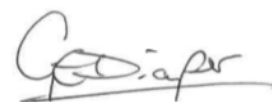


To Members of the Town Council

Cllr. David Adelson	Cllr. Ruth Leach	Cllr. Nigel Phipps	Cllr. Michael Sutton
Cllr. Sue Bale	Cllr. Eamonn O’Nolan	Cllr. Tom Rogerson	Cllr. Katharine Turner
Cllr. Ellie Beck	Cllr. Sharon Miller	Cllr. Simon Sadler	Cllr. Catherine Walsh
Cllr. Geoff Holdcroft	Cllr. Doreen Pegg	Cllr. Robin Sanders	Cllr. Martin Wilks

You are hereby summoned to attend the **meeting of the Town Council** to be held at the **Shire Hall** on **Wednesday 22nd July at 6pm.**



Greg Diaper
Town Clerk
17th July 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 thirty 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 for absence.**
To receive any apologies for absence.
- 2. Declarations of Member Interests.**
To receive any declarations of interest in respect of items on this agenda.



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

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. Members are reminded that they are responsible for ensuring their [Register of Interest](#) is up to date.

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. Thirty minutes maximum – three minutes per person.

5. To agree and approve the [minutes](#) of the meeting held 17th June 2026.

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

- a. [Planning](#) – 24.06.26
- b. [Climate & Ecological Emergency](#) – 01.07.26
- c. [Amenities](#) – 01.07.26
- d. [Planning](#) – 08.07.26
- f. [Highways](#) – 13.07.26

7. To consider and approve Town Council payments list for July 2026.

8. To note the following Town Council Accounts:

- a. Payments made since the June Town Council Meeting
- b. Direct Debit payments for June 2026
- c. HSBC Corporate Card payments for June 2026
- d. Bank Reconciliation and Supporting Statements to 30 June 2026
- e. Debtors report to 30 June 2026 (Confidential)

9. To note the Council's financial position as at 30 June 2026.

- a. Income and Expenditure Report to 30.06.2026
- b. Balance sheet as of 30.06.2026

10. Openness and accountability of Woodbridge Town Council:

- a. To receive a report from the Town Mayor
- b. To receive an update from the Town Clerk
- c. To receive a follow up from Cllr. Sadler regarding the Woodbridge Town Council 'Public communications' plan.

- d. To receive a report from Cllr. Sanders regarding matters arising from the Sizewell/ NSIP meetings. In addition, the Council will be updated on in the event of new information:
 - i. The A12 upgrade
 - ii. East Suffolk Rail Line services

11. To consider the significant projects of the Council.

- a. The Shire Hall
 - i. an update on the work undertaken by Chapel Properties to date, including additional work identified and agreed.
 - ii. Receive an update from the Shire Hall Working Party.
- b. Local Government Reform
 - i. To receive an update from the green spaces due diligence working group;
 - ii. To receive an update on the built spaces project
- c. Greater Whisstock's area matter (Floodgate, Foreshore, POS etc)
- d. Kingston Field improvements

12. To note the receipt of a written report from County Councillor Leach.

13. To note the receipt of a written report from District Councillors Leach and Molyneux.

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

15. To consider the recommendations from the Policy Review Working Parties in regard of the Council's Priority Policies.

16. To consider and agree topics to be requested as agenda items at the East Suffolk Council 'Mayors and Chairs' meeting.

17. To consider a report and possible actions following the illegal encampment on Kingston Field.

18. To consider expenditure recommendations from the Youth Council.

19. To receive an update on recent events in the Town partly organised by the Council (Suffolk Day and Gurkha)

- 20. To consider a request for grant funding from the Community Tech Hub CIC.**
- 21. To consider the recommendation from the Planning Committee regarding a response to the East Suffolk 'Local Plan Scoping Consultation'.**
- 22. To consider the funding agreement provided by East Suffolk Council further the application for CIL support toward the improvement of the Fen Meadow play area.**
- 23. 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.**
- 24. To appoint an Honorary Freeman or Freewoman of Woodbridge.**
- 25. To receive a recommendation from the Staffing Committee Interview Working Party as to the appointment of a person to the position of Finance and Admin. Officer to Woodbridge Town Council.**
- 26. To note a letter received from the Chair of the Woodbridge Community Hall Management Committee and to agree the next steps.**
- 27. Closure.**

Item 7

To consider and approve Town Council payments list for July 2026.

In order to accord with section 6.10 of the Council's Financial Regulations (below in italics), the Council must agree to authorise the monthly list of payments to the Council's contractors and suppliers (which may also include expenses payments to Members, grants, refunds etc).

The RFO shall present a schedule of payments requiring authorisation at council level, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the agenda of that meeting.

Provided via the Council's [website](#) is the list for June – **Members are asked to consider and approve the Town Council payments list for July 2026.**

Item 8

To note the following Town Council Accounts

- a. Payments made since the June Town Council Meeting
- b. Direct Debit payments for June 2026
- c. HSBC Corporate Card payments for June 2026
- d. Bank Reconciliation and Supporting Statements to 30th June 2026

Account	30 April	31 May	30 June
Current	£5,366.38	£10,293.25	£8,296.60
Money	£459,383.71	£383,971.13	£307,529.75
SBS	£300,070.23	£300,070.23	£300,070.23
Petty	£54.57	£169.34	£105.93
Unity	£281,120.67	£ 281,120.67	£282,487.38
Total	£1,045,995.56	£975,624.62	£898,489.89

- e. Debtors report to 30th June 2026 (Confidential)

Provided via the Council's [website](#) are the above listed documents, **which Members are asked to note.** Members are advised that these documents are provided in the public domain to ensure full public accountability of the Council's accounts (excluded the debtors report), and to assist the Council's internal and external auditors during their review of the Council's finances.

Item 9**To note the Council's financial position as at 30 June 2026.**

Provided overleaf are the income and expenditure figures and statutory balance sheet to 30 June which summarise the Council's financial position across its day to day budget headings, bank accounts and reserves.

	30 April	31 May	30 June
Income (% spent)	£334,403 (45.6%)	£335,157 (45.7%)	£344,157 (46.9%)
Expenditure (% spent)	£37,819 (9.4%)	£79,154 (15.1%)	£129,379 (21.7%)
General Reserve	£403,034	£362,453	£321,229
Earmarked Reserve	£581,180	£580,758	£536,126
Total	£984,214	£943,211	£857,354

Members are asked to note the Council's financial position as at 30 June 2026.

Income & Expenditure by Budget 30/06/2026

Month No: 3

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>						
1100 Hire of Elmhurst Park	25	1,000	975			2.5%
1200 Hire of Kingston Field	75	400	325			
1210 KP-Property Income	3,000	4,500	1,500			66.7%
1216 Whisstocks Develop. Lrt Income	1,607	6,426	4,820			25.0%
1217 Museum Income	213	853	640			25.0%
1218 WRT Income	517	2,067	1,550			25.0%
1220 Tennis Court Income	0	2,228	2,228			0.0%
1230 Allotment Rents	525	600	75			87.5%
1235 Property Re-charges	280	0	(280)			0.0%
1500 Hire of Shire Hall	358	2,000	1,642			17.9%
1505 Hire of Shire Hall Mkt Square	0	1,000	1,000			0.0%
1520 Hire of Whisstocks Waterfront	225	5,000	4,775			4.5%
1525 Whisstocks Quay Property Inc.	0	1,725	1,725			0.0%
1600 Precept	327,379	654,757	327,379			50.0%
1620 Wedding Income	688	21,000	20,313			3.3%
1690 Interest Received	2,248	17,000	14,752			13.2%
1700 Market Rents Received	1,062	4,000	2,938			26.6%
1870 CIL Income	5,708	6,000	292			95.1%
1871 Tide Mill Quay Inc	249	1,000	751			24.9%
1900 Building Insurance Re-charges	0	2,434	2,434			0.0%
Total Income	344,157	733,990	389,833			46.9%
<u>Overhead Expenditure</u>						
4005 Maintenance	2,237	15,794	13,557	480	13,077	17.2%
4010 Bin Emptying Contract	2,368	9,500	7,132	6,997	135	98.6%
4020 WTC Vehicles - in year costs	351	5,290	4,939		4,939	6.6%
4030 Estate planting	1,425	10,000	8,575		8,575	14.3%
4040 Gardening contingency	858	4,000	3,142	2,775	367	90.8%
4050 Gardening equipment	587	500	(87)		(87)	117.4%
4100 Utilities	578	13,000	12,422	3,119	9,303	28.4%
4125 Toilets - cleaning, maint, etc	2,931	11,814	8,883	7,735	1,148	90.3%
4127 Cleaning - KP public toilet	0	5,500	5,500		5,500	0.0%
4128 EP Changing places + clean	0	1,500	1,500		1,500	0.0%
4131 Events/Activities	(300)	6,000	6,300		6,300	(5.0%)
4135 Projects	4,065	30,125	26,060		26,060	13.5%
4410 Allotment Expenses	54	200	146		146	27.0%
4510 Telephone	285	1,100	815		815	25.9%
4515 Cleaning	546	3,000	2,454	2,128	326	89.1%
4600 Salaries	46,960	232,312	185,352		185,352	20.2%
4601 Salaries PAYE Tax/NI	11,909	83,587	71,678		71,678	14.2%

Continued over page

Income & Expenditure by Budget 30/06/2026

Month No: 3

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4602 Salaries Pension Contribs	14,271	78,127	63,856		63,856	18.3%
4603 Salaries Travel/Mileage	238	1,000	762		762	23.8%
4604 Salaries Subsistence	150	250	100		100	60.0%
4620 Mayor's Expenses	84	2,000	1,917		1,917	4.2%
4625 Mayor's Receptions/Civic Tea	404	3,000	2,596		2,596	13.5%
4630 Deputy Mayor's Expenses	0	400	400		400	0.0%
4635 Hospitality	30	150	120		120	20.3%
4636 Staff Vacancy advertising	175	515	340		340	34.0%
4640 Stationery & Printing	108	1,000	892		892	10.8%
4642 New website	263	250	(13)		(13)	105.0%
4645 Computer Maintenance Contract	8,767	17,000	8,233		8,233	51.6%
4650 Training (Staff)	969	4,646	3,677		3,677	20.9%
4655 Training (Cllrs) & Expenses	228	750	523		523	30.3%
4660 Photocopier	701	1,500	799		799	46.7%
4670 Postage	0	155	155		155	0.0%
4675 Wedding Expenses	2,530	2,750	220	396	(176)	106.4%
4685 Maintenance Officer Supplies	249	2,000	1,751		1,751	12.4%
4750 Surgeries and External Meeting	438	500	63		63	87.5%
4800 Grants Scheme	0	25,000	25,000		25,000	0.0%
4805 Regatta Insurance	537	600	63		63	89.5%
4810 Tide Mill Grant	7,500	17,500	10,000		10,000	42.9%
4825 Remembrance Day Expenditure	0	1,200	1,200	798	402	66.5%
4830 Foreshore Rent -Tide Mill Quay	690	2,380	1,690		1,690	29.0%
4841 Youth Engagement	1,500	5,000	3,500		3,500	30.0%
4842 Young Adult Support (18-25)	418	5,000	4,582		4,582	8.4%
4843 Permissive Toilet Scheme	1,500	1,500	0		0	100.0%
4844 Senior Support	0	5,000	5,000		5,000	0.0%
4846 NSIPS	0	2,500	2,500		2,500	0.0%
4847 International/Twinning	0	5,000	5,000		5,000	0.0%
4848 Comms	3,254	10,000	6,747		6,747	32.5%
4853 Christmas Light fund	0	9,000	9,000		9,000	0.0%
4881 Whisstocks (other) Expd.	441	2,900	2,459	216	2,243	22.7%
4900 Bank Charges	6	600	594		594	1.1%
4905 Insurance Costs	2,500	17,870	15,370		15,370	14.0%
4910 Audit & Accountancy Charges	(1,365)	2,500	3,865		3,865	(54.6%)
4915 Other Subscriptions (inc SALC)	2,032	2,000	(32)		(32)	101.6%
4920 Internal Auditor Charges	0	1,288	1,288		1,288	0.0%
4925 Legal Fees	2,014	13,000	10,986	2,000	8,986	30.9%
4930 LGR	1,080	15,000	13,920		13,920	7.2%
5100 Amenities Cttee Exp	260	10,000	9,740	(0)	9,740	2.6%
5150 Planning Cttee Exp	0	1,000	1,000		1,000	0.0%

