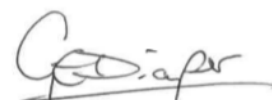


To Members of the Town Council

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

You are hereby summoned to attend the **meeting of the Town Council** to be held at the **Shire Hall** on **Wednesday 23 September at 6pm.**



Greg Diaper
Town Clerk
18 September 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.



WOODBIDGE 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 22 July 2026.

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

- a. [Planning](#) – 29.07.26
- b. [Finance](#) – 29.07.26
- c. [Planning](#) – 26.08.26
- d. [Climate and Ecological Emergency](#) – 02.09.26
- e. [Amenities](#) – 02.09.26
- f. [Highways and Transport](#) – 16.09.26
- g. [Staffing](#) – 16.09.26

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

8. To note the following Town Council Accounts:

- a. Payments made since the July Town Council Meeting
- b. Direct Debit payments for July & August 2026
- c. HSBC Corporate Card payments for July & August 2026
- d. Bank Reconciliation and Supporting Statements to 31st July & 31st August 2026
- e. Debtors report to 31st August 2026 (Confidential)

9. To note the Council's financial position as at 31st August 2026.

- a. Income and Expenditure Report to 31.08.2026
- b. Balance sheet as of 31.08.2026

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 request from Cllr. Sadler in relation Town Council Comms.
- 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

- e. To receive an update from Cllr Adelson on the Town's Emergency Action Plan

11. To consider the significant projects of the Council.

- a. The Shire Hall
 - i. Receive an update and recommendations from the Shire Hall Working Party.
- b. Local Government Reform
 - i. What impact does the cancellation of LGR mean for WTC.
 - ii. To receive an update from the green spaces due diligence working group;
 - iii. To receive an update on the built spaces project
- c. Greater Whisstock's area matters (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 note the resignation of Cllr. Thomas Rogerson and to agree the Council's position in regard to co-option less than six months prior to local elections.

16. To receive an update from the Town Mayor in regarding his ongoing discussions with the Woodbridge Riverside Trust, Sutton Hoo Ships Company and East Suffolk Council in relation to the Longshed.

17. To note the receipt of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2026 and consider any actions required.

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

19. To consider recommendations from the Council's Committees and Working Parties:

- a. Property Working Party**
- b. Climate and Ecological Emergency Committee**
- c. Highways and Transport Committee (include request for volunteer to lead on reestablishing Neighbourhood Watch in Woodbridge)**

- 20. To consider requests for grant funding from the following organisations:**
 - a. Salvation Army, Woodbridge Branch.**
 - b. Deben Climate Centre.**
- 21. To consider a proposal and associated costs from the Council's Estates team in regard of the Elmhurst Park Blossom Garden.**
- 22. To note the attendance by the Lord Lieutenant of Suffolk, Mark Pendlington, at the Remembrance Children's Service, and consider plans for visits in the town thereafter.**
- 23. To consider planning applications DC/25/4863/FUL, DC/26/2249/FUL & DC/26/2550/LBC.**
- 24. To consider the insurance for volunteers working under the control of the Estates team.**
- 25. To consider what support the Town Council can provide for rough sleepers.**
- 26. To consider updates to the Honorary Freeman and Freewoman of Woodbridge awarding protocol.**
- 27. 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.**
- 28. To consider reports and recommendations from the Staffing Committee.**
- 29. To receive an update on the sale of the Theatre Street toilet site.**
- 30. To receive a verbal update from the Town Clerk and Town Mayor following a meeting with the Woodbridge Community Hall Management Committee (meeting at 2pm on 23.09.26).**

- 31. To receive an update from the Mayors and Deputy Mayors group regarding matters relating to the town's festivals.**
- 32. Closure.**

Item 7

To consider and approve Town Council payments list for September 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 September – **Members are asked to consider and approve the Town Council payments list for September 2026.**

Item 8

To note the following Town Council Accounts

- a. Payments made since the July Town Council Meeting
- b. Direct Debit payments for July & August 2026
- c. HSBC Corporate Card payments for July & August 2026
- d. Bank Reconciliation and Supporting Statements to 31st July & 31st August 2026

Account	30 April	31 May	30 June	31 July	31 August
Current	£5,366.38	£10,293.25	£8,296.60	£9,796.65	£6,480.22
Money	£459,383.71	£383,971.13	£307,529.75	£255,671.18	£220,590.87
SBS	£300,070.23	£300,070.23	£300,070.23	£300,070.23	£300,070.23
Petty	£54.57	£169.34	£105.93	£57.94	£17.00
Unity	£281,120.67	£ 281,120.67	£282,487.38	£282,487.38	£282,487.38
Total	£1,045,995.56	£975,624.62	£898,489.89	£848,083.38	£809,645.70

- e. Debtors report to 31st August 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 31 August 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	31 July	31 August
Income (% spent)	£334,403 (45.6%)	£335,157 (45.7%)	£344,157 (46.9%)	£350,715 (47.8%)	£366,216 (49.9%)
Expenditure (% spent)	£37,819 (9.4%)	£79,154 (15.1%)	£129,379 (21.7%)	£184,188 (28.4%)	£227,021 (34.4%)
General Reserve	£403,034	£362,453	£321,229	£272,977	£245,646
Earmarked Reserve	£581,180	£580,758	£536,126	£536,126	£534,913
Total	£984,214	£943,211	£857,354	£809,103	£780,559

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

Income & Expenditure by Budget 31/08/2026

Month No: 5

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	325	1,000	675			32.5%
1200 Hire of Kingston Field	125	400	275			31.2%
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	545	2,000	1,455			27.3%
1505 Hire of Shire Hall Mkt Square	150	1,000	850			15.0%
1520 Hire of Whisstocks Waterfront	350	5,000	4,650			7.0%
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	21,061	21,000	(61)			100.3%
1690 Interest Received	2,248	17,000	14,752			13.2%
1700 Market Rents Received	1,770	4,000	2,230			44.2%
1870 CIL Income	5,708	6,000	292			95.1%
1871 Tide Mill Quay Inc	414	1,000	586			41.4%
1900 Building Insurance Re-charges	0	2,434	2,434			0.0%
Total Income	366,216	733,990	367,774			49.9%
<u>Overhead Expenditure</u>						
4005 Maintenance	5,234	15,794	10,560	1,147	9,414	40.4%
4010 Bin Emptying Contract	3,923	9,500	5,577	5,442	135	98.6%
4020 WTC Vehicles - in year costs	473	5,290	4,817		4,817	8.9%
4030 Estate planting	3,730	10,000	6,270		6,270	37.3%
4040 Gardening contingency	880	4,000	3,120	1,619	1,502	62.5%
4050 Gardening equipment	587	500	(87)		(87)	117.4%
4100 Utilities	3,096	13,000	9,904		9,904	23.8%
4125 Toilets - cleaning, maint, etc	4,783	11,814	7,031	6,016	1,015	91.4%
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	4,075	30,125	26,050		26,050	13.5%
4410 Allotment Expenses	253	200	(53)		(53)	126.6%
4510 Telephone	285	1,100	815		815	25.9%
4515 Cleaning	1,100	3,000	1,901	1,624	277	90.8%
4600 Salaries	79,860	232,312	152,452		152,452	34.4%
4601 Salaries PAYE Tax/NI	24,453	83,587	59,134		59,134	29.3%

Income & Expenditure by Budget 31/08/2026

Month No: 5

Account Code Report

	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4602 Salaries Pension Contribs	24,152	78,127	53,975		53,975	30.9%
4603 Salaries Travel/Mileage	490	1,000	510		510	49.0%
4604 Salaries Subsistence	300	250	(50)		(50)	120.0%
4620 Mayor's Expenses	209	2,000	1,791		1,791	10.5%
4625 Mayor's Receptions/Civic Tea	1,428	3,000	1,572		1,572	47.6%
4630 Deputy Mayor's Expenses	0	400	400		400	0.0%
4635 Hospitality	35	150	115		115	23.6%
4636 Staff Vacancy advertising	324	515	191		191	62.9%
4640 Stationery & Printing	570	1,000	430	713	(283)	128.3%
4642 New website	263	250	(13)		(13)	105.0%
4645 Computer Maintenance Contract	13,268	17,000	3,732		3,732	78.0%
4650 Training (Staff)	2,316	4,646	2,331	645	1,686	63.7%
4655 Training (Cllrs) & Expenses	228	750	523		523	30.3%
4660 Photocopier	981	1,500	519		519	65.4%
4670 Postage	0	155	155		155	0.0%
4675 Wedding Expenses	5,028	2,750	(2,278)	396	(2,674)	197.2%
4685 Maintenance Officer Supplies	407	2,000	1,593		1,593	20.4%
4750 Surgeries and External Meeting	438	500	63		63	87.5%
4800 Grants Scheme	10,310	25,000	14,690		14,690	41.2%
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	3,065	2,380	(685)		(685)	128.8%
4841 Youth Engagement	2,516	5,000	2,484		2,484	50.3%
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	2,260	5,000	2,740		2,740	45.2%
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	3,454	10,000	6,547		6,547	34.5%
4853 Christmas Light fund	0	9,000	9,000		9,000	0.0%
4881 Whisstocks (other) Expd.	441	2,900	2,459	468	1,991	31.3%
4900 Bank Charges	190	600	410		410	31.6%
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	3,014	13,000	9,986	2,000	7,986	38.6%
4930 LGR	1,275	15,000	13,725		13,725	8.5%
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%

