

## 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 6<sup>th</sup> May 2026 at 7pm.**



Belinda Lloyd  
Deputy Town Clerk  
30<sup>th</sup> April 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 1<sup>st</sup> April 2026.**

**6. To note the discontinuation of two Woodbridge Town Council owned defibrillators and consider their replacement.**

**7. To receive further costings for the management of the Salto locks on Elmhurst Park toilets.**

**8. To discuss the request from Town Council to consider longer summer opening hours of Elmhurst Park Toilets.**

**9. To discuss the request from Town Council to consider the current bin emptying schedule, signage and the consideration of the trial removal of bins at a specific location, including the requirement for public engagement and communication.**

**10. Closure.**

## **Item 6**

### **To note the discontinuation of defibrillators on the estate and consider their replacement.**

Members are asked to note that the Defibrillators located at Avenue Evangelical Church on Warwick Avenue and The Police and Fire station on Theatre Street have been discontinued and replacement parts are not in production as from February 2026.

Stock has been very difficult to get hold of and replacement parts are not readily available meaning that these two locations are now offline, as both the batteries and pads have now expired.

The Deputy Town Clerk has been in contact with The Defibstore, the Defibshop and Ken Hawley the First Aid Tainer who delivers training and first aid services to the Council.

Members are asked to consider the following options:

1. A five year contract on the Primedic model for £91.25 + vat per quarter per unit, this includes pads and batteries servicing and training. (Defibshop) – Annual cost of £365 per unit.
2. Purchase 2 new defibrillators at the costs outlined below:

Replacement Defibrillator model	Cost to replace incl. discount, delivery and collection. +vat	Replacement battery cost	Replacement pad costs	Warranty	Notes
Cardiac Science*	£920 each	£300	£59 - £70	5 years	Pads are adult only and have a 2 year shelf life.
Primedic	£735 each	£225	£70	8 years	Pads are both paediatric and adult and have a 5 year shelf life.

\*We currently have 2 Cardiac Science models in other locations.

Quotes have been uploaded to SharePoint.

**Members are asked to note the discontinuation of defibrillators on the estate and consider their replacement.**

## **Item 7**

### **To receive further costings for the management of the Salto locks on Elmhurst Park toilets.**

The minutes from the April meeting of the Amenities Committee read:

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

Members asked the Deputy Town Clerk to work with the Estates Manager to bring a more detailed report to a future Amenities Committee meeting outlining the available options. This should include obtaining a quotation and service offer from East Suffolk Council for future maintenance, as well as information on how the locks are currently managed and the costs associated with this arrangement.

The Committee also requested that toilet opening times be set in a way that avoids disruption when the clocks change in spring and autumn. E.g. 08.30 – 16.30 Summer and 7.30 – 15.30 Winter. Appropriate signage should also be installed to clearly display the opening times for users.

Officers have now received a quote from East Suffolk Services for the ongoing management of the Salto locks. For completeness the previous full costs received are as follows:

1. 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 and opt for the cloud hosted solution at a single payment cost of £1,151.83 This would provide the purest remote option. Following tests, Wifi would work with the same solution provided at the Gardeners Shed at a cost of £25 per month.
3. East Suffolk Services have provided a quote for an "as required" service and these costs are:
  - call out (attend site next day) including up to 1st hour on site is £52.50 + vat
  - emergency call out (attend site within 4 hours) £69.98 + vat and £35 per hour thereafter
  - outside normal hours (weekdays 17:00 to 08:00hrs and all day Sat and Sun) £104.97 + vat and £52.50 per hour thereafter.

**Members are asked to note the further costings for the management of the Salto locks on Elmhurst Park toilets and confirm the requirement for future management of the locks.**

## **Item 8**

### **To discuss the request from Town Council to consider longer summer opening hours of Elmhurst Park Toilets.**

At the Town Council meeting held on Wednesday the 22<sup>nd</sup> of April 2026 the Council discussed Item 7 on the agenda, the discussion focussed on the bin emptying regimes and toilet opening times, both of which had been discussed on local social media. The Council requested that the Amenities Committee consider the following at their next meeting:

- The opening times of the Elmhurst Park toilets – could longer opening hours be accommodated during the summer months? The Council was minded to fund any reasonable costs involved in such a change.

**Members are asked to discuss the request from Town Council to consider longer summer opening hours of Elmhurst Park Toilets.**

## **Item 9**

### **To discuss the request from Town Council to consider the current bin emptying schedule, signage and the consideration of the trial removal of bins at a specific location, including the requirement for public engagement and communication.**

At the Town Council meeting held on Wednesday the 22nd of April 2026 the Council discussed Item 7 on the agenda, the discussion focussed on the bin emptying regimes and toilet opening times, both of which had been discussed on local social media. The Council requested that the Amenities Committee consider the following at their next meeting:

- The bin empty schedule/ agreement in place with East Suffolk Services Limited – could the collection days be altered or increased to ensure a better service for the town. Notices, similar to those seen in Martlesham and Melton, should be attached to the bins across the estate. Consideration of the trial removal of bins at a specific location was also requested, including the requirement for public engagement and communication.

On the 1<sup>st</sup> of April 2026, East Suffolk Services (ESS) took over the bin collection services from the previous contractor. This happened to fall on a bank holiday weekend, and at a point in time when two key management staff members left their posts at ESS. A breakdown in communication, a new contract starting, the bank holiday weekend and the much-awaited sunshine proved to be the perfect storm for overflowing bins and many social media posts about it. The Estates Manager has been in contact with ESS and they have sent an apology for the upset and disruption.

Since then, bins are being checked every day, the Estates team are happy that the contract is being delivered, and the services are running smoothly.

Costs to do a weekend collect are being sort.

An example of signage used by Melton Parish Council



**Members are asked to discuss the request from Town Council to consider the current bin emptying schedule, signage and the consideration of the trial removal of bins at a specific location, including the requirement for public engagement and communication.**