Continued over page

Income & Expenditure by Budget 30/06/2026

Month No: 3

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
5200 Highways Cttee Exp	2,253	5,000	2,747		2,747	45.1%
5250 Climate Emergency Cttee Exp	302	10,000	9,698		9,698	3.0%
5310 Pest Control	0	500	500		500	0.0%
Total Overhead	129,379	720,553	591,174	26,644	564,531	21.7%
Total Income	344,157	733,990	389,833			46.9%
Total Expenditure	129,379	720,553	591,174	26,644	564,531	21.7%
Net Income over Expenditure	214,779	13,437	(201,342)			
plus Transfer from EMR	75,305	0	(75,305)			
less Transfer to EMR	19,146	0	(19,146)			
Movement to/(from) Gen Reserve	270,938	13,437	(257,501)			

Agenda Item 9 (b)**Woodbridge Town Council Current Year****Balance Sheet as at 30/06/2026****31st March 2026****30th June 2026**

Current Assets		
925	Debtors	8,375
29,657	VAT Control Account	20,731
789	Prepayments	0
10,210	Current Account	8,297
153,190	Money Manager Account	307,530
300,070	Suffolk Building Society	300,070
89	Petty Cash	106
281,121	Unity Trust Account	282,487
776,050		927,595
776,050	Total Assets	927,595
Current Liabilities		
14,886	Creditors	30,547
10,630	Accruals	0
6,225	PAYE/NI Creditor	0
26,429	Income in Advance	39,694
58,169		70,241
717,881	Total Assets Less Current Liabilities	857,354
Represented By		
125,596	General Reserves	321,229
592,285	Earmarked Reserves	536,126
717,881		857,354

The above statement represents fairly the financial position of the Authority as at 30/06/2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Item 10

Openness and accountability of Woodbridge Town Council:

- a. To receive a report from the Town Mayor

Mayor's engagements since 15 June 2026:

21 June	Suffolk Day organized by St Mary's Church with support from Woodbridge Town Council including civic service, street food, strawberries and cream, "Shire Hall" brass quintet, poetry reading and fizz with Quentin Cowdry, "Up the steps" a brief history of the Shire Hall, Burnt House Vineyard wine tasting and "Spirit of Place" piano recital with Will Ferguson.
22 June	Meeting with Woodbridge and Melton Society (Joeske van Walsum, Sir Nick Young and Tristan McConnell) and WTC (Simon Sadler and Nigel Phipps) to exchange views on the next steps regarding the Shire Hall.
7 July	Meeting of the twinning committee to finalise plans for the international picnic.
7 July	Roundtable hosted by our MP, Jenny Riddell-Carpenter on the East Suffolk Line with Greater Anglia, GB rail, and Sizewell to up-date on options to improve services.
7 July	Final meeting for this school year of the WTC Youth Council.
8 July	Meeting with the Sutton Hoo Ship's Company (Sean McMillan and Bill Newman) on the launch plans for the boat and visitor experience in the Longshed.
9 July	Army Engagement Event in Colchester. Opportunity to explore issues related to the military cadets in the region.
9 July	Steve Norris, Executive Director - National Head, Planning, Regeneration + Infrastructure at Lambert, Smith Hampton to exchange views on matters relating to Local Government Reform.
12 July	3 rd annual International Picnic on Kingston Field hosted by the Twinning Committee with Pétanque and a quiz to test knowledge of France. Enjoyable event with some 35 people.
13 July	Introductory meeting with Tony Druce, Founder of Dwello following the Mayor's Monthly published in the July Woodbridge Flyer.
13 July	Update meeting with Iain Cochran, Architect, to review the project related to Local Government Reorganisation.
14 July	Meeting with Inspector Nicola Turner, Inspector - Ipswich East, Woodbridge and Felixstowe - Community Policing Team. Introductory meeting following Sergeant Rocky Hussain's meeting with Council last month.
14 July	Woodbridge Riverside Trust. Meeting with the Chair, Pat Clarke, to receive an update on relevant matters.
15 July	Meeting with Paul Ellis, Partner, Carter Jonas re Local Government Reorganisation.
17 July	Meeting with Michael and Jill Grist and John Risby to follow up on Michael's intervention at the Town Meeting where he suggested we might consider (re?) establishing the role of a Town Manager.
17 July	Woodbridge Primary School Year 6 graduation at the Shire Hall. A well supported, lovely event.
17 July	Meeting with Councillors Sanders and Adelson and the Town Clerk to finalise the draft WTC submission on the ESC Local Plan Scoping Consultation. This will now go to Council.
17 July	Mayor of Ipswich, Councillor Pat Bruce-Browne, at home reception at the newly refurbished Regent Theatre.

Deputy Mayor engagements since 15 June

27 June Gurkha Community Day hosted by WTC, Deputy Mayor Ellie Beck, and our MP, Jenny Riddell-Carpenter at the Football Club for the 70 Gurkha Parachute Squadron. The soldiers and their families, recently arrived at Rock Barracks transferring from Maidstone and as part of 23 Parachute Engineer Regiment, they have the Freedom of our Town. With a traditional English tea, some games for the youngsters and over 100 badges being made, it provided an enjoyable occasion and an opportunity for the town to show its appreciation of the Gurkhas and what they do for us all.

- b. To receive an update from the Town Clerk

<u>Project</u>	<u>Position</u>
Sale of properties	Prior to the deadline of 1 July, the content of the contract and sale agreement was agreed between the parties, and papers were prepared for signing. Before this could happen, advice was received from HM Land Registry that they had rejected the sale plan as provided to them by the Council's solicitors. Whilst an updated plan was quickly provided, it was accepted that this was an error on the Council's side, and the 1 July deadline was not upheld in this instance. We were advised on 6 July that Land Registry had accepted the revised sale plan. Our solicitors have now advised that we are now waiting for confirmation from the ESC legal team that the restriction relating to the overage will be removed once this sale is completed – they advise we don't complete until ESC have confirmed the removal (we will still have to pay ESC). Solicitors chased for comment on 14 July.
Community Hall	Item 21 provides a communication from the Chair of WCHMC for Council to consider – this relates to the future of the property. The following is an update received on 14 July from Brawdria, the firm organising the repairs to the building: Good morning, Greg I am just awaiting sight of our specialist's PCIP documentation in connection with CDM Regulations. Once I have this documentation, I can then issue the Tender pack out to the contractors to price. I hope to have this back in the next day or two latest, so my intention is to issue this out this week for the tender returns to be with me by 12 noon on 7th August 2026. Kind regards

	Andy
Changing Places toilet	Pre-planning application advice has been submitted to the Planning Authority to seek clarification as to whether or not the modular unit can be installed via permitted development rights. This was acknowledged by ESC on 25 June – a response should be provided within six weeks of that date. The latest update (14.07.26) from the ESC Property Management Lead on the potential lease for the site: <i>I am awaiting comments from building services colleagues to confirm that they are happy with what is being installed and if there are any particular clauses which need including in the lease.</i> <i>I have just chased up but the person dealing with it is on leave themselves till next week. Once they come back to me I will update fully and hopefully be able to forward heads of terms for the lease for your approval.</i>

Decision/action points from previous meetings of the Council:

Item	Decision	Action
21	Agreement of the response to Suffolk County Council ref application SCC/0170/25SC – A12 between Junctions 58 (Seven Hills) and Woods Lane Roundabout, Woodbridge.	Response submitted and is viewable on the SCC Planning Application portal: No response to the letter received.
18	The Town Clerk was asked to circulate an updated meeting scheduled to the Council at his earliest convenience.	The draft schedule was shared with Committee Chairs shortly after the meeting, and with all Councillors on 2 July. The list is uploaded to SharePoint, and the Council's website updated to show all dates until April.
19	The Council agreed to adopt the Model Publication scheme as a policy of the Council.	Uploaded to the Council's website .

20	The Council approved the quotation from Total Renovations to undertake repair works to the Kingston Field pétanque piste at a cost of £3,000 inc. VAT, payable from expenditure code 4135/120.	Work completed before the end of June: 
24	The Council agreed that the Town Clerk and Staffing Committee be mandated to agree the advertising particulars for the Strategic Change Management specialist position and proceed to the advertisement of the role.	The employment particulars are being prepared by the Town Clerk and Chair of the Staffing Committee.
25	The Council approved the recommendation from the Interview Panel (Town Clerk and Admin. Officer), that Lorraine Ager and Frances Gilman be appointed as Wedding Officers to Woodbridge Town Council. The Town Clerk was asked to ensure that any agreement made between the Town Council and those individuals accord with the new legislation in regard of zero hours working.	Letters provided to Frances and Lorraine advising of their rights under the new legislation in regard of zero hours working have been provided – the main points being: <i>The main purpose of my letter today is to confirm that WTC are aware of the implications that the Employment Rights Act (2025) will have on employees with zero-hour contracts. In terms of your employment with the Council, WTC understand the requirements of the act upon the organisation are as follows:</i> <i>- The Council can at this time offer you a zero-hour contract with no guarantee of work (however as we have discussed there are more than twenty weddings booked for this summer to which your attendance may be required).</i>

		- Secondary legislation is expected to be confirmed into law in 2027 which will provide that workers on zero-hour contracts will have the right to guaranteed hours reflecting their actual regular working patterns (as assessed over a twelve-week reference period). WTC will use the 2026 wedding season as the reference period, and once the secondary legislation has passed, a letter will be provided to you advising of these guaranteed hours. The Act also provides that workers have a 'reasonable notice of shifts' and compensation for any cancelled shifts. Our current working practice is that you will have significant notice of the weddings we want you to work, and we would also compensate (pay you in full) for any weddings cancelled at short notice. Contracts of employment have prepared and training has begun with Lorienn with the wedding season now in full swing at the Shire Hall.
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- c. To receive a follow up from Cllr. Sadler regarding the Woodbridge Town Council 'Public communications' plan.

Cllr. Sadler and the Deputy Town Clerk were asked to compile a summary of how our videos were being viewed.