Income & Expenditure by Budget 31/08/2026

Month No: 5

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	1,996	10,000	8,004		8,004	20.0%
5310 Pest Control	0	500	500		500	0.0%
Total Overhead	227,021	720,553	493,532	20,867	472,666	34.4%
Total Income	366,216	733,990	367,774			49.9%
Total Expenditure	227,021	720,553	493,532	20,867	472,666	34.4%
Net Income over Expenditure	139,196	13,437	(125,759)			
plus Transfer from EMR	76,517	0	(76,517)			
less Transfer to EMR	19,146	0	(19,146)			
Movement to/(from) Gen Reserve	196,567	13,437	(183,130)			

Agenda Item 9 (b)

Woodbridge Town Council Current Year

Balance Sheet as at 31/08/2026

31st March 2026

31st August 2026

Current Assets			
925	Debtors	2,332	
29,657	VAT Control Account	3,312	
789	Prepayments	0	
10,210	Current Account	6,480	
153,190	Money Manager Account	220,591	
300,070	Suffolk Building Society	300,070	
89	Petty Cash	17	
281,121	Unity Trust Account	282,487	
776,050			815,289
776,050	Total Assets		815,289
Current Liabilities			
14,886	Creditors	11,446	
10,630	Accruals	0	
6,225	PAYE/NI Creditor	0	
26,429	Income in Advance	23,284	
58,169			34,730
717,881	Total Assets Less Current Liabilities		780,559
Represented By			
125,596	General Reserves		245,646
592,285	Earmarked Reserves		534,913
717,881			780,559

The above statement represents fairly the financial position of the Authority as at 31/08/2026 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 18 July 2026:

20 July	Simon Sadler and I met with Joeske van Walsum and Sir Nick Young (Woodbridge and Melton Society) to continue discussion on the renovation of the Shire Hall.
21 July	Catch-up with Father Nigel, St Mary's Church.
22 July	Filming of the video at Warwick Avenue and Portal Wood.
23 July	Meeting with architects Iain Cochran and Charlotte Norman and heritage specialist, Kate Cockshaw on Local Government Reorganisation.
24 July	Katharine Turner and I met with the trustees of Woodbridge Riverside Trust.
28 July	Eamonn O'Nolan and I met with Helen Geeke, Trustee of the Sutton Hoo Ship's, on the launch and the future of the Ship.
30 July	Meeting with Pieter Shipster, Blue Plaques, Woodbridge and Melton Society.
30 July	Meeting with David Routledge, Head of Estate, East Anglia Reserve Forces' and Cadets' Association to discuss Cadet premises needs in Woodbridge.
31 July	Meeting with Tim Wilson, New Street Market on ideas for the launch of the Ship.
31 July	Official opening of Nottcutts following completion of the renovation work.
4 Aug	The Town Clerk, Robin Sanders and myself met with Richard Kember, Tide Mill Yacht Harbour to discuss traffic issues on Tide Mill Way.
4 Aug	Meeting with Father Nigel, St Mary's Church and Pieter Shipster to discuss signage for the tombs of Thomas Seckford and John Clarkson. A way forward has been identified once the building work is complete.
4 Aug	Meeting with John Risby and Geoff Holdcroft, Choose Woodbridge on economic development in Woodbridge.
17 Aug	Meeting with Suffolk County Council on Active Travel Woodbridge. Ruth Leach participating.
18 Aug	Simon Sadler and I met with Malcolm Hodd regarding the Sutton Hoo ships' Company's position on the planning application submitted by Woodbridge Riverside Trust.
19 Aug	Meeting with Cllr Jo Althorn, Mayor of Beccles for an exchange of views.
20 Aug	Simon Sadler and I met with the Sarah Emerson, Lead Development Officer, Colchester and Ipswich Museums on the renovation of the Shire Hall.
24 Aug	Catch-up with Jenny Riddell-Carpenter MP. Issues discussed included the launch of the Ship and her campaign to improve the East Suffolk rail line.
24 Aug	Meeting with Jennifer Miles, Partner, CarterJonas (Town Centre Regeneration) on Local Government Reorganisation.
31 Aug	Meeting with Sean McMillan, Chair of the Sutton Hoo Ship's Company on the launch of the Ship, the future of the Ship and the position of the SHSC on the planning application.

1 Sept	Twinning meeting to finalise Ben Osborne's trip to Doullens and to consider a request from Doullens to delay signing of a full agreement.
1 Sept	Remote observation of the Beccles Town Council meeting.
2 Sept	"On-site" Woodbridge visit from Cllrs Topping, Whitelock and Graham and Janet Perry from ESC to visit the Deben Campus area, Whisstock's and plans for the future of the Ship and the Shire Hall. Simon Sadler participated.
3 Sept	Meeting at Riduna Park with Joanne Chapman, Jo McCallum and Sheline Gledhill, Economic Development at East Suffolk Council with John Risby and Geoff Holdcroft from Choose Woodbridge to follow upon ideas of a Town Manager as raised at the Annual Toan Meeting.
3 Sept	Unveiling of the Blue Plaque on the Bull Inn for John Grout and reception in the Bull. John Grout left most of his estate to the Whisstock family. Relatives of the family were present. Reminder of the Whisstock commitment to provide job opportunities for the young in need of a start to their career.
3 Sept	Filming the September video on grants, the tech hub and water capture with Ellie Beck.
5 Sept	Welcoming the Red Hat Society visit to Woodbridge organised by John Risby. 117 ladies in red hats unless it was their birthday month and then they wore purple hats. About 25% from 4 EU countries.
6 Sept	National Merchant Navy Day in London at the Memorial in Trinity Square Gardens. The Mayor's Cadet, Elliott Astbury, participated and also laid a wreath.
7 Sept	Meeting with Ruth Leach at Whisstock's to review safety. Some proposals will be coming forward.
8 Sept	Visit to the TechHub at Cherry Tree Pub. (Tuesday from 10am to 11.30)
10 Sept	Meeting with Suffolk County Council and Town Council on the implementation of phase one of Active Travel Woodbridge.
15 Sept	Town Clerk and I met at the Community Hall to welcome a Health and Safety surveyor and introduce him to the building. We were joined by the Chair of the Community Centre. The surveyor then spent the day undertaking the survey. Results in due course.
16 Sept	Highways Committee meeting with ESC parking services – Eamonn Cullinan and Will Jillings - on plans for the Woodbridge parking review which is currently on hold pending finance from SCC.
17 Sept	Coffee with Tom Rogerson following his resignation as a Councillor.
17 Sept	Catch-up with Father Nigel, St Mary's Church.

b. To receive an update from the Town Clerk

<u>Project</u>	<u>Position</u>
Sale of properties	To be considered at item 29.
Community Hall	Brawdia have published the tender documents for the repair to the Hutchinson Room – an update from that organisation for consideration at this meeting has been requested. Estimates put the work in the region of £30,000 – £40,000. Nigel and I are due to meet with the WCHMC on the afternoon of this meeting – see the documents on SharePoint in relation to item 30 for more information.

	The Health and Safety survey of the building as requested by Council was undertaken on Tuesday 15th August. Nigel and I met the surveyor along with the Chair of the WCHMC – their report will likely be considered by the Property Working Party. The company (Harrison Clarke Associates) requirement payment before they release the final report – Members will have seen their invoice for £3,300 in the Council account. Members are asked to agree that payment be made from EMR 350 (Community Hall) – current balance, £4,165.
Changing Places toilet	A draft Heads of Terms has been received from ESC for the lease/ license of the land at Hamblin Road – this document is provided on SharePoint. One additional requirement has been requested by ESC: <i>the main change is that our building team have asked for evidence such as a drainage survey or assessment to show there is capacity for the toilets. I will ask for guidance on what is required or if you get a quote for a report happy to run it passed our building maintenance team to check it is sufficient before you go ahead with it.</i> Drain Doctor have been approached for a quotation. Further to the receipt of the HOTS, RISE Adapt (Council's preferred contractor and market leader in CP toilet installation), were asked for an updated quotation – this document is provided on SharePoint. Against that amount, the Council retains £72,600 in its reserves, a shortfall around £12,000 just on supply and installation costs. On the planning front, a pre-app (ref. PPAA839577575) has been submitted to ESC – received was confirmed on 17 June – according to the ESC charging schedule a response should have been provided in seven weeks. The planning officer has been chased.

