan 2026	789.20		
Account Future Years Maintenance EMR					Account Totals	13,497.20	188.82
Centre Projects					Net Balance Month 12	13,308.38	

The final project cost was therefore £49,719.02.

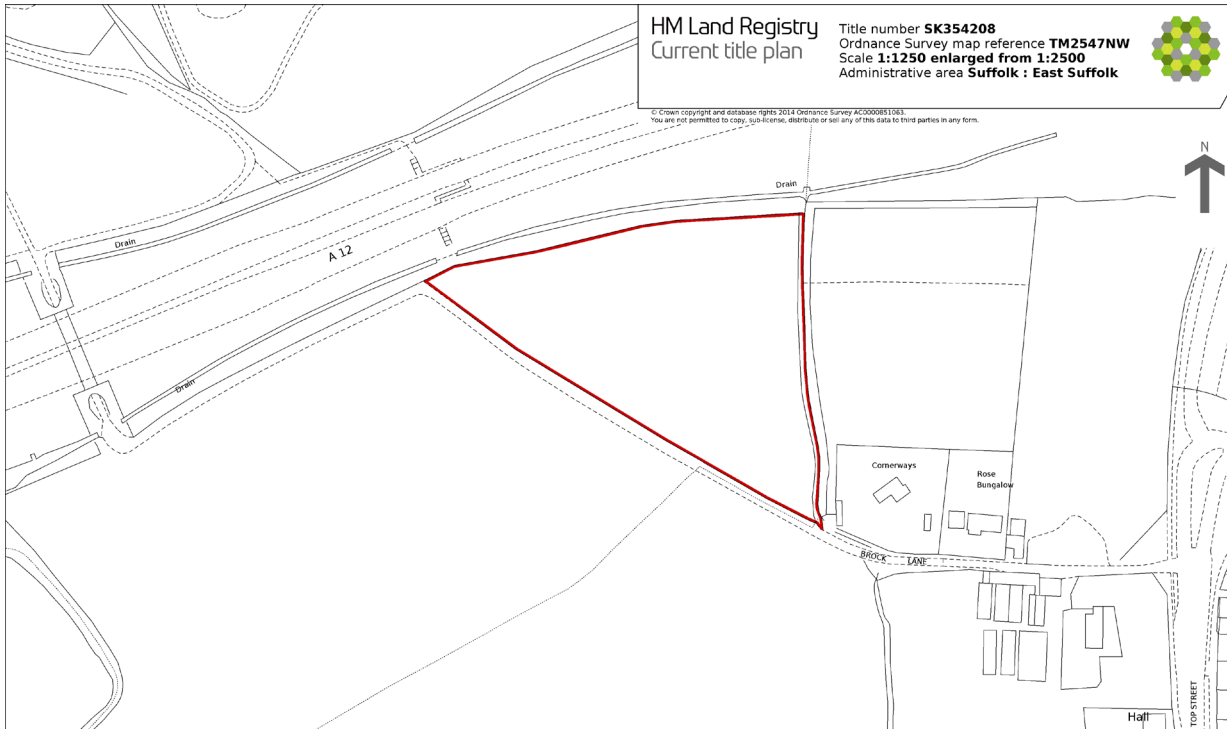
To note the final costs for the Elmhurst Park Toilets refurbishment.

Item 12

To note the opportunity of land available in Martlesham.

The Council delegated officers to investigate the potential acquisition of land on the estate for allotment purposes. Although the land is not located within the parish of Woodbridge, it directly borders the parish and lies within the parish of Martlesham.





<https://clarke-simpson.eigonlineauctions.com/lot/details/174209>

Members are requested to note the availability of land within the parish of Martlesham and to consider whether the Committee wishes officers to investigate the potential acquisition further.