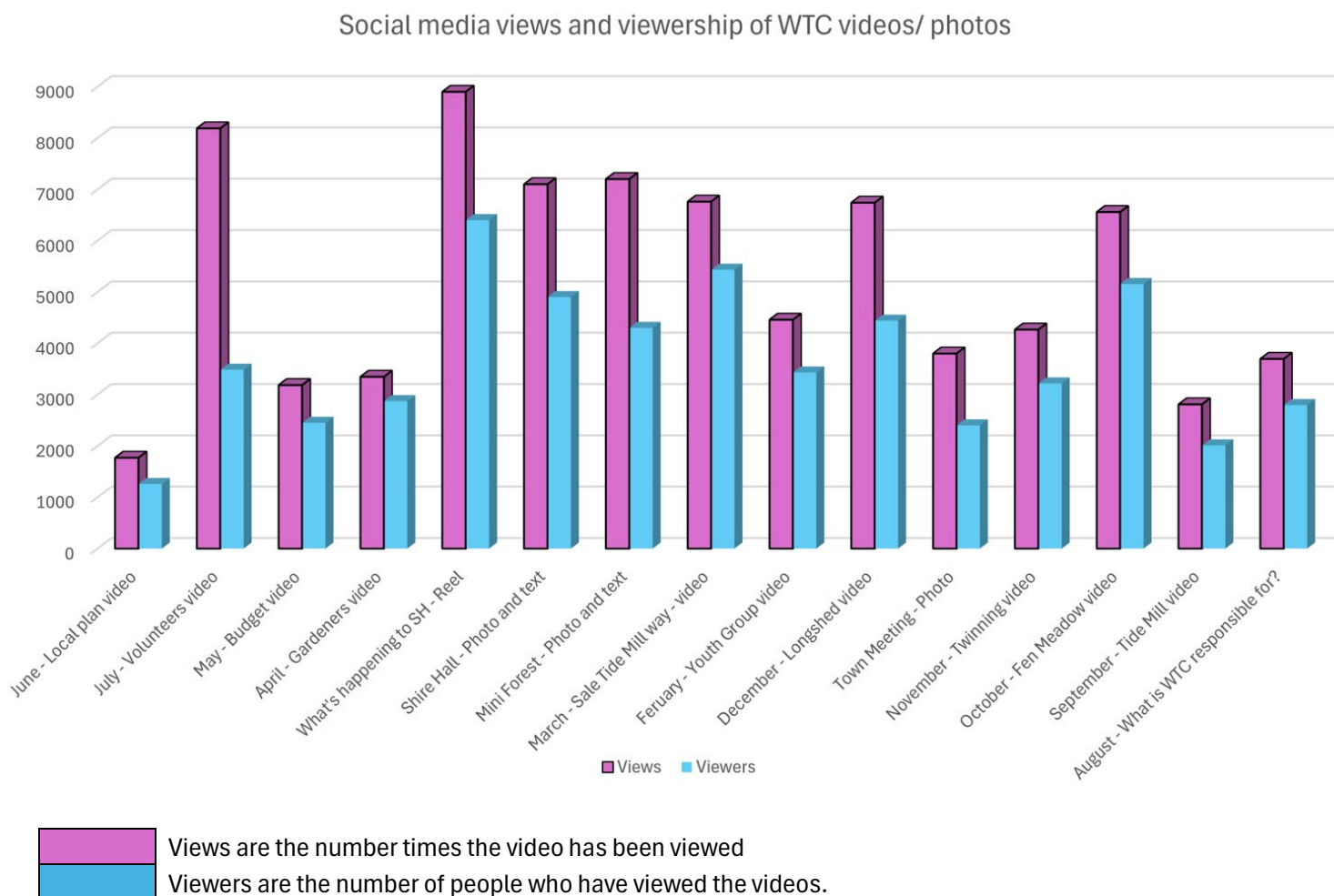
Over 11 months, our 15 videos have now been viewed 79,000 times on Facebook, Instagram & Youtube, and by an average of 3,600 unique viewers a month.

Our most popular videos were a Shire Hall quicky update in April, followed closely by our most recently released video at the Museum & Railway Station in June.

In addition to this, our videos are also getting around 2k views on nextdoor.com, but accurate historical data isn't available on this platform.

Coming up - July's video is presented by Sharon and focusses on the work of Amenities. And in August we'll be in Warwick Avenue with local shop & pub owners."

Uploaded to SharePoint is a 'Facebook Video Report 10.07.26' which provides the full viewership figures, and which are visually represented below:



- d. To receive a report from Cllr. Sanders regarding matters arising from the Sizewell/ NSIP meetings. In addition, the Council will be updated on in the event of new information:
- i. The A12 upgrade
 - ii. East Suffolk Rail Line services

NSIP and A12 MRN report for Woodbridge Town Council July 2026

Lionlink (Applicant National Grid Ventures)

There is a new consultation on this project which closes on 3rd August which is being principally responded to by Walberswick against Lionlink (WALL) as the landing site for the offshore cable is there. That site has moved but only to an adjacent field and thus overall concerns on the impact on those living in the village remain. National Grid remain opposed to a northern access route for both Sealink and Lionlink, proposed by SCC (and others) across the former Leiston airfield. It wishes to utilise the B1121 through Benhall which it has proposed for Sealink but which has issues with the railway bridge. I understand NGV has stated that there is contaminated land on the airfield which would have to be removed offsite but there is no technical support detail that supports that as a necessary action. Removal is a last-ditch option when dealing with contaminated land.

Suffolk County Council (SCC) and East Suffolk Council (ESC) have started their Local Impact Report (LIR) preparation for the Examination on this project expected towards the end of 2026. We have yet to put any comments in for the LIR.

Sizewell C

East Suffolk Communities Energy Partnership is approaching SCC, who chair the Transport Review Group, on the matter of being accepted as an Invited Observer to the meetings as currently parish/town councils only see brief minutes and have no input except indirectly via the Transport Fora. The meeting for discuss this is on 3rd August which Cllr Sanders and Cllr Nicoll (Chair Melton PC) will attend.

The Sizewell C construction desalination plant remains incomplete and thus non operational. Large volumes of AW potable water are again being taken to Sizewell C for dust suppression etc

A12 MRN

There is no change since the last meeting.

East Suffolk Energy projects as a whole

ESCEP had a meeting on 22 June with the SCC Cabinet member for Highways and Transportation, Christopher Hudson, on the new regime's view on NSIP and other energy projects in East Suffolk. The leader Michael Hadwin briefly joined the meeting. There was strong agreement that East Suffolk is maxxed out on these projects and the impact on infrastructure, health and wellbeing, local employers, tourism and natural heritage is reaching unacceptable levels. ESCEP on the request of Christopher Hudson has prepared a one page prayer sheet for him to seek Cabinet support to rigorously oppose any new or currently unapproved such projects – see attached. |

ENERGY PROJECTS OVERLOAD - ENOUGH IS ENOUGH!

Unprecedented volume of energy projects in one small “protected” rural area.

Sizewell C and at least seven consented or planned offshore/onshore NSIP projects¹ connecting at a strategic connection hub at Friston². A hub for which no specific consent was directly sought or granted but permitted by manipulation of the NSIP system by National Grid (NG). Nearly all projects are being promoted by overseas interests: France (EDF), Spain (Scottish Power), US majority owned (NG), Irish (BNRG/Helios) and German (PVDP/Solar Seven) companies. These are on top of locally consented smaller, but still substantial energy projects such as solar farms and battery storage³.

Unsustainable Cumulative impact - the projects are placing an unsustainable burden on local people, the highways and other infrastructure on which they rely. Construction of the projects will take at least 10 years with frequent and substantial use of what were previously minor roads by laden HGVs radically reducing road pavement life. This is exacerbated by extremely long official diversion routes when closure of the A12 is required. No Transport Regulation Order is required for these closures thus unregulated construction traffic do not have to use the official routes, take shorter unofficial minor, often narrow, road routes causing widespread traffic chaos and substantial verge and pavement damage.

Lives blighted - people who have worked hard all their lives are having the last productive years of their lives blighted. The tranquillity of the area has been destroyed. Significant drops in visitor footfall and local transport difficulties are putting small businesses at risk

No local economic benefit – Offshore, solar and storage projects provide no significant long-term local economic benefits and virtually no long-term jobs for local people, particularly the young. The developers' terms for benefits are regional e.g. East Anglia, East of England to fudge the issue of “local” benefit. All they do is pose a risk to the key tourism sector hoovering up accommodation which would otherwise be let to holiday makers who spend money in the local shops unlike NSIP workers who do not. Developers and local firms are competing for the same skills, but the latter are finding it impossible to recruit skilled staff against the packages offered for (short term) posts by NSIP developers.

Inadequate Community Financial Benefit – the sums offered by developers to communities are paltry relative to the damage caused by their projects. No proper financial assessment of damage is carried out and everything is agreed by local authorities behind closed doors using flawed government guidance on community benefits, largely based on deeply flawed social research. Wholly inadequate allowance is made for the degradation of local roads.

KEY ACTIONS

1. **Time to draw a line.** No more consents to be granted. No more connections and development at Friston. East Suffolk has done far more than its fair share in the national interest.
2. **Proper assessment of cumulative impact.** A far less conservative approach must be taken to the application of policy on cumulative impact. Local authorities must steadfastly support the community's arguments particularly where these are supported by experts and planning counsel. Developers have been allowed to hide behind “a lack of information” to assess local impact.
3. **Proper Comprehensive Community Benefit** to be assessed and provided following a thorough financial analysis. Government guidance to be exposed as fundamentally flawed.
4. **Proper inclusion of local communities early in any NSIP process.** Parish and Town Councils can offer considerable support to LIR preparation, especially in terms of cumulative impact assessment where local knowledge can be critical, and many local councillors are well informed and practised in these processes. The earlier they are engaged in a collaborative process, the more help they can provide and many have specific specialist knowledge from professional expertise.

¹East Anglia Two, East Anglia One North, National Grid Connection Hub, Sealink, Lionlink, Helios Solar Farm and Solar Seven as listed in the NESO TEC connection register

² East Suffolk has already hosted two major onshore/offshore projects EA1 and EA3 which connect at Bramford a pre-existing connection hub

³ Two storage projects of 249MW and 400MW are listed in the NESO TEC connection register

Item 11

To consider the significant projects of the Council.

a. The Shire Hall

- i. an update on the work undertaken by Chapel Properties to date, including additional work identified and agreed.
- ii. Receive an update from the Shire Hall Working Party.

The work is now complete, and Chapel have confirmed that all invoices have been submitted – the final amount payable to Chapel is £73,405.72.



Advice from Chapel is that the windows should be repainted every three to five years – at this time items such as the gutter and roof can also be inspected when scaffolding is in place. The Finance Committee should be minded of this requirement when preparing forthcoming budgets.

The Shire Hall Working Party, as well as considering the future of the whole building, should also focus attention on the following renovations requirements which are clearly noticeable to any untrained eye:

- Poor condition of the lower-level brickwork and pointing (high level brickwork is in much better condition):



Significant deterioration of the bottom step of the main public entrance to the building:



The Highways Committee are working on the cleaning of the drains on the Market Hill (two of which remain blocked) and then asking SCC Highways to undertake a camera survey of the drains in the area, prior to the commencing of any work on the steps.



Internal work to renovate the back storage area into a useable office and second toilet is now also complete (Maintenance Officer will box in the pipework)



b. Local Government Reform

- i. To receive an update from the green spaces due diligence working group;
- ii. To receive an update on the built spaces project

A few days after the June meeting it was confirmed via email to the Town Clerk that ESC have allocated the due diligence work internally to a member of staff in the surveying team. An updated was requested on 14.07.26. For clarity, the following is the information requested from ESC for the four priority assets:

- Land on the south side of Castle Street, Woodbridge (known locally as the Castle Street open space and play area). Title no. SK291043
- Houchells Meadow, Haugh Lane. Title no. SK289672
- Land lying to the south east of The Avenue, Woodbridge (known locally as the 'Model Boat Pond' area). Title no. SK290942
- Kyson Play Group, Newnham Avenue, Woodbridge (Newham Avenue play area and open space). Title no. SK291004

1. Legal & Title Risks

- Official Copies of Register & Title Plan: To confirm boundaries and ownership of all parcels. (Already downloaded)

- Covenants & Easements: Identification of any third-party rights (e.g., utility companies' access to pipes, public rights of way).
- Tree Preservation Orders (TPOs): A schedule of all protected trees within the boundaries.
- Existing Leases/Licences: Details of any third parties currently using the land (e.g., forest schools, cafes, sports clubs).

2. Environmental & Climate Risks

- Phase 1 Environmental Audit: Any historical reports on land contamination or soil quality.
- Ecological Surveys: Recent records of protected species (bats, Great Crested Newts) and Biodiversity Net Gain (BNG) baseline data.
- Invasive Species Register: Records of Japanese Knotweed, Giant Hogweed, or Ash Dieback management.
- Flood Risk Assessments: Any site-specific drainage or hydrological reports.

3. Asset & Operational Risks

- Asset Register: A list of all physical infrastructure (fencing, gates, benches, lighting, bridges, culverts).
- Playground Inspection Reports: The last 24 months of annual and quarterly safety inspections for play equipment.
- Utilities Map: Location and condition of water connections, electrical points, and drainage systems.
- Maintenance Logs: 3 years of records showing what work was actually done versus what was planned.