Decision/action points from previous meetings of the Council:

Item	Decision	Action
10b	The Town Clerk was asked to work with DCllr. Leach as a means to engage with East Suffolk Council in relation to the	DCllr. Leach sent an email to Kerry Blair and Paul Ashton on 26 August requesting help in moving this project forward via the ESC legal department. She received a response the

	delays surrounding the Changing Places toilet facility at the Hamblin Road car park.	Property Management Lead on 1 September, and a follow up on 16 September which is in line with the requirements discussed above (HOTS and drain survey requirements). Thanks Ruth!
11a ii	To allocate up to a maximum of £5,000, payable from EMR 341 (Shire Hall development), to facilitate the production of measured architectural and structural diagrams of the Shire Hall. The Shire Hall Working Party be mandated to appoint their preferred architect.	NJ Architects appointed to undertake the measured architectural survey of the Shire Hall; sub-contractor (Randall Surveys) appointed to undertake the measured and topographical survey. Confirmation provided that WTC will own the rights to the measured survey.
11a ii	To allocate up to a maximum of £2,500, payable from EMR 340 (Shire Hall building maintenance), to facilitate a CCTV survey of the storm and sewerage drains on the Market Hill. The Shire Hall Working Party be mandated to appoint their preferred contractor.	Drain Doctor undertook this survey in August – more on the follow up from this work provided in the update from the Shire Hall Working Party.
11a ii	To allocate up to a maximum of £10,000, payable from EMR 340 (Shire Hall building maintenance), to facilitate repairs to east arch and steps, and the repair & decoration of the 1st floor east door. The Shire Hall Working Party be mandated to appoint their preferred contractor.	Chapel Properties appointed to undertake this work – scheduled for November (no clash with any Town Council organised events or weddings).
11c	the Town Clerk was asked to organise a meeting with the Environment Agency via their Flood Information Duty Officer (FIDO), to consider the protocols by which the Council are required to organise a closure of the floodgate.	Meeting scheduled for 23 September – holiday and incapacity of EA officer led to the delays. TC and Mayor will report back at this meeting.
14	The Town Clerk was asked to thank CCllr. Leach for her report	CCllr. Leach advised during the school summer holiday that this data could be requested once

	and to (1) seek the number of free school meals in Woodbridge and the increase from previous years and (2) prepare an item for consideration at the September meeting of the Council as to how Cllrs. can help those sleeping rough.	the schools return – she is still seeking the right contacts at County Council who can provide these numbers. CCllr. Leach's report will provide an update on the current situation, which can also be considered at item 25.
15	The Council agreed to defer the consideration of it's Priority Policies until the September meeting of the Council. The Town Clerk was asked to send reminders in early September to the three-policy review Working Parties.	See item 18. Reminder sent on 9 September.
22	The Council agreed that the Town Clerk may sign the funding agreement provided by East Suffolk Council.	Signed document returned to ESC in the days following the meeting. Funds yet to be received (to be allocated to the Council's Unity Trust account).
24	The Council voted to appoint Mr Moray MacPhail as an Honorary Freeman of Woodbridge. The Mayor will present the award at an event to which existing Freepersons, Councillors, ex-Mayors, Potter Cup recipients and the other nominees to this award be invited to attend. The Council agreed that further consideration of the nomination process should be undertaken at the September meeting of the Council.	Mr MacPhail has accepted his appointment as Honorary Freeman (all other nominees, via the person nominated, have also been informed). Moray is on holiday during September; a presentation event will be convened in due course. The medal has been inscribed. Item 26 provides a chance for the Council to re-consider the nomination process/ awarding policy.
25	The Council voted in favour of appointing the recommended applicant to the role of Finance and Admin. Officer to Woodbridge Town Council.	Claire is now into her fourth week with the organisation and progressing well on both finance and admin matters.

c. To receive a request from Cllr. Sadler in relation Town Council Comms.

The September Mayors Monthly, featuring Cllrs. Beck and Phipps, is now available:

<https://www.youtube.com/watch?v=pl9NWIF5hvw>

The following was received from Cllr. Sadler for consideration at this meeting:

Greg, Nigel

On the Council agenda next week are you planning a communications section?

If so I'd like to briefly cover the subjects we've done in our

Monthly videos.

Just since May we've covered Grants, Tech Hub, water retention, Warwick Avenue planters, Museum, station adopters, Portal Wood, volunteering, Amenities committee, parks, toilets, playgrounds & budget.

Nigel has fronted a lot of them as Mayor, but we've also had Sharon, Mike, Ellie, Jess & Miyuki as guest presenters this year.

Question to the council - what other subjects should we cover in the next 6 months? And would anyone else like to have a go at guest presenting?

And how can we get more people seeing our videos?

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**

Update from the Town Mayor:

Jenny Riddell-Carpenter (MP) is expected to be publishing her report following the on-line survey. Timing of publication remains uncertain. I have been asked to provide a forward. My text is copied below.

On 4 November, she is holding her third quarterly roundtable in Parliament. Greater Anglia and Network Rail will be there (now I believe called Great British Rail). Sizewell C will also be there. Last time they came at a more senior level. I am hoping this time that there will be representation from Sizewell A & B as they "own" the morning and evening slots that cause the gap in the passenger timetable. I have been invited and am planning to attend. Suffolk County Council and East Suffolk also participate.

My text:

I was so pleased to work with Jenny and her Office to help her launch her rail campaign from Woodbridge Station. In 2012, when the service increased from every two hours to every hour, there was a big jump in use even though there was still a gap in the morning and late afternoon to accommodate Sizewell A & B traffic. Today, these slots on the rail line are rarely used by Sizewell but come at great inconvenience to the travelling public. If we could close these gaps, get to a half hourly service and improve very early and late connectivity

to and from London and elsewhere in the region – then lives would be transformed. Greater Anglia is aware of the profitability this could bring.

Currently Woodbridge and the surrounding region over-relies on the car and our only main road - the A12 – is crumbling under the weight of construction traffic building the green energy future in East Suffolk. This makes it vital to deliver on Jenny's campaign with a commitment to urgency.

It'll need to be well planned because, thanks to Greater Anglia, we have a very reliable service on the East Suffolk Line. Reliability must not be compromised by improvements that are not well thought through and properly funded. On-time trains are highly valued in any public transport provision and must not be lost as the service frequency is transformed.

Jenny has the wholehearted support of the great majority of residents, visitors and workers in the town as expressed through the Woodbridge Town Council.

Nigel Phipps

Mayor of Woodbridge

e. To receive an update from Cllr Adelson on the Town's Emergency Action Plan

The Emergency Plan Working Party, led by Cllr. Adelson, have been making amendments to the EP as previously considered and approved by the Council – the latest working documents is available on SharePoint – 'Woodbridge Town Council – CEP Issue 1'.

The plan has received praise from the ESC Emergency Planning Officer:

Dear Cllr Adelson,

Thank you for sending me the updated final draft of Woodbridge's Community Emergency Plan.

I have reviewed the document and am delighted to confirm that I have no amendments to suggest. It is an exceptionally well-produced plan with a high level of detail, and a strong demonstration of the work that has gone into its development.

I have also checked the contact details included within the plan and can confirm that these are all correct.

Thank you for the considerable time commitment you have invested in producing this plan. The quality of the final document is a real credit to all those involved, and I greatly appreciate the work undertaken to bring it to completion.

Kind regards,



Ruby Hunter
Emergency Planning Officer – East
Suffolk

✉ ruby.hunter@suffolk.gov.uk
✉ emergency.planning@suffolk.gov.uk

Suffolk Joint Emergency Planning Unit
Endeavour House, 8 Russell Road, Ipswich, IP1 2BX

Despite this, Cllr. Adelson has asked for this agenda item in order to advise of the following points:

- Summary of the changes – the main one is that we're insured to open the Rest Centre ourselves
- The plan suggests the Emergency Response Group should be prepared to contact event organisers if the fire severity index is Very High, even if not on our estate, and have a chat to them about fire risks
- I would like the council to contact event organisers on our estate if the severity index is very high, and be prepared to cancel events if we're unhappy about the organiser's approach to reducing fire risk
- Liam has no formal arrangement for out-of-hours working, so if we need to call on his services during an emergency we would have to rely on his goodwill. I'd like to propose to council that we should have some formal agreement, budget for overtime if necessary, and agree that the ERG can contact him if deemed necessary.
- Reminder that this document is just the start, there are several more things we need to do to get the town prepared.

NSIP and A12 MRN report for Woodbridge Town Council September 2026

Sealink (Applicant National Grid Electrical Transmission (NGET))

The report by the Planning Inspectorate was sent to the Secretary of State (SoS) in late June for a ministerial decision. Unusually the SoS sought responses to a range of questions on the project on 28 August from the Applicant, National Grid Electricity Transmission (NGET), the higher local authorities, statutory undertakers and some Interested Parties particularly certain landowners. The 59 response documents were published yesterday and the SoS has simultaneously asked all Interested Parties to comment on these responses by 22 October 2026.

In the meantime both the Office of Gas and Electricity Markets (OFGEM) and the National Audit Office (NAO) have produced reports which comment on the Sealink proposal.

OFGEM considers NGET proposals do not deal adequately with what is called renewable energy harmonics (this relates to the way power is transmitted to the grid by renewables) and thus Sealink is neither likely to be compliant with regulations or able to perform at declared transmission capacity (2GW). Additional equipment, and thus buildings, may well be necessary locally or remotely to rectify this. The former seems more likely.

NAO's report questions the value for money and economic case of the project particularly as there is no National spatial policy in place to evaluate what is needed where in terms of the grid upgrade. It records the expected cost of Sealink as £3.2bn whereas the previous declared cost was just £1.1bn. The National spatial policy is not expected until late 2027. The revised cost is in line with what Suffolk Energy Action Solutions (SEAS) estimated during the Examination.

In summary Sealink proposals seem to be hitting many hurdles that I believe will definitely delay a SoS decision and may lead to rejection or withdrawal.

Lionlink (Applicant expected to be National Grid Ventures)

No further development since last month but both Suffolk County Council (SCC) and East Suffolk Council (ESC) have started their Local Impact Report (LIR) preparation for the Examination on this project previously expected towards the end of 2026. This may well be delayed due to the Sealink issues as the two have some common threads such as access to the sites. We have yet not put any comments in for the LIR as it is not clear if it will affect Woodbridge but the action group WALL (Walberswick against LionLink) is very active as the landfall is in the centre of the village with severe impact on access into the village and noise.

Sizewell C

The Sizewell C Southern Transport Forum (STF) on 2 September was not as well attended by parishes as previously and there were fewer observers. There were no councillor representatives from either SCC or ESC. A presentation on how the scheme is progressing can be seen at [MDSF SZC 16 July 2024](#).

Sizewell C confirmed freight trains will start operating at night from September 7 with two trains up and two trains back from Temporary Construction Area (TCA) on the new Green Line from Saxmundham. There will be a 9-day full line closure from 24 October to 1 November to complete remote signalling at Saxmundham onto the Green Line. Thereafter there will be four night-time freight trains running up and four back from the TCA each night.

To date there has been no issue with noise or vibration from the freight trains reported to Ruth or me.

Sizewell C in line with the Direct Consent Order is installing double/triple glazing in lineside residential properties to limit noise but there is no obligation to provide such improvements for non-residential properties. The Station Hotel accommodation thus will not have funding provided for such improvements by Sizewell C.

Sizewell C is talking to the other energy developer about co use of the park and ride facilities at Wickham Market and Darsham when they have spare capacity.

A12 MRN

There is no update on this project.

East Suffolk Energy Partnership (ESCEP)

The Sterring Committee is planned an information evening for member parishes and towns in mid to late November. ESCEP will be submitting a response to the call by the SoS on Sealink.

August 2026 Report – Woodbridge and Melton Ward

Cllr Ruth Leach

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

Suffolk County Council Update:

Wildfire on Dunwich Heath

Only a week after the Reform UK administration at the council made the decision to scrap its Climate Emergency Declaration, a wildfire broke out on Dunwich Heath in east Suffolk which took several days to get under control and has caused an enormous amount of damage to rare heathland habitat in one of the most beautiful and much-loved parts of the county. Suffolk Fire and Rescue worked with firefighters from all over the country to get it under control, at the height of the fire there were 120 firefighters tackling this blaze, with displaced residents needing shelter and support. The local community rallied to open up village halls to help, and local farmers helped to bring in water by tractor to terrain that could not be reached by fire engines. This is only one of many climate change-related incidents attended by blue light services over the summer, where intense heat and lack of rain have made the Suffolk countryside a tinder box for fires. Whatever the cause of the fire, it is climate change that created the conditions for this fire and others to burn so quickly and for so long, and to be so difficult to get under control. There have also been claims in the press and online that rewilding causes wildfires, but the evidence shows the opposite – rewilded areas retain water better and remain green during hot weather. In any case, Dunwich Heath is a traditionally managed nature reserve and is not a rewilding site. The area that has been destroyed is the size of 210 football pitches.

Following the fire, the Suffolk Fire Brigade Union wrote to the Prime Minister to explain that fire services need more investment in equipment in order to fight wildfires: systems to collect water and clothing that was less heavy and boots for outdoor terrain for when crews were required to walk for miles. He also highlighted the need to increase firefighter capacity in the light of the number of fires and that more 4x4 vehicles would be useful. Suffolk currently receives less than average funding from the government for its fire service, although it is one of the driest areas in the country and is therefore more likely to be hit by wildfires in our increasing hot, dry summers.

Changes to Councillor Policies

The new Reform UK administration at the council have decided to spend around £18k to remodel the Leader's office at Endeavour House, claiming these works were

needed as there was not enough room in the current Leader's office. The rationale given for this work is that there was not enough room for the group to work in the existing suite of rooms. Reform UK have 41 councillors, but the previous Conservative administration had 54 councillors and found the rooms adequate. The money is being spent to enlarge the Leader's office into the meeting room next door. Only two people will have keycard access to this new large room, so it is not likely to be used by the rest of the Reform group. Other changes prioritized by the new Reform administration include a new policy on Pets in the Workplace, which enables the Leader to bring in his dog while making it clear employees of the council are not to do this, and a new dedicated carparking space for the Leader (since removed).

Help to Replace Ageing Heating Systems

Suffolk public sector organisations (including all Suffolk councils) are partnering with Switch Together, a community group-buying scheme, to make it easier for Suffolk residents to replace ageing gas, oil or LPG boilers with heat pumps. Through the government's Boiler Upgrade Scheme, eligible homeowners in England can receive a grant of £7,500 toward an air source heat pump, or £9,000 for households currently heating with oil or LPG. The grant is applied for upfront by the installer, so residents do not need to claim it back or repay it. The scheme is open to homeowners and small business owners in England who are replacing a fossil fuel heating system and hold a valid Energy Performance Certificate with no outstanding major insulation recommendations. It is not means-tested, so there is no income threshold to qualify, and the scheme is currently scheduled to run until 31 December 2027. Switch Together works by bringing residents together so that installers compete to win their business which secures better prices than homeowners could negotiate individually. Once registered, residents receive a free, no-obligation personal offer, and their installer then handles the grant application on their behalf. Switch Together's group-buying savings apply on top of the government grant. Every installation is carried out by a Microgeneration Certification Scheme (MCS) accredited installer.

For more information about the scheme, please visit the Sustainable Suffolk website: <https://sustainablesuffolk.org.uk/what-we-do/projects/switch-together-suffolk/>

Energy Efficiency Loans

Homeowners across Suffolk can now apply for a loan to help fund energy efficiency improvements to their homes, thanks to a partnership between Suffolk County Council and Lendology. The Warm Homes Suffolk Loan scheme offers eligible homeowners access to loans from £2k to £15k at a fixed interest rate of 2.2% Annual Percentage Rate (APR), with repayment terms of up to seven years. Borrowers may also repay their loan early without penalty, subject to eligibility and loan terms. The funding is designed to support residents who want to improve the energy performance of their homes while spreading the cost of installation over a manageable period.

The loan can be used for a range of energy efficiency measures, including:

- Solar photovoltaic (PV) systems
- Solar battery storage
- Solar thermal systems

- Ground source heat pumps
- Air source heat pumps
- Double and triple glazed windows and doors
- Loft, wall and floor insulation
- Ventilation systems when installed alongside insulation measures

The scheme aims to help residents reduce their energy bills and make their homes better insulated. For more information about the Warm Homes Suffolk Loan Scheme, please visit the Lendology website: <https://www.lendology.org.uk/partner/suffolk-council/>

High Streets Matter: Support for Market Towns

Suffolk County Council is offering extra support to small independent and hospitality businesses across the county via its new High Street Matter programme. This will offer 75 businesses a package of one-to-one advice, funding opportunities and peer networking, with a view to help them become more resilient so high streets can thrive. Interested businesses can find out more and register here: <https://www.newangliagrowthhub.co.uk/suffolks-high-streets-matter/>

Public Consultation on Cuts to Healthy Child Service

Finally, Suffolk County Council's public consultation on proposed changes to its Healthy Child Service has been extended for an extra month. The proposed changes include cessation of the Young Person Pathway and Family Nurse Partnership, which provides specialist support to parents under the age of 21 after they have a baby. The proposals also include removal of the Community Staff Nurse role from Health Visiting teams, and the School Nursing service becoming term-time only. The consultation now runs until 18 October, with a decision likely to be made at Cabinet in November.

You can read through the proposals and respond to the consultation here if you have not already done so: <https://www.suffolk.gov.uk/council-and-democracy/consultations-petitions-and-elections/consultations/healthy-child-services-consultations>

East Suffolk Council GLI Group

GLI Council Leader Urges Communities to "Be Prepared" for More Weather-Event Emergencies

After a year of extreme weather events, East Suffolk Council Leader Cllr Caroline Topping is urging communities to think ahead and ensure that they are ready and able to respond to local emergencies.

After the recent wildfires in Dunwich, which in turn followed flooding and coastal erosion issues in recent times, Cllr Topping says it is more important than ever for towns and parishes to have clear Community Emergency Plans which detail exactly how they would respond in the event of an emergency, be it a natural weather event or otherwise.

East Suffolk Council and the county's Joint Emergency Planning Unit (JEPU) are hosting

a webinar on Emergency Preparedness and Building Community Resilience on 1 October. It is designed to help Town and Parish Councils and Community Emergency Planning Groups better prepare for unexpected events and crises, and Cllr Topping hopes as many representatives as possible will attend.

She said: “East Suffolk Council takes its responsibility to help communities prepare for emergencies incredibly seriously and our Emergency Planning Officers and Resilience Coordinator work hard to ensure that local groups understand how to be ready for different scenarios.

“We want people to understand local risks and know what resources they have available to help minimise the impact of an emergency on their community. Experience shows that those who are prepared cope better when something unexpected occurs.

“There are many community groups, towns, parishes, and wards who have produced a plan already, but there are some who haven’t and given recent events – with the increased likelihood of further emergencies due to climate change – I would urge as many as possible to get ready.”

Community Emergency Plans contain a wealth of useful, practical information, which all local people can refer to and act upon. This includes establishing key emergency contacts, places of safety, skills needed and volunteering. One location which already has an effective Emergency Plan is Westleton, and their response to the Dunwich wildfires was thanks in no small part to their preparation.