4. Financial & Liability Risks

- 5-Year Expenditure History: Itemised costs for staff, equipment, utilities, and reactive repairs.
- Grant Agreements: Terms and conditions for any funding received (e.g., National Lottery Heritage Fund) to check for "clawback" clauses.
- Section 106 / CIL Agreements: Details of developer contributions that may be funding the site.
- Insurance Claims History: A 5-year log of all public liability claims or incidents on the land.

5. People & Health & Safety Risks

- H&S Policy & Risk Assessments: General site risk assessments and specific ones for high-risk areas (e.g., open water).
- TUPE Information: Anonymised list of staff currently dedicated to the sites (pension details, length of service, salary) if a transfer of employment is possible.
- Volunteer Agreements: Details of any community groups with formal or informal management roles.

The following update was received on 16 July:

Hi Greg,

Thank you for your email.

With regards to the information requested, I'm confident I will be able to get you some, but not all of the information. Some of the information you have requested would be provided by our legal team at a later stage should things progress.

I don't have any progress update at this stage; however, I will revert back to you when I do.
Thank you for your patience.

Kind Regards,

Ryan

Hi Ryan,

Thanks for the update; your time is appreciated. Two questions:

1 – Can you advise what information you won't be able to provide so I can progress a request with the ESC legal team.

2 – (The million-dollar question) – can you put a timeframe on your work? I ask as the sooner the Council have the information the sooner, we can look at making provision for such an asset transfer in our budget.

Best

Greg

No response has been received to this email by 17.7.26.

c. Greater Whisstock's area matter (Floodgate, Foreshore, POS etc)

The management of the Greater Whisstock's area provides the Council with a significant number of concerns – that consideration has been removed from the openness item and transferred to the significant projects item.

The following had been drafted for inclusion in this agenda prior to the agreement to relocate the item in the agenda:

<u>Project</u>	<u>Position</u>
----------------	-----------------

Whisstocks Flood Barrier	Further site meetings have guided consideration on the installation of fixed pulley systems to enable to the gate to be dragged closed by a vehicle in the case of failure of the two winches available to the Council. Town Clerk progressing with engineers.
Whisstocks foreshore	Further to the accident in May, the Town Clerk and Town Mayor have separately had a Teams call with solicitors appointed by the Council's insurers to discuss the Council's action following the accident, and how it should act from now on.

Whisstocks Flood barrier

The failure of the Whisstocks floodgate/ barrier is rated as a red risk on the Council's Risk Register:

Topic	Risk Identified	Likelihood (of risk occurring) 1 - Low, 5 - High	Severity 1 - Low, 5 - High	Classification (Likelihood x Severity)	Description of Risk	WTC Management of Risk
Flooding	Failure of the Whisstocks floodgate	3	5	15	Procedures in place relying on the WTC officers. Third party responsible for operation of barrier. Sandbags in an emergency. Risk that the barrier is not activated at a critical time and/or there is a mechanical failure and/or vandalism. Risk that sandbags are not available/ ineffective.	Regular servicing and maintenance of the barrier. A review of documentation being undertaken (1) to clarify responsibilities, (2) to confirm who signed off that the barrier was fit for purpose and (3) to confirm insurance coverage. A testing of the emergency sandbag procedure is anticipated.

The most significant area of concern is the failure of either the battery powered winch used to close the floodgate, or the working parts of floodgate itself, in the event of a tidal surge large enough to flood the properties (commercial and residential) in Whisstock's/ Deben Wharf area.

Failure of the winch – The Council owns one winch which is held by East Suffolk Services, the organisation who close the gate on the instruction of the Officers of the Council, following their instruction by the Environment Agency. If that winch were to fail, the Environment Agency hold a replica winch which could be used in this situation.

Failure of the seals – the gate has two seals which are checked yearly – only one is required to seal the gate so if one was to fail, the secondary seal can be used. Failure of both seals

would require the deployment of our membrane and installation of sandbags by the Tru7 group.

Failure of the floodgate to close (winch failure) – the mitigation currently being investigated is the installation of a fixed pulley system to replace the power of the failed winch with a vehicle – large 4x4 with pulling capacity or most likely a telehandler provided by the Tru7 group.

Whilst Officers have considered the mechanics of a possible system, it now requires structural engineers to design an installation capable of doing the job. Whilst a number of engineers known to Officers have passed on the job, enquiries have been lodged with a number of local organisations to seek their assistance.

For information, the Council holds records going back to 2019 on floodgate closures – the yearly number of closure events is provided below:

2019 – 2

2020 – 12

2021 – 12

2022 – 11

2023 – 16

2024 – 7

2025 – 12

2026 (to date) – 4

For information, a time lapse video of the floodgate being closed in 2018 is available on [YouTube](#)

Each closure/ opening costs the Council £126 – this cost is recharged as part of the service charges. Since 2019, the total cost of closure and opening is £7,577.21.

The Town Mayor and Town Clerk will also be able to report at this item further to their separate virtual meetings with solicitors appointed by the Council's insurers further the accident in May. The note from the Council's meeting following that accident is uploaded to SharePoint.

d. Kingston Field improvements

The Deputy Town Clerk provides the following update on the work of the Amenities Committee and the planned/ proposed improvements to Kingston Field following last year public engagement:

Paths

The Amenities Committee received a quotation for the installation of pathways between:

- Kingston Road (Jetty Lane side) and the Pavilion;
- the play area and the railway line; and
- the railway line and Kingston Road (Cherry Tree Lane side).
-

A second quotation was subsequently obtained for the pathway between Kingston Road (Jetty Lane side) and the Pavilion.

Following consideration of the quotations, the Committee agreed to defer the installation of the pathways in order to monitor the impact of the Station Road Car Park exit closure, which it is anticipated will significantly reduce traffic along Jetty Lane.

Cricket Strip

The Estates Team has been instructed to remove the existing cricket strip and reinstate the area with grass. The Committee has allocated up to £1,000 to cover the cost of replacement turf and the disposal of materials.

Pavilion

The Committee received a quotation for architectural consultation and design services to develop options for the internal reconfiguration of the Pavilion.

It was agreed that the Estates Manager, Cllr Sharon Miller, representatives from the Longfields Café and Woodbridge Tennis Club should meet to discuss the future requirements for the space.

Following this consultation, the Estates Manager will prepare several layout options, taking into account the existing drainage issues within the building.

Officers have also contacted East Suffolk Council to seek advice on whether planning permission will be required for the proposed internal alterations.

Gym Equipment

Woodbridge Football Club has expressed an interest in relocating the existing gym equipment to its facilities. The Committee agreed to allow the Football Club to remove the equipment.

Replacement Calisthenics Equipment

The Committee has received an initial quotation for the installation of new bodyweight calisthenics equipment. Additional quotations are currently being sought, and a final location for the equipment has yet to be agreed.

Pétanque Piste

The rotten timber edging has been replaced.

Additional Sporting Opportunities – Cricket Nets / Pickleball

Cllr Sharon Miller met with Woodbridge Tennis Club and confirmed that pickleball is now available on the Club's courts. Introductory 90-minute sessions are available to non-members for £10, while club members may use the courts free of charge.

The Deputy Town Clerk has investigated the feasibility of creating a Multi-Use Games Area (MUGA) incorporating the existing offering of a five-a-side football pitch, and a new offering of cricket nets and pickleball courts. To date, no supplier has been identified that can accommodate all three activities within the existing footprint. As a result, separate areas of the playing field would be required to provide cricket nets and pickleball facilities. Further investigation is therefore required

June 2026 Report – Woodbridge and Melton Ward

Cllr Ruth Leach

07738 517756 – ruth.leach@suffolk.gov.uk

Suffolk County Council Update:

Post-16 Travel Policy Agreed for 2026-27

At Cabinet on Tuesday 16 June, the council considered the proposed Post-16 Travel Policy for the academic year 2026-27. The council is required to publish an annual policy to set out the charges for students over 16, as it receives no funding from the government to provide travel for them – despite it now being a legal requirement for young people to be in education or training until they are 18. The council consulted on the new policy in March 2026, with no changes to charging proposed for the second year in a row. The charges therefore remain:

- £1,050 for a mainstream seat
- £780 for students with Special Educational Needs and Disabilities (SEND)
- The 50% discount remains in place for:
Students from low-income families receiving Free School Meals

Students with an EHCP or SEND (including those without an EHCP but unable to travel independently due to disability) who also receive Free School Meals

There are currently 30,471 pupils in Suffolk who are eligible for Free School Meals, a 91% increase since 2020.

Some post-16 education providers also provide bursaries which can assist families on a low income with travel costs, and cheaper travel may also be possible via public transport in some cases, so parents and carers are recommended to look into these options too.

Funding Agreed for A140 Major Road Network Planning

Cabinet on Tuesday 16 June also agreed funding of up to £1.35 million for the council to develop a business case for improvements to the A140/A1120 junction in Earl Stonham. The Department for Transport has indicated it would be willing to pay 85% of the project's cost,

with the council providing the rest. The council's Cabinet voted to approve the proposal, although my group and other opposition councillors pointed out that the ability of the council to fulfil its financial obligations were far from certain, particularly if the works were delayed and the costs increased, as the government's financial contribution would remain at 85% of the cost set out in the business case with the council liable for any extra spend. The proposed works are also close to an ecologically sensitive parcel of land which contains rare orchids. The next step will be for a full business case to come back to Cabinet in mid-2027, with work predicted to start at the site in 2028.

Increased Support for Apprenticeships

Businesses in Suffolk will now benefit from extra support to recruit and train their workers because of the expansion of the Levy Support Scheme, which will now enable large employers to transfer levy funds to other businesses. Major employers such as East Coast College and Suffolk County Council have already pledged or are planning to pledge unused levy funding so that micro-businesses and small and medium-sized enterprises (SMEs) can train up their employees at reduced or no cost to them. The scheme was started by Apprenticeships Norfolk, who oversaw more than £6 million transferred to over 280 businesses. Businesses who are interesting in pledging unused levy funding can find out further information on the scheme here:

<https://www.apprenticeshipsnorfolk.org/article/71670/Levy-Support-Scheme>

Businesses in Suffolk who want advice on apprenticeships and skills can contact Apprenticeships Suffolk by email on apprenticeships@suffolk.gov.uk

£3.6 Million Investment in New Fire Engines

Suffolk Fire and Rescue Service has invested over three million in a new fleet of fire engines across the county. The eleven new fire engines are in addition to the existing fleet and have been bought as part of the service's ongoing fleet renewal programme to make sure fire engines are up to date and reliable. The new engines will be delivered later this year and will be active at fire stations from November. The fire service is also celebrating the first anniversary of its new fire control room, which is based in west Ipswich. The new control system was recently shortlisted in the International Critical Communications Awards, the leading awards in the sector, in the category 'Best Use of Critical Communications in Public Safety'.

Suffolk Against Fraud Partnership Launched

Suffolk Trading Standards has teamed up with Suffolk Constabulary and businesses in the county to launch Suffolk Against Fraud. This means they will work together to investigate, share information and prepare campaigns to raise awareness and protect vulnerable people and small businesses from the effects of fraud, which now accounts for over 40% of criminal offences in Suffolk. Residents who think they may have been a victim of fraud should report it at www.reportfraud.police.uk or by calling 0300 123 2040. If money has already been

transferred, they should contact their bank immediately. In addition, Suffolk Trading Standards are very active on social media and will post information regularly about current scams that local communities and businesses should be aware of.

Fourth Annual NSIP Conference Held in Ipswich

Suffolk County Council welcomed representatives from councils all over the country to its fourth annual conference on Nationally Significant Infrastructure Projects (NSIPs), which was held at The Hold in Ipswich on 17 June. There were speakers from the Ministry of Housing, Communities and Local Government and the Department for Energy Security and Net Zero, legal experts and industry organisations. The government was questioned on its plans to reform the NSIP system, as it is currently consulting on reducing the role of councils in the delivery of energy transmission projects. Other topics discussed included how communication by project promoters can improve relations with host communities, what local authority good practice looks like in dealing with NSIPs, and an update from Suffolk County Council and East Suffolk Council on the challenges so far with Sizewell C. Suffolk County Council is recognised as a NSIP Centre of Excellence in the UK, following experience of around 20 large scale projects in the county including offshore wind, solar developments and National Grid reinforcement projects.

Social Media and Helpful Links

Follow us on:

Instagram - <https://www.instagram.com/scc.green/>

Facebook - <https://www.facebook.com/suffolkgreens/>

Group Website - <https://suffolkgreens.org.uk/>

Cost of Living help and advice:

[https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familych](https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6)

[annel=6](https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/family.page?familychannel=6) Benefits advice and support:

[https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchan](https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0)

[nel=0](https://infolink.suffolk.gov.uk/kb5/suffolk/infolink/adult.page?adultchannel=0)

Flood preparation advice: <https://www.suffolk.gov.uk/suffolk-fire-and-rescue-service/fire-and-rescue-safety-advice-in-the-community/what-to-do-in-a-flood>

<https://suffolkprepared.co.uk/get-prepared/risk-advice/flooding/>

Flood recovery advice and support: <http://www.suffolk.gov.uk/about/flood-recovery-information-for-suffolk>

District Council update/East Suffolk Council GLI Group

Popular Roadshows Return this Summer

This summer, we're once again visiting towns around the district to chat to local people about our services and how they feel about what we do. We're HERE for you!

Having held our first roadshow in Halesworth in May, we will now be visiting the following locations throughout the summer:

- Thursday 2 July - Bungay
- Friday 31 July - Lowestoft
- Wednesday 19 August - Aldeburgh
- Saturday 12 September - Wickham Market

The Woodbridge roadshow is currently being rescheduled, owing to adverse weather conditions. All events are from 10am until 1pm.

Councillors and senior officers will be present to listen to local people and chat about our plans, our services and how we are looking to improve lives and outcomes not only in the towns we visit but throughout East Suffolk.

GLI Cllr Caroline Topping, Leader of East Suffolk Council said: "Our roadshows are always very popular and give our communities the opportunity to speak directly to councillors and officers about any issues and questions they may have. Come and find out more about significant changes such as local government reorganisation, the new Local Plan and Better Recycling as well as the essential day-to-day services we provide. We look forward to meeting you!"

Working together to 'Protect our Hares'

East Suffolk Council is taking up the cause to help better protect one of the countryside's most iconic and graceful mammals.

As part of an ongoing commitment to conservation and restoring nature for local communities, the council is backing efforts to preserve and improve the welfare of brown hares.

Once widespread, Britain's fastest wild mammal is now a Priority Species – listed for conservation following historic population decline, especially over the last hundred years, due in part to habitat loss, intensified farming practices and changes in patterns of land use.

Despite targets in place to halt abundance decline by 2030 and reverse the trend by 2042, brown hares also face the threat of being illegally hunted with dogs – often for the purpose of gambling – and remain the only species of game in the country without statutory protection during breeding season.

East Suffolk Council is, therefore, supporting the introduction of a 'closed season' to prohibit shooting during the months when hares are pregnant or raising young, to prevent the starvation of orphaned leverets.

GLI Councillor Sally Noble, Cabinet Member with responsibility for the Environment, said:

"People are astonished to hear that hares can be shot during breeding season, and leverets left to starve in the fields, despite their priority status under the UK Biodiversity Plan. A closed season would help numbers recover and prevent orphaning dependent young.

"Although a Bill was introduced to the House of Lords for a closed season in 2024, there has been no further progress. Anyone who feels strongly about this should write to their MP urging the Secretary of State to introduce a closed season."

Help shape a new Local Plan for East Suffolk

East Suffolk Council is asking the public to take part in a questionnaire which will help them to prepare a new Local Plan which will guide development in the district over the next 20 years.

The Local Plan will set out a vision and strategy for the future growth and change in the district up to 2045. It will identify locations where new development can enable the provision of new homes, jobs, shops, community spaces, and new and improved infrastructure.

The questionnaire gives residents the opportunity to share their views on how the Local Plan should shape future growth in the district and respond to key issues including design quality, transport, housing, tourism, town centres, and climate change. It also asks for views on how people and organisations in the district would like to be consulted on the Local Plan during its preparation process.

GLI Cllr Packard, East Suffolk's cabinet member for Planning and Coastal Management said:

"The East Suffolk Local Plan is a vital masterplan that will set out how our area will grow and develop over the next 20 years. As we prepare to consult the public on the content of this important document, we want to ensure all residents, businesses and stakeholders are informed, engaged and able to have their say in future consultations, so we're inviting as many people as possible to take part in this questionnaire. Responses to it will be invaluable in helping our team to shape the priorities of the Local Plan and to help them prepare for the next phase of the process."

Suffolk's local authorities have been working together on local plan preparation to support a consistent approach and effective cross-boundary working ahead of Local Government Reorganisation.

Responses to the questionnaire must be received by 5pm on Wednesday 29 July. Take part in the questionnaire at: tinyurl.com/ardjrytn

Tree planted in memory of Jo Cox

A new tree has this week been planted by East Suffolk Council outside their offices in Melton, in memory of MP Jo Cox.

Councillors joined together at East Suffolk House on Tuesday 16 June for a tree planting ceremony to commemorate her life and to mark ten years since the Member of Parliament for Batley and Spen was murdered in her constituency.

The sweet chestnut tree supplied by Greener Growth was planted by Cllr Caroline Topping, Leader of East Suffolk Council, Cllr Paul Ashton, Deputy Leader of East Suffolk Council, Cllr John Fisher, Cllr Mark Jepson and Mark Pendlington, Lord-Lieutenant of Suffolk.

After the tree was planted councillors and officers from the council took a moment to reflect.

GLI Councillor Caroline Topping, Leader of East Suffolk Council, said:

“It’s difficult to believe it’s been ten years since Jo Cox’s life was taken. We believe that it is more important than ever to be unified despite political differences and that we debate in a respectful and civilised way that is why we’ve come together as councillors from different parties and none.

“Thank you to Greener Growth for supplying the tree and giving it the extra care it needs to be planted at this time of year. We hope the tree will act as a reminder of the importance of community, compassion and standing together, reflecting Jo Cox’s belief that we have far more in common than that which divides us.”

The hand-grafted fruit tree has been cultivated through Greener Growth’s partnership with Suffolk Probation Service and community payback teams, alongside work with Seeding Hope CIC. This initiative supports people who have been to prison to gain skills, purpose and confidence through horticulture.

Ease the Squeeze on Cost of Living

Are you, or someone you know, worried about the increasing cost of living? We understand the pressures faced by many people today and we are working closely with key partners to ensure support is available to help ease the squeeze for households in East Suffolk.

To make it as easy as possible for you to access the services and support available, locally and nationally, we have gathered information about them in one place:

www.eastsuffolk.gov.uk/community/squeeze/

For the most up to date information regarding East Suffolk Council, please visit:

www.eastsuffolk.gov.uk

View the Well Minds East Suffolk booklet: tinyurl.com/9xhka624

Local Matters:

Pedestrian crossing Thoroughfare traffic lights: In response to concerns expressed by residents the traffic lights at the Thoroughfare/Lime Kiln Quay Rd intersection were inspected and found to be working within their statutory requirements. Consideration was given to the demographic using this crossing and further pedestrian crossing times adjustments were made to accommodate these needs. A petition has been set up to

request SCC Highways work with Suffolk Constabulary to provide a 'red light' camera to deter the reported number of drivers 'jumping' the red lights to catch the green signal. I have requested that the landowners trim the hedge back on the corner to improve view of pedestrians for drivers crossing.

Inspected **Melton Hill** with Highways Engineer and then convened a meeting with Cllr's Nicoll and Smith-Lyte/SCC Highways and a requested structural survey and reported the undulations to SCC for assessment. While these undulations cause a bumpy ride they also slow the traffic.

Woodbridge Primary School – intro email sent 13/6, no response as yet but I am keen to discuss reported parking issues. Have emailed again to request a meeting although this is now likely to be in September due to school Summer break.

Melton to Martlesham Heath CATS bus service - Bus service signed off and CATS manager Andrew Burgess to submit proposal for what is hoped to be a September launch. Following representation from Martlesham Parish Council it will include stops on Main Rd in Old Martlesham between Felixstowe and the A12. This improves the value for money on the SCC investment.

Pedestrian crossing/Pytches Rd – paint refurbished but it wasn't completely done, reported, reviewed with Highways Engineer and completion has been ordered on a 14 week schedule.

Agreed support for **pedestrian crossing/Spar** on Melton Rd

Complaints of **offensive smell** from local business/lorries transporting carcasses using the A12 route – referred to east Suffolk Council environmental health, considering this is the 3rd heat wave complaints have increased accordingly. Response from ESC: 'As you may know the site plays a critical role in the removal and disposal of fallen stock infrastructure. In response to the complaints officers have paid two unannounced visits to the site and also visited the locations where odour has been alleged. No odour was witnessed until they were on site, and even then, it was mild. All odour abatement equipment is working and the site was clean and tidy. There were no flies witnessed which is an indicator of good working practices. We are currently satisfied that sufficient steps are being taken to mitigate the odour, and no concerns were identified during inspections by Council Officers. Unfortunately, due the nature of the activity taking place, there will occasionally be odours noticeable in the locality, this may become more evident in the summer months. This can be unpleasant, but some odour release is unavoidable. All the complainants have been made aware of this and asked to complete diary sheets should they consider the odour to be excessive to enable potential identification of a specific issue. We are unable to deal with complaints about odour from the vehicles transporting carcasses on the highway and have advised the residents of this.'

Flooding on pvt property – Network Rail done something awaiting further action from EA

Review of **parking outside Woodbridge Primary School** – H lines for driveways but awaiting meeting with school head teacher.

Melton Fete – donated Pictures

Rough sleeping – 7 incidents of rough sleepers reported in Woodbridge, mostly at ESC model boat pond area and SCC Buttrums Mill carpark. The people involved were treated with compassion by our community, support was offered and referrals made to Outreach Team in each case. As a result of safeguarding concerns, threats to welfare of rough sleepers and ASB, an eviction was required for Buttrums Mill Car Park involving a multi-disciplinary approach supported by ESC Rough Sleepers Team, SCC Estates Team, Suffolk Constabulary, St Mary's School, and ESC Environmental Health.

Illegal camping at model boat pond area – asked ESC to review the situation - ASB resulted in Suffolk Constabulary involvement for alleged indecent exposure.

Read '**Rights of River Deben**' read at the Surfers Against Sewage 'Great Paddle Out' to raise awareness of the water quality in our river and the fact that not all river users are swimmers.

Highways, streetlighting and public transport matters – see Woodbridge Town Council Highways Committee agenda/minutes plus extraordinary meeting on the 13/6.

Theatre street pavements repaired but flagstones broken within 24hrs and now 14 of the new paving stones are cracked, thank you to Cllr Sadler for monitoring that. Reported to SCC.

Speeding and vehicle ASB – Suffolk Constabulary action days continue, ASB has been addressed with cautions, a number of section 59 notices have been issued, and enforcement action taken where necessary. The number of complaints that I am receiving is reduced and I thank the public and the Suffolk Constabulary and Community Policing Team for their efforts here. I continue to explore community speed watch options, SID boards and have requested inclusion on the mobile ANPR camera schedule.

Attended **Gurkha reception** at Woodbridge town Football Club.

Met with 'The Hotel Folk' to explore the position of the assembly room at the **Crown hotel**, awaiting further communications.

Met with Richard Stone, **Seckford Foundation**, to discuss the Seckford Hall gates/removal of the derelict bench on Seckford St/road safety and speeding measures. Follow up with SCC Highways Liaison engineer to review signage and road markings.

Extended the invitation to the Rock Barracks regiment to come to the **Woodbridge Regatta** on behalf of Choose Woodbridge.

ASB at Football club – sought and delivered planning advice for fencing/gate. Convening meeting with Sgt Rocky Hussein/football club re ongoing ASB

Skate board weekend – attended, participated and supported, thank you to Woodbridge Town Council Youth Council, ESC, SCC, and Two toed Skateboards for making this flagship event possible for our young people to enjoy for the third year in a row.