Cllr Topping continued: “The incredible response in Westleton during the wildfires was an example of a prepared community which had plans in place should something occur. As a Council, we were able to liaise smoothly with the village hall committee and enact our rest centre operation effectively.

“So, while the Suffolk Fire and Rescue Service were working extraordinarily hard to extinguish the fire, we were able to support people affected in a planned and co-ordinated way. The more communities that understand and prepare for such risks, the more effectively we will be able to respond.

Representatives of local communities should complete a registration form if they wish to attend the webinar, which is on Thursday 1 October from 5-6pm. Details can be found here: www.suffolkprepared.co.uk/events/east-suffolk-community-resilience-and-emergency-preparedness-webinar/

For further information about emergency preparedness in East Suffolk and the county as a whole, please visit: www.suffolkprepared.co.uk/get-prepared/prepare-your-community

Prioritising Support for Young People in East Suffolk

East Suffolk Council has launched a new Youth Fund, offering grants of up to £2,000 for projects supporting young people in the district.

Co-created with members of the East Suffolk Youth Council, the Youth Fund will support young people across the district and safeguard their future.

Grants of between £200 and £2,000 are available, and Youth Councillors have identified several areas they would like to see projects around. These include:

- Protecting and enhancing the environment
- Sport and leisure opportunities
- Improving transport options and accessibility for young people
- Developing skills, confidence and experience to support future employment and training
- Activities and opportunities for teenagers
- Mental health and wellbeing
- Reducing financial and practical barriers to opportunities such as the Duke of Edinburgh Award
- Supporting youth facilities, clubs and safe spaces for young people
- Expanding youth provision in rural communities
- Increasing access to the arts and cultural activities

East Suffolk Community Partnership Board provided a £40,000 budget for the Youth Council to determine how it should be spent, and it was agreed that £32,000 would be allocated to the Youth Fund. The remaining funds will be used to establish projects that the Youth Councillors themselves have designed and created.

Applications for the Youth Fund grants close on Friday 2 October.

Following the application period, an appraisal process will take place. A decision-making panel made up of Youth Councillors and council officers will then meet in November to consider applications and make funding decisions.

Youth Councillors have been clear that they want to support a variety of projects from across the district. They are keen to see a range of different projects come forward and encourage applications from rural communities and larger communities alike.

GLI Cllr Caroline Topping, Chair of the Community Partnership Board, and GLI Cllr Anthony Specca, Chair of East Suffolk Council, said in a joint statement:

"Young people are the future of East Suffolk, so it is incredibly important that they have a say in shaping the places and opportunities around them. This new Youth Fund is particularly special because of the large role that the East Suffolk Youth Council have had in the process.

"We are delighted that funding is now available to support projects which will help young people in our communities to thrive. We encourage community groups, organisations and partners across the district to apply and help turn the ideas and ambitions of our young people into reality."

The Chair of the East Suffolk Youth Council commented:

“We’re so pleased that this Youth Fund has launched, and we have enjoyed the process of creating the guidance and application form. We look forward to seeing what projects come forward and how they will support local young people.”

More information can be found at: www.eastsuffolk.gov.uk/benefits-grants-and-support/community-grants-and-funding/east-suffolk-youth-fund

Nationally Significant Infrastructure Projects (NSIPs) Update

LionLink is a new subsea electricity cable (known as an interconnector) proposed to run between Great Britain and the Netherlands, being developed by National Grid Ventures (NGV) and Dutch partner, TenneT, designed to connect our electricity system with the Netherlands. The project is currently in the pre-application phase. The submission of the full application is expected in Q2 2027.

Between 7 July and 5 August, NGV held a Targeted Consultation to seek feedback on a limited number of localised changes to the LionLink project which have been identified following Statutory Consultation, which was held between January and March this year. These changes included a relocation of the landfall site at Walberswick, realigning part of the project order limits with Sea Link's where opportunities to coordinate works have been identified, and other alterations to the order limits to facilitate improved access to sites during construction. East Suffolk Council submitted their response to the Targeted Consultation and is anticipating examination to start in Q2 2027.

On 30 June, officers took part in the Suffolk Design Panel Review meeting at the Fromus Centre in Saxmundham. The session included a visit to the proposed LionLink and Sealink convertor station site on the outskirts of Saxmundham and a presentation to the panel setting the Council's position on the project, its concerns, and highlighting key points for consideration as part of the evolving converter station design on land East of Saxmundham. National Grid Ventures's approach to the proposed design and landscaping of the convertor station site was received positively by the panel. A second Suffolk Design Panel Review meeting is currently being arranged to take place in October of this year.

The Design Review Panel identified the value of the landscaping areas proposed at the Saxmundham Converter Station site (for both LionLink and Sea Link), having significant potential to become more than simply landscape planting, rather a local community asset in the form of a country park allowing visitors to engage in recreation and educational opportunities, alongside realising local ambitions to link Saxmundham to the sea via greener routes. Plans are being refined; however the opportunities are significant in this regard and early findings are very encouraging. Coordination between the two project promoters is ongoing and something which ESC has been strongly advocating for at every opportunity.

The team continues to engage constructively with NGV to ensure local priorities remain at the forefront of discussions and to secure the best possible outcomes for local communities and the environments of East Suffolk. Several topic specific workshops are planned to take place during late summer and autumn.

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:

Emergency Plan WTC: I met with Cllr Adelson to support his excellent work in pulling this together, we decided the contents of the two emergency boxes, I am applying for funding to cover this cost and I look forward to the recruitment and training of volunteers.

Community Resilience: I have written to Suffolk Fire and Rescue for their views on voluntary fire watch and beaters in preparation for next Summer's heat. In response to the general publicity around 'being prepared' for an emergency I have written to SCC for advice that can be shared with the public to make our community resilient to incidents such as communication/internet downages or food chain disruption.

This is the govt advice: <https://prepare.campaign.gov.uk/get-prepared-for-emergencies/>

Flood prevention: I have completed a drain safari and with the public's help am reporting and championing chronically blocked drains. Have had the drain alongside the Shire Hall cleared, it apparently was not listed as a SCC asset, however now it is. Drainage survey shared with SCC. I have also asked whether SCC can sponsor water butts for every household. Awaiting a reply.

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. – **Ongoing campaign**

Melton Hill – awaiting a response from SCC regarding the request for a structural survey and a plan to resolve the undulated surface.

Cycle box at intersection Thoroughfare/Lime Kiln Quay/Melton Hill/St Johns St: SCC Highways has confirmed that there is space for this, it will have to be funded either from my

Highways budget or Woodbridge Town Council/ Melton Parish Council or a combination. I am awaiting a costing from SCC so that I can budget accordingly.
Woodbridge Primary School – meeting confirmed 7/10

Melton to Martlesham Heath CATS bus service – This service has commenced – please share widely!

MELTON & WOODBRIDGE SHOPPER BUS STARTS SOON



Bus passes accepted!

Wheelchair booking is advisable

Starting on the 3rd of September and travelling every Thursday and Friday*

01728 830516
WWW.CATS-PAWS.CO.UK

CATS **WOODBRIDGE TOWN COUNCIL**

SHOPPER TIMETABLE

Morning Timetable:

- 11:05 Melton Chapel
- 11:07 Hall Farm Bus Stop (Woods Lane)
- 11:09 Bredfield Rd Bus Stop (Woods Lane)
- 11:10 Bury Hill (Bredfield Rd)
- 11:11 Warwick Ave Bus Stop (Bredfield Rd)
- 11:13 The Grove Bus Stop (Pytches Rd)
- 11:16 Woodbridge Turban Centre
- 11:20 Hillyfields Bus Stop (Warren Hill Rd)
- 11:21 Claire Ave (Old Barrack Rd)
- 11:23 Deben Seal/Duke of York Bus Stop (Old Barrack Rd)
- 11:28 Crown Point Bus Stop (Main Rd)
- 11:30 Black Tiles Bus Stop (Main Rd)
- 11:35 Martlesham Tesco

Afternoon Timetable:

- 13:40 Martlesham Tesco
- 13:45 Black Tiles Bus Stop (Main Rd)
- 13:47 Crown Point Bus Stop (Main Rd)
- 13:52 Deben Seal/Duke of York Bus Stop (Old Barrack Rd)
- 13:54 Claire Ave (Old Barrack Rd)
- 13:55 Hillyfields Bus Stop (Warren Hill Rd)
- 13:59 Woodbridge Turban Centre
- 14:02 The Grove Bus Stop (Pytches Rd)
- 14:04 Warwick Ave Bus Stop (Bredfield Rd)
- 14:05 Bury Hill (Bredfield Rd)
- 14:06 Bredfield Rd Bus Stop (Woods Lane)
- 14:08 Hall Farm Bus Stop (Woods Lane)
- 14:10 Melton Chapel

Thursdays and Fridays only, except for public holidays. During all other times, the service reverts to its usual pre-bookable on-demand service. To book, call 01728 830516

Pedestrian crossing/Pytches Rd – awaiting completion of the road markings

Flooding at New Quay Lane – have convened two multi agency stakeholder meetings – including the Environment Agency and Network Rail and continue to seek a solution to the problem.