Active Travel Woodbridge – awaiting update. As of the 19/6 there are a couple of areas the team are reviewing further before sharing the southbound option. They will revisit the traffic data and look to model how traffic may redistribute, including alternative routes that drivers may choose.

Deben Swimming Pool: ESC/Leisure Centre Management/member of the public, meeting regarding 'village style' changing room facilities – to be updated when further information is available as Gov't requirements for changing facilities are expected to be changing in light of up skirting and other ASB.

Planning permission approved for solar panels on part of carpark.

The pool reopened on Monday, July 13, after undergoing a three-month temporary closure for major decarbonisation upgrades, roof repairs, and general maintenance.

Better Recycling - service performance remains below the standard that residents, Members and the Council expect. There continue to be missed collections, delays and frustrations for some households, and ESC recognises the impact this is having. However, whilst performance is not where we need to be, there are encouraging signs that it is improving and that the actions being put in place are beginning to have an effect. To address these issues an improvement plan is underway, focused on stabilising the service and ensuring that collections can be delivered consistently. Key areas of work include: reviewing routes and planning assumptions, addressing hard-to-reach properties, strengthening workforce resilience and capacity (heat wave related issues have been a problem) and improving communication and customer service.

A **Woodbridge parking review** meeting was held with the Parking manager at ESC – Woodbridge Town Council to propose three key locations from which the most complaints are received and present these proposed areas to ESC parking lead in the first week of Sept. Progress has been delayed at ESC/SCC level because of the election moratorium, staff changes and a redistribution of funding at SCC and there is a concern that the Unitary Council shadow elections planned for 2027 will further delay and that the creation of the new Unitaries may delay even further. This remains a key issue which I am trying to resolve.

Finally, last but not least I managed to fit in getting married and would like to thank everyone for their kind messages of congratulations.

Ruth Leach 15/7/26

Cllr Stephen Molyneux's District Council Report 22.07.26

Bins: Significant issues in the roll out. There were always going to be initial obstacles thrown up, but these have been exacerbated by various elements beyond our control. We've seen excessive absenteeism due to three heat waves (one operative off with heat-stroke and another run over getting out of the truck). Bins stuck to each other, new trucks broke down etc etc. Ruth and I have been flat out trying to get certain areas on the radar for ESSL and bit by bit we're getting there in Woodbridge as the service across the district gradually gets bedded in.

The stats as of yesterday were:

Garden waste – 88.1%

Food waste – 98.6%

Paper / card – 99.5%

General waste – 98.6%

Most of the garden waste should have been caught up today. The rest of the garden waste and most of the missed wheelie bins were due to roadworks preventing access (especially in Leiston) will be reattempted on Monday.

Given that these percentages are representing over 122k households that have had new bins, this still represents a lot of residents not receiving a good enough service and this has been represented in the hundreds of complaints that've come through to East Suffolk Council which is why the team's working incredibly hard to get everything up to an acceptable service.

Announcements will be made at Full Council tonight around further measures we're carrying out to get everything on track quicker.

Local Plan: The East Suffolk Local Plan is currently at the first public scoping consultation stage. This initial consultation opened on 10 June 2026 and closes at 5:00 PM on 29 July 2026. So be sure to input on the consultation.

Planning matters: The planning portal was recently worked on and has caused issues around automatic notifications for new applications in the Woodbridge area, so if there are any troubling applications that the town council have identified and want me to look over please do send a list over as I'm currently awaiting ICT to guide me to get this rectified.

Quality of Place: We have the Quality of Place awards coming back this year with a shortlist being drawn up August 4th.

Local Government Reorganisation: We're getting a briefing at Full Council tonight. We know that there's a JR from reform around LGR, however, otherwise, everything's marching forwards as before.

Community Partnership: Last meeting wasn't quorate, which is a first. We had been building the partnership up and inviting new organisations and have taken on new members, however, the last meeting just didn't get people into the room. Any help in forwarding organisations in the area who are working towards mental, physical and environmental well-being forward them our way.

Green Light Trust: I attended the opening of the Green Light Trusts newly completed Castan building. It's an innovative space utilising a newly developed build system that uses bio-based materials. The space will service the great work they do at GLT in helping individuals with significant challenges.



Item 15

To consider the recommendations from the Policy Review Working Parties in regard of the Council's Priority Policies.

The minutes from the Council's Annual Meeting deferred to this meeting the consideration of the following priority policies of the Council, further to consideration by the Standing Order/ Policy Review Working Parties:

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

The Council agreed that the consideration of this policy be remitted to the Standing Orders Working Party and set a deadline of the July meeting of the Council for a document to be presented for consideration.

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

The Council agreed that the consideration of this policy be remitted to the Standing Orders Working Party and set a deadline of the July meeting of the Council for a document to be presented for consideration.

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

The Council agreed that the consideration of this policy be remitted to the Standing Orders Working Party and set a deadline of the July meeting of the Council for a document to be presented for consideration.

36. To review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation.

The Council agreed that the consideration of this policy be remitted to the Standing Orders Working Party and set a deadline of the July meeting of the Council for a document to be presented for consideration.

37. To review of the Council's policy for dealing with the press/media.

The Council agreed that the consideration of this policy be remitted to the Standing Orders Working Party and set a deadline of the July meeting of the Council for a document to be presented for consideration.

The Town Clerk circulated the following email to all Councillors on 26 June:

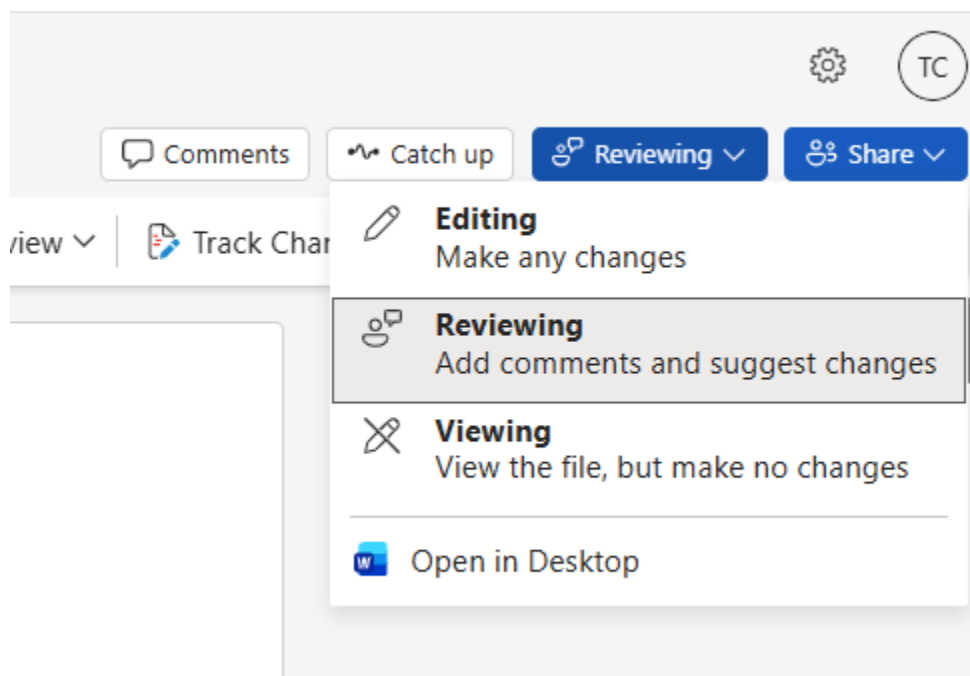
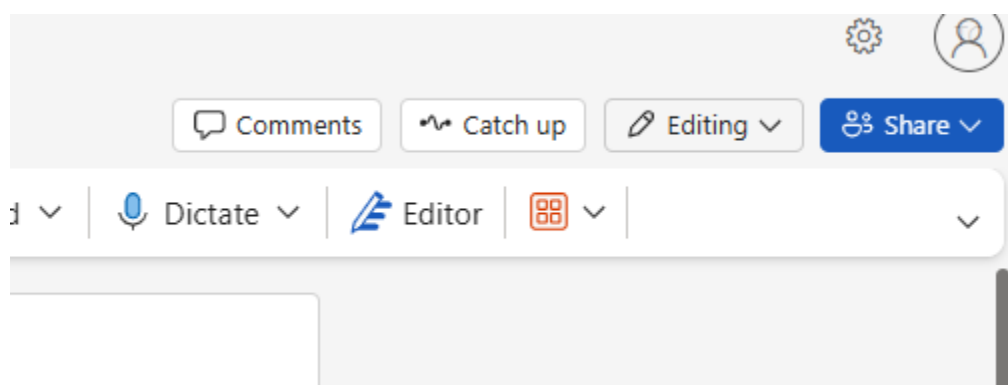
Further to a request at the AMC in May, I have now uploaded the following policies for review in time for consideration by Council at its meeting on 22 July.

- Group 1 - Beck, Rogerson, Miller, Sanders, Sutton and Wilks
 - **Terms of Reference & Freedom of Information**
- Group 2 - Holdcroft, Turner, O'Nolan, Phipps and Walsh
 - **Standing Orders** (with comments from Cllrs. Sadler and Turner as requested by Council) & **Data Protection**
- Group 3 - Adelson, Bale, Sadler, Leach and Pegg
 - **Financial Regulations & Press and Media**

In line with the items provided in the AMC agenda, I am not aware of any statutory updates required to these policies. Standing Orders has been updated in line with the requirements of the internal auditor.

Previously, the groups have organised between themselves either face to face meetings (the Shire Hall can be used if you wish), or virtual meetings to discuss the content of the policy in the round; I am happy to be involved in these meeting if required.

Anyone wishing to comment on the policies and wishing their comments/ amendments to be viewed by other members, you made need to select the review option by selecting the 'Editing' drop down menu in the top right hand corner, and switch to 'Reviewing'.



All I ask is that reviewed policies are supplied to me by Friday 17th July in order that they be uploaded as part of the supporting papers for Town Council.

At the time of writing (16 July), no changes/ comments have been made to the documents uploaded the SharePoint. As detailed above, Cllrs. Sadler and Turner (the most recently appointed Cllrs.) reviewed Standing Orders and made a number of changes, the most substantive of which are provided below (blue, underlined text shows tracked changes)

Minutes:

the resolutions made [and where appropriate the person accountable and the desired date of completion.](#)

Meeting summons (this has already been actioned):

serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), [accompanied by an electronic calendar invitation](#)

Staffing matters

[The Chair of the Staffing Committee shall act as the Town Clerk's day-to-day line manager.](#)

Members are asked to consider the recommendations from the Policy Review Working Parties in regard of the Council's Priority Policies.

Item 16

To consider and agree topics to be requested as agenda items at the East Suffolk Council 'Mayors and Chairs' meeting.

East Suffolk Council are organising their second 'Mayors and Chairs' meeting, scheduled for 21 September – the original invite received is provided below:

Dear Clerks

I understand from Chris that a second 'Mayors + Chairs' meeting has been requested following the first meeting held on 8 July last year.

The meeting will again be chaired by Cllr Caroline Topping and those invited to attend include Town Clerks, their Mayor (if applicable) and any Committee Chairs. I believe the intention is to share tips, discuss chairing skills and generally build a network of support amongst the Town Councils.

This will be a face to face meeting and since last year's event was held at our offices in Melton, this year's meeting will be hosted at our offices in Lowestoft on Monday 21 September from 11:00 to 13:00. Light refreshments will be provided.

I appreciate that many of you will not be in a position to confirm attendance until after your annual meetings, but I thought it would be good to give you an early heads up of the date. I will contact you again in June to ask for names and to seek suggestions for agenda items.

Many thanks
Jo

Cllrs. Phipps, Sanders, and Turner have confirmed attendance alongside the Town Clerk, with more tentative availability received from Cllrs. Beck, Miller and O'Nolan. Cllr. Adelson is otherwise engaged.