Rough sleeping – 2 further incidents this month down at the Model Boat Pond area, one incident involving an off lead large breed dog belonging to the rough sleeper. I have asked East Suffolk Council to take steps to secure this area and to look at ways to offer support to rough sleepers that will be more constructive than current practice if possible.

Theatre street pavements: flagstones are still awaiting second round of repair.

Thoroughfare: An uneven surface in the Thoroughfare outside the shop called Goldfinch is to be repaired using my SCC Highways budget as it doesn't meet the threshold for repair.

Theatre Street Car park: an unstable flagstone as you turn right exiting the carpark on the pavement is to be repositioned.

Bench outside Seckford Care – due to be removed by the 24/9

Gurkhas: I shared a message of comfort to the **Gurkha Regiment** at Rock Barracks following the catastrophe in Nepal. I have requested a liaison person at WTC – recommending Cllr Beck as her speech was very well received at the tea reception

Graffiti in Woodbridge – ongoing problem and police are monitoring

Active Travel Woodbridge – update public, well-received. I continue to work with the team on proposals for the town centre.

Angel Lane T junction with Theatre St – I continue to work with a residents group from Angel Lane to find a solution to this dangerous junction, progress is going well.

A Woodbridge parking review: I am in communication with SCC in this regard with a proposal exploring whether we can consult on and submit 3 proposed zones and possible self-fund in part. By limiting it to 3 areas rather than Woodbridge wide I am hoping it will reduce the £60k cost

Crossing Ipswich Rd – following extensive review I have submitted a request that the Active Travel Woodbridge team consider including a crossing on Ipswich Rd at the junction of Sandy Lane.

Crossing Station Rd – considering extensive review I have requested that the ATW team consider a crossing at the Tide Mill Way junction at Station Rd to accommodate the pedestrian desire line.

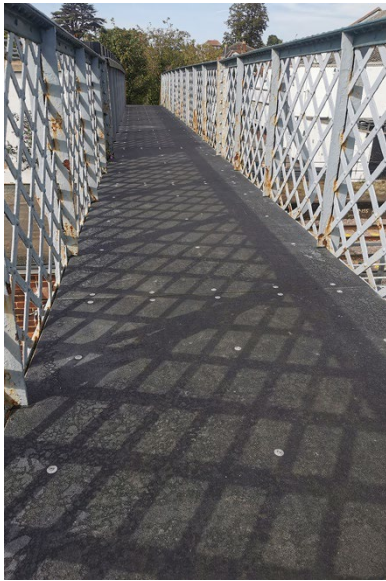
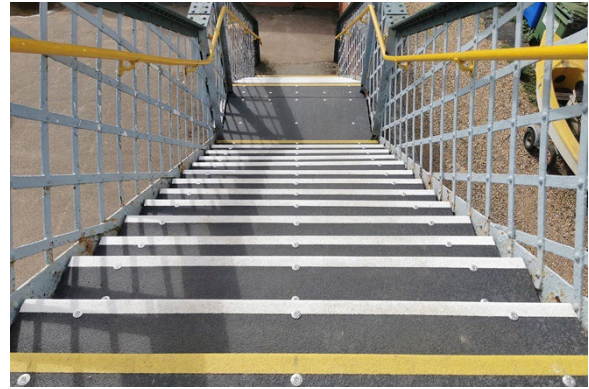
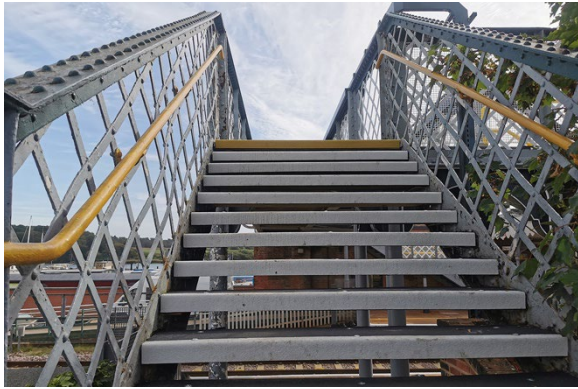
Economic Development – I have had a meeting with the EconDev team at East Suffolk Council to discuss ways of improving footfall across the town, joining up Whisstocks to Market Hill and ways to support our market.

SCC bench assets – I have requested an asset map from SCC listing all of the benched owned by SCC so that I can improve them.

Men's Shed – have chased up with ESC assets team and Legal.

Changing Places Toilet – chased up with ESC – Town Clerk has received a response.

Pedestrian Footbridge Railway Station – I called on Network Rail to close off the bridge as I felt it was a threat to public safety, this was actioned and the 'wobbly' steps, loose lining and plywood base that felt spongy has all been corrected. They will not be repainting it however I feel that it is vastly improved and will deescalate it.



Ruth Leach 23/9/26

Item 11

To consider the significant projects of the Council.

a. The Shire Hall

- i. Receive an update and recommendations from the Shire Hall Working Party.

The Shire Hall Working Party have met twice since the last meeting of the Council and the notes from both meetings are provided on SharePoint. The following are the substantive motions from those meetings for consideration by Full Council:

Drain surveys:

Drain Doctor attended to the Market Hill on 8 August to undertake a camera survey of the foul and surface water drains on the Market Hill – the Council's concern about blocked or damaged drains in the vicinity of the Shire Hall provided the requirement for such a survey.

The survey report is provided on SharePoint, where it is identified that there are a number of fractures and displaced joints, as well as blockage of one of the pipes with concrete, in the pipework around the building. Drain Doctor have provided a quote for all the repair work identified – **The Shire Hall Working Party recommend to Full Council that only the repairs to the foul water drains be undertaken, and a quote from Drain Doctor for this is provided.**

Feasibility study

The Working Party have been working on a feasibility study tender document for submission to architects.

The Shire Hall Working Party request that Full Council delegate to the Shire Hall Working Party the appointment of a contractor to undertake the Feasibility Study (based on the document provided), up to a maximum amount of £10,000.

Both of the above projects will be funded from EMR 342 (Shire Hall project).

b. Local Government Reform

- i. What impact does the cancellation of LGR mean for WTC.

Members will be aware that on Monday 7 September the Government announced that it was withdrawing its previous decision to create three new unitary councils in Suffolk.

The Council has focussed on LGR being a positive opportunity for the Council in terms of asset transfer – in light of the 7 September news that position needed re-affirming.

The Town Clerk joining Clerking colleagues from other East Suffolk towns on a Teams Call with ESC Lead Officers on 10 September and asked directly of the East Suffolk CEO if his organisation would still be encouraging Town Council's to seek asset transfer from ESC. The answer was positive *'we are definitely still up for continuing the discussion'*.

An email from Mr Bally (recipients unknown) on the subject of LGR and Devolution, is uploaded to SharePoint.

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

ESC have yet to be forthcoming with any information following the submission of a request for data as part of the Council's attempts to undertake due diligence in advance of potential asset transfer. ESC Officers chased for comment.

The Highways Committee have also begun investigations into the consideration of approaching ESC regarding the paid car parks in the town for inclusion in asset transfer.

- iii. To receive an update on the built spaces project

The proof-of-concept funding bid for the Deben Campus has now been submitted to East Suffolk Council. Following a critical friends review by two national town regeneration firms (Carter Jonas and Lambert, Smith, Hampton), we have opted for a high-level viability study to be conducted first (cost £15,000) and, if this comes out positive, we would then undertake the full proof of concept study (estimated cost £60,000). This second study would take the project up to, but not including, a full public consultation. Realistically, the earliest a consultation might happen is at the end of Q1 2027.

However, once we have clarity on LGR, I suspect we might want to do an information update campaign with the town covering both the green and built spaces work we are doing. Should we aim for end November?

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

Cllr Leach and the Mayor have done a further review of the relevant section of the King Charles path by Whisstock's Place and are considering two possibilities. While more work is done before formally bringing a proposal for decision to Council, views and other suggestions are welcomed either at this meeting or afterwards.

The first is three short sections of fencing – at the corner of the path with Tide Mill Way; at the corner of the slipway on the left as you leave Whisstock's Place and at the corner on the right after the steps.

The second is to position four signs with the following messages:

We put up three signs – one near the railway steps, one by the railway crossing next to the cafe and one by the flag post with the following:

ATTENTION

Please take extra care. You are now entering a working boatyard with a long history.

A fourth sign could go up by the Whisstocks floodgate:

ATTENTION

Please take extra care. You are about to join the riverside footpath through a working boatyard with a long history.

In addition, the Estate Manager's review had raised the need for a survey of the structure below the path. Having re-walked the area with Ruth, it is clear that this survey needs to take place.

d. Kingston Field improvements

There was no reference to the Kingston Field improvement project in the minutes from the September meeting of the Amenities Committee. It is understood that the Chair of the Amenities Committee and Estates Manager are scheduled to meet with the Chair of the Woodbridge Tennis the day following this meeting, from where Amenities will consider it's next steps for the potential re-development of the Kingston Pavilion.

Item 15

To note the resignation of Thomas Rogerson and to agree the Council's position in regard to co-option less than six months prior to local elections.