This item provides the Council the opportunity to suggest items for consideration at the meeting – the deadline for agenda items to be provided to ESC is 7 September. For guidance, the agenda from last years meeting is provided on SharePoint. Nigel's opening gambit via is also provided below:

We must make sure we put up some agenda items. Can I have one from each of you as a starter for consideration.

One from me would be how to respond to a legal challenge? Can East Suffolk help?

Nigel

To consider and agree topics to be requested as agenda items at the East Suffolk Council 'Mayors and Chairs' meeting.

Item 17

To consider a report and possible actions following the illegal encampment on Kingston Field.

At around 5pm on Wednesday 1st July, vehicles began to illegally access Kingston Field – Members are well aware of the events of the following days further to updates provided by the Council's Estates Officer. In short, the illegal encampment was served notice to leave by police on Friday 3rd July.

To guide discussion at this item, provided below is an email sent to the Town Mayor by the Town Clerk as background to a meeting with Inspector Nicola Turner, as reported by the Mayor at item 10:

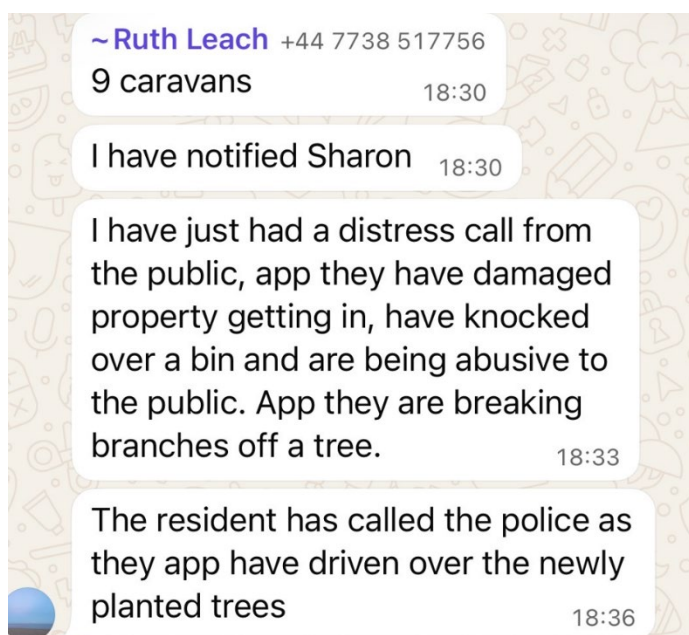
From: Town Clerk
Sent: 13 July 2026 14:09
To: Councillor Phipps
Subject: RE: Caravans

Nigel,

As discussed I tried to get this done last week but time didn't allow – hope this gives you some detail for your meeting with Nicola.

Wednesday 1st July:

The report of travellers was first provided to me by Ruth Leach at 6.25pm via Whatsapp – at that time I was in Felixstowe at a friends birthday party. The message had clearly gotten to Liam who attended the site immediately. Messages from Ruth:



Initial messages from Liam



Liam Garrard

last seen today at 15:21



Ruth tells me travellers are moving onto Kingston - i'm in Fstowe atm but can come back if needed.

As before, probably not much we can do straight away? By all account they have damaged property and residents have informed police

18:54 ✓✓

I am with police at the moment

19:21



Greg I have also shared the below message with Belinda who is hosting her meeting this evening

.....

I have attended Kingston Field and spoke with both Police and the travelling community

It appears they were evicted from Trinity park earlier today.

I have confirmed with police that a bollard and dog waste bin have been removed from the original position &



I consider them damaged

I have advised police that if they do not remove the travellers from the site then I will use a metal chain to secure it and this will cause a problem that they will need to respond to

The police are going to call me this evening to confirm their intentions regarding them undertaking an eviction.

I have said I will hold off securing the land until the police have confirmed their plan.

If police do not evict tomorrow, we will need to commence our own legal actions

19:47



By the end of Wednesday Liam had:

- Liaised with the police on site about how to work together to move on the travellers as quickly, in the view that they had damaged our property to secure access onto the field. Our position was that they did not have our permission to access the field, and had caused damage upon entry.
- Advised Longfields Café to remove all money from premises. They decided to close.

Thursday 2nd July

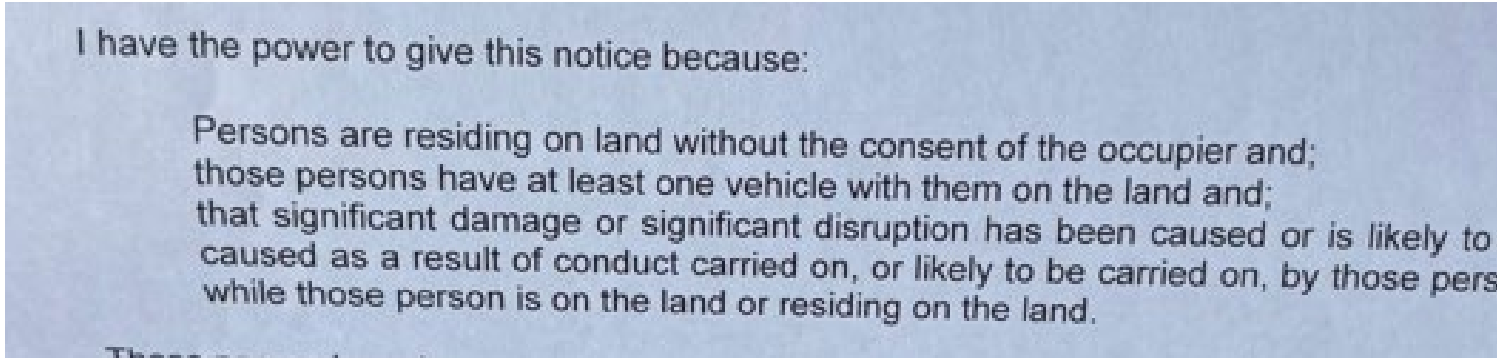
- 08.34 – Email from Estates Officer to Bryan Lecoche Ltd, the bailiffs we used to evict the last travellers informing them of our situation.
- An early morning phone call with the police advised that they had an internal meeting scheduled to determine their response. They were encouraged to utilise the powers provided to them to remove the travellers from our land – the agreement to such an undertaking by the police relied on the availability of Officers and equipment. Despite a number of chases as the day moved on, no information was forthcoming.
- Early afternoon attendance to site by Estates Officer and Maintenance Officer to install additional security (chains) to the site – this essentially stopped any further caravans being able to access the site. To avoid

escalation, a means of egress of cars was opened (removal of one of our bollards). 999 was advised of the action and the police were requested to attend.

- By mid afternoon it was advised to us that the travellers would be evicted the following morning, as is standard police procedure.

Friday 3rd July

- The police served notice (Direction to Leave), by 10am that morning – the reasoning provided:



- All vehicles had departed by midday – Liam has video footage of the travellers surrounding/ corralling police vehicles in a final intimidatory act.
- From this point, the Council's Estates team worked into the evening to clean the site – above and beyond. Removal of human waste from play equipment, bollards etc, collecting of huge amount of litter, repairs to damage property (benches), installation of additional planters to try and add further security. Officer overtime and cost of remedial works can be confirmed in due course.

Liam and his team worked above and beyond and the town should be thankful to them for such dedication – I used the park that weekend and you wouldn't have known of the issues from the proceeding days.

Attached:

Images 1-4 - Damage caused at the point of entry.

Image 5 – Travellers on the field

Image 6 – Copy of notice of eviction served by Suffolk Constabulary

Liam and Rob have more photos and videos of the aggressive behaviour of the travellers to both them and the police.

Hope this helps.

Best

Greg

Images 1 – 6 are provided on SharePoint.

Liam and his team worked exceptionally hard to return the field to a useable condition following the eviction – this was not a pleasant task, and the Council and townsfolk should be extremely thankful to them for their diligence and commitment. Their overtime and expenses payments will be met by the Council's budget, as will the cost of temporary measures to strengthen the perimeter security (new planters and additional chains).

The Council are also extremely thankful to the work of Suffolk Constabulary for their action over those three days.

Whilst an understanding of the process to remove the travellers from Kingston Field is relevant to this item, it is the consideration of the Liam's email to all Councillors on 5 July which should form the main item for consideration – what do we do from here?

From: Estates <estates@woodbridge-suffolk.gov.uk>

Subject: Kingston Field - Perimeter Security

Dear Councillors,

As I am on A/L for 2 weeks I just wanted to provide you with an interim update of our current position and stimulate some thoughts...

Whilst the unlawful encampment complied with the eviction notice and left Kingston Field on Friday (3.7.26) this outcome was only achieved because of a significant police operation, backed up by the real consequence of arrests and vehicle seizures from hired contractor resources.

Kingston Field with all its facilities is a very attractive location to those wishing to host an unlawful encampment. On this occasion we had 15 large caravans for two nights which on a typical camp site might conservatively charge £25 per unit per night, equating to a total saving of £750 for our guests.

Whilst not the very worst that I have encountered, our recent guests were very aggressive in demeanour, with absolutely no respect for anyone or anything else. Despite only being on site for less than 36 hours, it took approximately 12 hours of horticulture team activity to clear the mess and eradicate the defecation from around the site and play equipment.

Some members of the tennis club were in fear of their safety, and I understand items were stolen from the adjacent allotments.

The Woodbridge regatta is scheduled for Sunday 19th July and they use the field for overflow parking. Last week the united churches held their annual picnic on the field. Neither of these events could have occurred with this unlawful encampment in place.

Without intervention, there will be more incursions onto Kingston Field, causing significant disruption to our local community, resulting in adverse experiences for both those living nearby and those seeking to use the field for legitimate purposes.

These organisational risks can be readily managed with the correct commitment and in my opinion can no longer be viewed as an exception requiring a reactive fast-time response. Partner agencies will also be monitoring our progress in this arena.

I have taken the liberty of including a couple of reports I submitted from the previous incursion in 2024. The incursion this week was along the same boundary line but in a different spot and is akin to the proverbial dam which will keep springing leaks, no matter how many little patches we apply.

I strongly recommend the proactive installation of an appropriate physical barrier along the entire length of our vulnerable boundary at Kingston Field.

Submitted for your deliberations and consideration.

Liam Garrard
Estates Manager
Woodbridge Town Council

The reports referenced in the email are provided on SharePoint.

As members will recall, Council considered a similar item to this following the encampment in 2024 and agreed that the planting of trees and hedging be the Council's preferred method of protection for Kingston Field, alongside the existing bins, bollards and planters already in position.

Members may have also noted the installation of electric charging points on the field which add another layer of protection alongside the planting shown behind.



The following is examples from the local area of protection of public open spaces:

Fen Meadow – metal step over rails and hedging



Martlesham play area – Bank and ditch



Members are provided this opportunity to consider measures to protect its estate from illegal encampments in the future.

To consider a report and possible actions following the illegal encampment on Kingston Field.

Item 18

To consider expenditure recommendations from the Youth Council.

The 'Youth Council' have an in-year budget of £5,000 – expenditure code 4841 – this item provides the Council with three recommendations for spending from that budget, as well as consideration of the use of budget lines 4842 (Young adult support) and 4844 (Seniors), both of which also have an in year budget of £5,000. The current position of those codes is provided below (ignore 4843)

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Overhead Expenditure</u>						
4841 Youth Engagement	1,566	5,000	3,434		3,434	31.3%
4842 Young Adult Support (18-25)	418	5,000	4,582		4,582	8.4%
4843 Permissive Toilet Scheme	1,500	1,500	0		0	100.0%
4844 Senior Support	0	5,000	5,000		5,000	0.0%

Three requests for funding approval from Woodbridge Youth Council

1. Request from Estate and Gardeners for £750

This to enhance the war memorial area with planters and flowers. To be maintained by gardeners.

The WYC view was that after visiting the site, it was clear that

- a. some additional flowers and colour would enhance the area significantly
- b. It would show the public that the Council regards the memorial area as important and of community value.

The WYC agreed that this was worth funding and agreed to allocate £250 from its own budget provided that the same amount was forthcoming from the Young Adult Support (18-25) budget and the Senior Support budget. It was felt that such an arrangement would reflect the cross generation importance of the war memorial to Woodbridge.

2. Request for approval of £750 to support an education initiative by Woodbridge tide Mill.

The project is to produce an education support package for the teaching of physics in high school. The product will be made available free of charge to all high school in this country and further afield. Farlingaye physics staff have been involved in the design and are enthusiastic about the project.

The quoted price for the videography is just over £6000, which include £750 for a professional presenter. The Tide Mill has obtained a grant from the Ogden Trust (which specialises in physics teaching support) for £5000. The museum will cover any excess beyond £5750. The £750 is the quoted cost of a professional presenter and includes 'world wide buy out' fee.

3, The WYC agreed to support a request for £650 from Art Haven CIC to support a pilot art project for young people.

This would ensure that in line with Art Clubs own aims of being inclusive that there would be no charges and nobody would be unable to attend through lack of money. This is a pilot subject to review and not an indication of ongoing continued support.

In summary,

4841 - £250 (War Memorial) + £750 (Tide Mill) + £650 (Art Have) = £1,650

4842 - £250 (War Memorial)

4844 - £250 (War Memorial)

Total - £2,150

Members are asked to consider expenditure recommendations from the Youth Council.

Also provided for the Council to consider is a report from Cllr. Sutton on the work of the group.

Item 19

To receive an update on recent events in the Town partly organised by the Council (Suffolk Day and Gurkha)

The Council were involved, with other parties, in the organisation of the Suffolk Day (21 June) and Gurkha Community Day (27 June) celebrations.



SUFFOLK #DAY
Celebrating our food, heritage and music
Sunday 21st June

10am Suffolk Day Civic Service with Communion
St Mary's Church
followed by refreshments in **St Mary's House**

10am to 4pm
Strawberries & cream
from **The Creamery Deli**

12noon to 2pm
Classic Street Food BBQ 'cook out'
with **New Street Market & Reuben's**
Music from **'Shire Hall' Brass Quintet**

2.15pm
Music from **Rabble Chorus**
Market Square

3pm **Quentin Cowdry**, Poet
with 'fizz & sweet bites'
Tickets **£10** on the door
St Mary's Church

5pm Councillor **Sue Bale**: 'Up the Steps'
A Brief History of the **Shire Hall** (free entry)
Shire Hall

6.15pm Suffolk Wine Tasting
with **Burnt House Vineyard**
Tickets **£10** on the door
Carlton Room at The Bull Inn

8pm 'Spirit of Place' Piano Recital
with **Will Fergusson**
Tickets **£5** on the door
St Mary's Church

WOODBRIDGE ST MARY

Woodbridge TOWN COUNCIL



Woodbridge TOWN COUNCIL **Jenny Riddell-Carpenter MP**
Member of Parliament for Suffolk Coastal

GURKHA COMMUNITY Day

Woodbridge Town Council would like to welcome the Gurkha soldiers and their families with an afternoon of fun! 70 Gurkhas Parachute Squadron joined Rock Barracks in 2025.

SATURDAY 27TH JUNE

DOORS OPEN AT: 4PM - FINISHES AT 5.30PM

AFTERNOON TEA, FOOTBALL GAMES AND MATCHES FOR ALL THE FAMILY, BADGE MAKING ACTIVITY FOR THE CHILDREN

FREE AFTERNOON TEA PLEASE SIGN UP TO THE EVENTBRITE FORM TO SECURE YOUR TEA BOOKING

AT WOODBRIDGE FOOTBALL CLUB

[HTTPS://GURKHADAY.EVENTBRITE.COM](https://gurkhaday.eventbrite.com)
email: secretary@woodbridge-suffolk.gov.uk

SUFFOLK DAY

The Rabble Chorus entertained the crowd on Suffolk Day with the Mayor in attendance. Cllr. Bale gave a talk about the history of the Shire Hall from the Council Chamber.



Photos credit of Mike Whitby.

GURKHA COMMUNITY DAY

Cllr. Beck deputised for the Mayor at the event which was captured by the MP for Suffolk Coastal on her social media:



Cllrs. will note the plaque presented to Cllr. Beck by the Gurkha regiment is now proudly displayed in the Council Chamber.

Members are asked to receive an update on recent events in the Town partly organised by the Council (Suffolk Day and Gurkha)

Item 20

To consider a request for grant funding from the Community Tech Hub CIC.

Uploaded to SharePoint is a grant application form received from the [Community Tech Hub CIC](#).

Community Tech Hub CIC (CTH) is a community organisation providing digital literacy and fraud prevention through education and support services to the senior residents of Grundisburgh and surrounding villages whatever their economic status. The CTH Team is comprised of a group of technology savvy individuals assisted by others in education & business disciplines.

The proposal is to open up a Community Tech Hub Branch in Woodbridge under the umbrella of the already successful and established CIC without the need to duplicate business overheads. The organisation is manned mainly by volunteers but we do have some elementary overheads to consider. This request is for the excess expenses required to start a facility in Woodbridge offering briefing sessions, training & tech support without impinging on the income already held by the main business. The branch will be governed by the CTH main board and supported by the established team of technical consultants and volunteers.

Initially we will offer a free tech advice drop in at the Cherrey Tree pub every Monday morning starting on 17 August 2026. We will add the other services as the Hub grows following the Grundisburgh model.

If the Council wish to support this organisation and their launch into Woodbridge, such expenditure could be considered a reasonable use of the £5,000 Senior Support budget (4844), which as advised at item 18, had before this meeting not been spent against.

Members are asked to consider a request for grant funding from the Community Tech Hub CIC.

Item 21

To consider the recommendation from the Planning Committee regarding a response to the East Suffolk 'Local Plan Scoping Consultation'.

Officers received in early June an invitation to the East Suffolk Local Plan Scoping Consultation briefing sessions:



Invitation to Local Plan **briefing session**

East Suffolk Local Plan Scoping Consultation



We are preparing a new East Suffolk Local Plan which will guide how the area grows and develops up to 2045.

From 10th June to 29th July, we will be holding a Scoping Consultation on what matters most for the new Local Plan. We will email you at the start of the consultation and will also be sending posters and ask that you kindly display these in your local area.

We are inviting all town and parish councils to attend an online briefing where officers will provide an overview of the Scoping Consultation with an opportunity to ask questions. These sessions will be held on:

- **Tuesday 16th June at 10am**
- **Monday 22nd June at 5pm**

Both sessions will last one hour and contain the same material.

Please confirm attendance of up to 3 attendees per town or parish council by [completing the form](#) by **Friday 12 June**.

Cllrs. Adelson (Chair) and Bale (Deputy Chair) from the Planning Committee each attended one of the sessions – the slides from that event are uploaded to SharePoint.

**HELP SHAPE THE
NEW LOCAL PLAN**

Scoping consultation on what matters most

We are preparing a new Local Plan for East Suffolk that will guide how the area grows and develops up to 2045. We'd like to hear your thoughts on what matters most for the Local Plan to address.

What **infrastructure** or **services** are important to you?

What do you **value most** about East Suffolk and why?

How can new development **improve places** you care about?

How can the new Local plan **support businesses** and **jobs**?

How can we **reach people** about the new Local Plan?

Complete the survey by 5pm on **29 July 2026**

www.eastsuffolk.gov.uk/newlocalplan

EASTSUFFOLK COUNCIL

At a subsequent meeting of the Planning Committee, those Cllrs. reported back to the group about the content of the sessions, and the Committee agreed how it would proceed in both sharing the consultation with the public (as was a major request of ESC), and the Council's response to the 'Local Plan Scoping Consultation'.

The minute from that meeting is provided overleaf:

11. To receive a report from the Chair, Deputy Chair and Town Clerk following attendance at the Local Plan briefing session as part of the East Suffolk Local Plan Scoping Consultation.

Cllrs. Adelson and Bale provided a verbal report on their attendance at the Local Plan briefing session as part of the East Suffolk Local Plan Scoping Consultation. The Town Clerk was asked to request that the slides from that event be provided.

The Committee agreed the following actions:

- The Town Clerk to request that the slides from that event be provided.
- The Town Clerk to share social media posts from the Planning Authority about the Local Plan.
- That all members of the Committee be appointed to a Working Party, with the aim of providing to Full Council in July a WTC response to the ESC Local Plan Scoping Consultation.
- The Town Clerk to advise Cllr. Sutton of the consultation and seek a separate response from the WTC Youth Council.
- Cllr. Sadler to consider if an additional WTC 'Comms' video can be produced to advertise to the public the consultation.

Cllr. Adelson's video can be viewed via this Facebook link:

<https://www.facebook.com/reel/1526277242530538>

The Planning Committee allocated the responses to members of the Committee, who were provided a deadline 5pm on Tuesday 14th June to submit responses via SharePoint:

Councillor Adelson:

3 - How could new development make the places that are important to you better?

10. How can the new Local Plan ensure new developments promote healthy environments and healthy, active lifestyles?

12. How can the new Local Plan help to support sustainable construction, renewable energy and address climate change?

13. How can the new Local Plan help to support the district's natural environment and landscape character?

Councillor Phipps:

4. Where do you think new **housing** development should be located in the district? (Multiple choice)
5. Where do you think new **employment** should be located in the district? (Multiple choice)
6. Do you have any other comments about your preferred location(s) for new developments?
7. How can the Local Plan support housing developments that meet the needs of different groups?
16. How can the new Local Plan support thriving town centres and neighbourhoods?

Councillor Sanders:

8. What do you consider to be key infrastructure? (Multiple choice)
9. Is there anything else you would like to tell us about infrastructure?

Town Clerk:

11. How can the new Local Plan support businesses and jobs?
17. Is there anything else we should consider in preparing the new Local Plan?
14. How can the new Local Plan help to support sustainable tourism and cultural facilities in the district?
15. How can the new Local Plan support the district's historic environments?

Councillor Sadler:

18. How and where can we best reach people about the new Local Plan? (Multiple choice)
19. What social media platform(s) would you prefer we used?

Councillor Rogerson:

20. How could we better reach under-represented groups in East Suffolk (such as young people and young adults)?

The Committee then met via Teams on 17 July to finalise their draft comments – and this document is provided on SharePoint for Cllrs. to consider. The Town Clerk will submit the agreed responses via the ESC consultation portal.

Members are asked to consider the recommendation from the Planning Committee regarding a response to the East Suffolk 'Local Plan Scoping Consultation'.

Item 22

To consider the funding agreement provided by East Suffolk Council further the application for CIL support toward the improvement of the Fen Meadow play area.

As previously advised to Council, the Deputy Town Clerk, at the request of the Amenities Committee, submitted and was successful in seeking Community Infrastructure Levy (CIL) funding from East Suffolk Council to be utilised as part of the Council's plans to renovate the Fen Meadow play area.

Uploaded to SharePoint is the original decision letter, and then the funding agreement and payment details, which accompanied the below email received 30 June:

Dear Belinda,

LCIL PLAY 2026- 3 Fen Meadow Play Area

Please find attached the decision letter and a draft Funding Agreement for your review. If you are happy with the terms, please sign and return the agreement at your convenience. If you have any questions, please do not hesitate to contact me.

I have also attached a CIL Grant Payee Form. I would be grateful if you could complete and return this at your earliest opportunity.

Please let me know if you have any queries.

Kind regards

Ursula

Ursula Baker | Developer Contributions Officer
East Suffolk Council

Advice received from Ursula Baker confirms that 100% of the funding amount will be provided on submission of the signed Funding Agreement and WTC bank account details:

Good afternoon Greg,

It is lovely to hear from you, and congratulations on your successful bid.

Yes, we do include this within our Funding Agreements. However, given the amount of funding and the fact that this is a Local CIL Play project, we are happy to transfer the full amount in a single instalment.

I hope this answers your question. Should you have any further queries, please do not hesitate to contact me.

Kind regards

Ursula

Ursula Baker | Developer Contributions Officer

Members are asked to consider the funding agreement provided by East Suffolk Council further the application for CIL support toward the improvement of the Fen Meadow play area, and to approve it be signed by the Town Clerk.