Thomas Rogerson resigned his position as a Councillor on Monday 14 September. The electoral authority was duly noted, and the Notice of Casual Vacancy is now provided on our website, social media and noticeboards. Electors of the parish have until 8 October to call for an election:

NOTICE OF VACANCY IN OFFICE OF COUNCILLOR

WOODBIDGE TOWN COUNCIL SECKFORD WARD

NOTICE IS HEREBY GIVEN

that due to the resignation of Councillor Thomas Rogerson, a vacancy has arisen in the Office of Councillor for the Town Council.

1. A by-election to fill the vacancy will be held if ten electors for the parish give notice in writing claiming such an election to the Returning Officer not later than

8 October 2026

2. The Addresses of the Returning Officer are:

Riverside
4 Canning Road
Lowestoft
NR33 0EQ

Council Offices
East Suffolk House
Station Road
Melton
Woodbridge
IP12 1RT

3. If no such notice is given the Town Council will fill the vacancy by co-option.

Dated: 18 September 2026

Signed: 
Clerk

Mr Greg Diaper
Clerk to Woodbridge Town Council
Shire Hall
Woodbridge
Suffolk
IP12 4LP

Printed and Published by the Returning Officer, East Suffolk Council

If an election is called, it will be held within 60 working days of the notice. If not, up until 10 November, the Council would be duty bound to seek to co-opt. After 10 November, the Council may co-opt or choose to keep its number at 15 until the end of the Civic Term.

If an election is not called, ESC will inform the Town Clerk on 9 October – co-option notices could then be published, with a view to co-opting at the November meeting of the Council, which will be after 10 November.

In summary, if an election is not called, the Council has a choice whether or not it will seek to co-opt – advance warning for Offices to allow for a co-option process to be organised is therefore sought at this item. **Members are asked to note the resignation of Thomas Rogerson and to agree the Council's position in regard to co-option less than six months prior to local elections.**

Item 17

To note the receipt of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2026 and consider any actions required.

Members will recall that with the agreement of the Council, Cllr. Phipps and the Town Clerk signed off sections 1 and 2 of the Annual Governance & Accountability Return (AGAR) at the Annual Meeting of the Council in May. From here the Town Clerk submitted to the external auditor the required documentation in order to allow for the external audit to take place (for information, the full submission is uploaded to SharePoint).

PKF Littlejohn have now completed their audit and returned section 3 to the Council – the pertinent section of external audit report is shown below, with a link to the full document provided further in the item:

2 – External auditor's limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 10, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the Internal Auditor's response to Internal Control Objective O.

This is in line with the Council's answer of 'No' to Assertion 10 (more on this below).

The Town Clerk and Finance Officer are thankful to Councillors for their assistance in the completion of the external audit.

Members are advised that the following statutory requirements have also been undertaken:

- [The inspection period of the Councils unaudited accounts](#) was correctly observed, with the accounts available for public inspection between Friday 12 June and Thursday 23 July. There was no public viewing of the accounts.
- [The Notice of conclusion of audit including the final AGAR](#) was published on the Councils noticeboards and website before September 30th (9 September).

There were two significant contributing factors to the Council's answer of 'No' to Assertion 10 – the following is taken from a guidance paper produced for Councillors as part of the AGAR consideration in May:

1 – All websites must meet the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (where applicable).

As a public sector body, the council has a duty under the Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 to ensure documents and pages published on its website are accessible to all residents. The Council's current 'failure' to do is one of the main reasons for a 'No' answer to Assertion 10.

The Council's website has 3,765 pages and 3,118 pdf files (mostly agenda and minutes), giving 35,621 pages of pdf data for public consumption, plus all the other publicly available pages (news, facilities, weddings etc).

In order to try and find a means to ensure that the Council's website meets statutory guidelines, the Town Clerk has been in contact with ReciteMe, an organisation '*dedicated to helping businesses and website owners around the world meet relevant website accessibility guidelines & standards*'.

Having looked into the Council's website and following two Teams Calls, ReciteMe can provide the following assistance:

- Accessibility Checker – a scanning tool used to identify pages on the Council website not meeting criteria, which then proposes methods to fix the errors.
- PDF Remediator – scans and automatically fixes pdf content.
- Assistive tool bar – A tool for people accessing the website allowing their needs to be accommodated to view webpages:

<https://www.youtube.com/watch?v=IZAcg6W0nWk&t=24s>

Members are asked to consider the quotation from ReciteMe for services to assist the Council in making it's website accessible to the required statue.

2 – All smaller authorities (excluding parish meetings) must also have an IT policy. This explains how everyone – clerks, members and other staff – should conduct authority business in a secure and legal way when using IT equipment and software. This relates to the use of authority-owned and personal equipment.

As part of the preparation toward the consideration of the AGAR in May, Council has already considered and rejected a number model and approved IT policies as they did not meet the needs of the organisation. The Town Clerk was asked to contact SALC, and that communication is provided below:

Greg Diaper Mon Sep 07 2026

IT policy

Woodbridge Town Council have considered a number of model policies and policies from other large (ish) organisations in an attempt to agree an IT policy in accordance with the requirements

of Assertion 10 on the AGAR. To this point, Councillors have not been able to agree on such a policy.

The following is an extract from a recent meeting of the Council where I was asked to seek advice from SALC:

Cllrs. Phipps and O’Nolan, and the Town Clerk, were asked to seek the advice of the Suffolk Association of Local Councils (SALC), in order to guide the Council to a point where it can agree a suitable policy, protecting the interests of the organisation and to accord with Assertion 10. Until that time, the Council noted it would not be able to answer ‘Yes’ to that assertion on the AGAR.

Such advice and guidance would be gratefully received - the main issue we encounter is the how to formalise Cllr. use of mobiles app and laptops when accessing Council documents - it is not financially viable for the organisation to provide mobile phones and laptops to all sixteen Councillors, hence members should expect to be able to use their personal equipment to undertake Council work.

Reply from the SALC team

Hello Greg,

The ICO factsheet for councils: **The use of personal email addresses and devices**, explains the use of mobiles app and laptops when accessing Council documents.

We would not advise removing these clauses from the NALC Model IT policy, but the Council may wish to consider adopting a Bring Your Own Device (BYOD) Policy.

Although SALC does not currently have a model policy, the ICO website and other councils provide examples that you could review and adapt to suit your parish.

I hope this helps.

Claire

IT policies from local organisations who have answered yes to Assertion 10:

[Aldeburgh Town Council](#)

[Beccles Town Council](#)

[Saxmundham Town Council](#)

Also saved to SharePoint is the NALC model policy – the above listed organisations have adapted this document for their own requirements.

A town council Bring Your Own Device (BYOD) policy sets the security and privacy rules for councillors and staff who use personal phones, tablets, or laptops for official council business:

[Crewe Town Council](#)

[Durrington Town Council](#)

[Filey Town Council](#)

Members are asked to consider the next steps in the agreement of an IT and BYOD policy.

Item 18

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 the consideration of the following priority policies of the Council, further to consideration by the 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 policies were assigned to each group as follows:

- 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**

Members have been providing comments via tracked changes to the documents on SharePoint, and this item provided Members/ groups the opportunity to advise of the proposed updates to the Council’s Priority Policies.

Members are asked to consider the recommendations from the Policy Review Working Parties in regard of the Council’s Priority Policies. The Council to adopt the policies when in agreement with the changes proposed.

Item 19

To consider recommendations from the Council's Committees and Working Parties:

a. Property Working Party

The Property Working Party met in late July at the instruction of the Council to consider a number of pertinent and ongoing items on the Council's estate, the most forefront at the time was the recent illegal encampment on Kingston Field. The minutes from that meeting state:

Those Cllrs. present expressed support for the installation of a step over metal/ steel fence along the full length of the field boundary with Kingston Farm Road.

The Estates Officer was asked to seek quotations for this work at his earliest convenience.

The Estates Officer has received a quotation from a local organisation to install 147.2 metres of a metal post and rail barrier, with three standalone metal posts (pedestrian access) at Kingston Field – this document is uploaded to SharePoint; the cost would be £7,254.00. In discussion a local groundworks organisation, the Estates Manager is confident that installation can be completed for a similar amount.

As some Members are aware, the Council has submitted three Expressions of Interest to the East Suffolk Council 'Thriving Places fund' – the Kingston Field barrier is one of them. ESC have responded positively to all EOI's, and a full bid will be submitted in October which could provide up to 70% of the project costs met from that fund.

In line with the position of the Property Working Party, **Members are asked to agree to installation of a metal permitter fence along the full length of boundary of Kingston Field adjacent to Kingston Farm Road. The funding for either the full cost, or a match funding amount, to be delegated to the Town Clerk, Town Mayor and Chair of the Staffing Committee, and to be reported back to Council once the project is complete.**

b. Climate and Ecological Emergency Committee

The minutes from the September meeting of the CEE Committee provide the following recommendation to Council:

8. To discuss the option to take part in a Fireworks consultation.

Members agreed not to submit a collective response to the Fireworks Consultation, with individual Members encouraged to respond independently should they wish to do so.

The Committee also agreed to recommend to Full Council that the use of fireworks be prohibited on all Town Council-owned land and premises, subject to final approval by Full Council.

Hirers of the Council estate are currently asked to advise via the application form if they wish to have a firework display – if Council approves this recommendation from its Committee, that section will be removed, and the Terms and Conditions update to advise that the use/setting off of fireworks on the Town Council estate is prohibited.

c. Highways and Transport Committee (include request for volunteer to lead on reestablishing Neighbourhood Watch in Woodbridge)

Members will recall the presentation received at the July meeting in relation to the rejuvenation of a neighbourhood Watch schemes in the Parish – the Highways and Transport Committee were asked to undertake the first consideration of the ideas proposed – see email uploaded to SharePoint), and the minutes from that meeting provide:

11. To consider a request from Full Council as to how the Council may be involved in the rejuvenation of Neighbourhood Watch schemes in the Parish.

The Committee agreed to recommend to Full Council that Woodbridge Town Council should try and find a way to support the rejuvenation of a Neighbourhood Watch scheme, but it would require a lead Councillor to drive the project forward, preferably with a lead resident.

Cllr. Sadler was asked to include the rejuvenation of Neighbourhood Watch schemes in the Parish in the next 'Mayors Monthly' video.

Item 20

To consider requests for grant funding from the following organisations:

- a. Salvation Army, Woodbridge Branch.**
- b. Deben Climate Centre.**

Uploaded to SharePoint are grant funding requests (outside of our normal grant scheme) from the Salvation Army, Woodbridge Branch, and the Deben Climate Centre.

Salvation Army

The Council have supported the Salvation Army through the ad-hoc provision of funding in recent years – Major Hill has provided the uploaded request for funding; upon receipt he was asked to provide information about his current demand and if there are any other foodbanks in the parish:

We are averaging 59 food parcels each week, we had 4 new applications this week 3 families, 1 single, 7 children, as far as I know we are the only foodbank operating in Woodbridge. St Mary's offer a food pantry where food is donated, and people just help themselves.

In July we gave out 247 food parcels, 52 singles, 24 pensioners, 171 families and 257 children. Our main group comes from Woodbridge but accepts anyone in need.

Our average weekly expense Bookers £500.00. Monthly Fareshare £375.00 giving an average monthly cost of £2375.00

Uploaded to SharePoint are some graphics and data also supplied by Major Hill.

Deben Climate Centre

The following was received by the Town Clerk and Town Mayor on 15 September:

Dear Councillor Phipps and Town Clerk,

Please find attached an application from the Deben Climate Centre for funding support for their Community Garden at Grange Farm. We would appreciate the funding application being considered at the upcoming Council meeting on the 23rd of September, 2026, since the autumnal weather is now perfect for preparing the ground for planting.

I have included both pdf and doc.x versions of the application. Please let me know if you have any questions about the application.

Yours sincerely,

Wendy Herniman

Director

Deben Climate Centre

Members are asked to consider requests for grant funding from the following organisations:

- a. Salvation Army, Woodbridge Branch.**
- b. Deben Climate Centre.**

Item 21

To consider a proposal and associated costs from the Council's Estates team in regard of the Elmhurst Park Blossom Garden.

Members who attended the first presentation by the Estates team of their vision for Elmhurst Park will recall the support in the room for the proposed 'Blossom Garden'. As is visible in the park, two large flower beds have been opened up in preparation of the creation of this new feature; it now falls to the Council to formalise the decision and agree the spending required to facilitate these improvements.

Uploaded to SharePoint is a paper from the Estates Manager outlining the requirements. As provided, the planting costs for the project will be captured by expenditure code 4030 (Estate planting); the Amenities Committee have agreed to fund the installation of the 'Tree rings' from their in year budget (5100).

The Estates Managers paper requests funding of £3,500 to remove the large, raised bed in the centre of the park. As the flagstones, plants and soil from within the bed will be re-purposed as part of the amphitheatre project, it is proposed that **EMR 325 (Amenity Projects)** is used to fund this work which is key to the success of both projects. The funds within that EMR is the underspend from the Amenities Committee budget from 2025/26, which was earmarked for working on the amphitheatre.

Members are asked to consider a proposal and associated costs from the Council's Estates team in regard of the Elmhurst Park Blossom Garden.

Item 22

To note the attendance by the Lord Lieutenant of Suffolk, Mark Pendlington, at the Remembrance Children's Service, and consider plans for visits in the town thereafter.

It has been confirmed that the Lord Lieutenant of Suffolk, Mark Pendlington, will attend the Remembrance Children's Service on Friday 6th November.

The Town Mayor has been advised by the Council's Admin. Officer, following her communication with the LL's Secretary, that:

He would be delighted to join you and a small group for lunch. He would like to then with you only, go to see a charity, local business, so he can get to see Woodbridge and what local enterprises are based here. He gives out awards to various organisations and charities and therefore would like to take this opportunity to see what local up and coming businesses we have here.

This item is provided to allow Councillors to propose places/ organisations of interest for the Mayor and Lord Lieutenant to visit.

Item 23

To consider planning applications DC/25/4863/FUL , DC/26/2249/FUL & DC/26/2550/LBC.

In meeting monthly, the Planning Committee are missing some deadlines to respond to Planning Applications. Whilst the advice from the Planning Authority is that responses from Council after a deadline has passed will still be considered as long as the application hasn't been considered by the authority/ Planning Officer, responses have been requested for the following applications:

DC/26/2249/FUL - Old Customs Cottage 5A Quay Street Woodbridge Suffolk IP12 1BX	Expiry Date: Thu 17 Sep 2026
	Determination: Fri 25 Sep 2026
Demolition and replacement (enlargement) of single storey rear extension. Internal alterations; staircase and bedroom closet.	

DC/26/2250/LBC - Old Customs Cottage 5A Quay Street Woodbridge Suffolk IP12 1BX	Expiry Date: Thu 17 Sep 2026
	Determination: Fri 25 Sep 2026
Listed Building Consent - Demolition and replacement (enlargement) of single storey rear extension. Internal alterations; staircase and bedroom closet.	

DC/25/4863/FUL - Grove House Hotel 39 Grove Road Woodbridge Suffolk IP12 4LG	Expiry Date: Mon 21 Sep 2026
	Determination: Not Available
Change of use of the managers accommodation at Grove House Hotel to an independent, unrestricted residential dwelling (Use Class C3)	

Members are asked to consider planning applications DC/25/4863/FUL , DC/26/2249/FUL & DC/26/2550/LBC.

Item 24

To consider the insurance for volunteers working under the control of the Estates team.

As Members might be aware, the Estates Team organise for volunteers to support their work on Tuesday mornings in Elmhurst Park – the was the first poster used to advertise this opportunity:



Volunteers work alongside Jess and her team, which is permitted/ covered by the Council's public liability insurance. Officers are now exploring the insurance requirements for allowing volunteers to work in Elmhurst Park when not under direct control/ supervision of a WTC Officer. There has been some back and forth with the Council's current insurers as a means to find an agreeable solution – this dialogue is provided for information on SharePoint.

In light of the Council's aspirations to acquire more open spaces from East Suffolk Council and to engage local people to volunteer at the places of importance to them, finding a workable solution to this problem is developing into a priority for the organisation.

One developing option is that the Elmhurst Park Charity acts as the insuring body; at the time of writing this option has not been explored any further. Members are reminded that the Council has applied to HM Land Registry to register the freehold ownership of Elmhurst Park and Kingston Field, with a long-term view of closing those governing charities. This might need to be repealed if using the charities is a workable option.

Members are asked to consider the insurance for volunteers working under the control of the Estates team.

Item 26

To consider updates to the Honorary Freeman and Freewoman of Woodbridge awarding protocol.

It was requested at the July meeting of the Council that further consideration of the nomination/ awarding protocol to the position of Honorary Freeman/ Freewoman of Woodbridge be undertaken:

The Council noted that two of the applications received were from individuals whose place of residence was outside of the Parish of Woodbridge and the surrounding parishes as required in the nomination criteria previously agreed by the Council and thus were removed from the voting.

The Council agreed that further consideration of the nomination process should be undertaken at the September meeting of the Council.

The current nomination criteria are as follows:

Nomination Criteria

The following will be taken into account when consideration is given to granting the honour of Honorary Freeman or Honorary Freewoman of the Town:-

A - To be considered, a person must have been a resident of the Parish of Woodbridge or a neighbouring parish (Great Bealings, Hasketon, Martlesham, Melton or Sutton) for a minimum of 10 years and must have given continuous voluntary service over 5 years. He/she must have given special service ('special' defined as having given service of themselves to the Town in their own particular way).

B - A current serving member of a Local Authority cannot be nominated. The following criteria must be met to nominate a past member of WTC. The nominee must have served a minimum of 8 years (two terms) on WTC. During the 8-year period the nominee must have served as either Mayor, Deputy Mayor, or as Chair or Vice Chair of a Council Committee.

C - Preference will be given to a person who performs in a voluntary capacity, but this should not preclude the honour being awarded to a person whose dedication and contribution is significantly above that expected from their occupation.

D - The contribution to the wellbeing of the community must involve one or more of the following factors:-

i. A significant allocation of the person's time in serving members of the community for the improvement of their wellbeing.

- ii. The promotion, achievement and/or delivery of community services in which a real personal contribution has been made.
 - iii. Whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.
-

It was section A which led to some disappointed at the July meeting, namely where residents of Ufford, who had clearly demonstrated exceptional voluntary service to Woodbridge, were excluded from the vote.

Members may use the document uploaded to SharePoint to suggest updates to the document via 'Tracked Changes'.

Members are asked to consider updates to the Honorary Freeman and Freewoman of Woodbridge awarding protocol.