

To Members of the Amenities Committee

Cllr. David Adelson
Cllr. Sharon Miller
Cllr. Robin Sanders

Cllr. Sue Bale
Cllr. Doreen Pegg
Cllr. Catherine Walsh

Cllr. Ellie Beck
Cllr. Simon Sadler
Cllr. Martin Wilks

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



Belinda Lloyd
Deputy Town Clerk
26th June 2026

Public Attendance

Members of the public and press are welcome to attend. The public will be invited to give their views/question the Town Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item will be limited to fifteen minutes duration.

The Town Council, members of the public and press may record/ film or broadcast this meeting when the press and public are not lawfully excluded. Any member of the public who attends this meeting is advised that the Town Council cannot control 3rd party recording.

Woodbridge Town Council vision statement

The Council will strive to ensure Woodbridge is a safe, harmonious, and thriving town where all residents and the wider community feel welcome.

We will work to make Woodbridge a place where all generations can participate in a vibrant, inclusive society that is environmentally resilient.

Agenda

1. Apologies



WOODBRIDGE TOWN COUNCIL

Town Clerk: Mr G E Diaper

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

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

2. Declarations of Member Interests.

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

3. Requests for dispensations.

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

4. Public question time

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

5. To agree and approve the minutes of the meeting held 3rd June 2026.

6. To note the meeting schedule agreed for the rest of the Civic Year 2026/27.

7. To discuss Elmhurst Park toilet usage during park events.

8. To discuss the future of the Market Hill, phone kiosk.

9. To consider the location of the Melton Hill “Welcome to Woodbridge” sign location.

10. To discuss the parking on Tide Mill Way.

11. To consider the quotes and designs received for the redevelopment of the Fen Meadow play area.

12. To consider the quote received for the path on Kingston playing field running adjacent to Jetty Lane.

13. To consider the quotes received for the removal of the gym equipment and cricket strip and installation of new calisthenics equipment.

14. To consider the quote received from an architect for the internal redesign of Kingston Pavillion.

15. To discuss a proposal regarding the area outside the local businesses on Warwick Avenue.

16. To note the request from the Deputy Town Clerk to receive items for the committee agenda by the Wednesday before the next meeting. (next meeting date: 2nd September 2026)

17. Closure.

Item 6

To note the meeting schedule agreed for the rest of the Civic Year 2026/27.

Woodbridge Town Council – Meeting schedule 2026/27

Wednesday 1st July - 7pm

Wednesday 2nd September - 7pm

Wednesday 7th October - 7pm

Wednesday 4th November - 7pm

Wednesday 2nd December - 7pm

Wednesday 6th January - 7pm

Wednesday 3rd February - 7pm

Wednesday 3rd March - 7pm

Wednesday 7th April - 7pm

Members are asked to note the meeting schedule agreed for the rest of the Civic Year 2026/27.

Item 7

To discuss the use of the Elmhurst Park toilets during park events

The Estates Manager has been progressing the implementation of the recently approved automated opening and closing schedule for the public toilets, as follows:

- Summer Hours (1 May – 30 September): 7:00am – 6:30pm
- Winter Hours (1 October – 30 April): 7:00am – 3:30pm

At present, only one toilet facility is being opened at a time. Work is ongoing to identify a practical solution that would enable the second toilet to be opened and secured manually, without incurring additional call-out costs.

Both toilet facilities can be made available for authorised events held within the park, should Members wish to permit their use. Availability would, however, remain subject to the annual opening hours outlined above.

Members are asked to discuss the use of the Elmhurst Park toilets during park events

Item 8

To discuss the future/ ongoing use of the Market Hill, phone kiosk.

At the Annual Meeting of the Council held on 20th May 2026, the Council agreed:

35. To review the Council's and Staff's subscriptions to other bodies

The Council reviewed the Council's and staff's subscriptions to other bodies and approved that they continue for a further year, with the exception of the British Youth Council, which can be discontinued.

The Finance Officer was asked to add the cost of each subscription to the document, and that this be circulated to Councillors in due course.

The Town Clerk was asked to add an item to the next meeting of the Amenities Committee to consider the future/ ongoing use of Market Hill phone kiosk.

The current subscriptions for the continued use of the telephone kiosk are:



Ring subscription costs: £49.99 per year

Wi-Fi subscription costs: £60 per year – Paid monthly on a rolling mthly contract.

Another Councillor has also raised a concern over the current state of neglect of the Little Hub of Happiness and asked who is responsible for its maintenance and replenishment.

Jason Alexander from Rubbish Walks launched the Little Hub of Happiness launch in October 2024, the understanding was that it would be maintained by himself and the community, but this has not been the case.

Members asked to discuss the future/ ongoing use of the Market Hill, phone kiosk.

Item 9

To consider the relocation of the Melton Hill “Welcome to Woodbridge” sign location.

When the Council installed new signs across the estate, the “Welcome to Woodbridge” signage located on Melton Hill could not be installed because the raised beds were not wide enough to accommodate the new signs and more specifically the wooden posts.

Subsequently, Suffolk Highways have now advised that the location of the signage does not belong to them and that an alternate location would need to be sought.

Previous sign and location:



After discussion with Suffolk Highways, the location outside the Red Lion, which previously housed a bench was agreed to be an appropriate new location.

Proposed new location:



There will be installation costs to be considered, which the Deputy Town Clerk has requested quotes for.

Members are asked to consider the relocation of the Melton Hill "Welcome to Woodbridge" sign location.

Item 10

To discuss the parking on Tide Mill Way.

At the meeting of the Amenities Committee on 2nd July 2025:

10.	To reconsider the management of unauthorised parking on Tide Mill Way.
	The Committee agreed that the Council authorise National Parking Control to undertake a six-month trial enforcing the parking restrictions on the Town Council owned section of Tide Mill Way.

The Deputy Town Clerk has been in contact with National Parking Control (NPC) on several occasions to arrange enforcement of this area. However, due to a high turnover of staff within the organisation and the involvement of a separate contractor responsible for installing the required signage, who has repeatedly failed to engage, it has not been possible to progress a trial enforcement scheme.





Following a conversation with a resident from the Granary, both Cllrs. Simon Sadler and Sharon Miller would like to discuss the appropriate management of the area including the location of the disabled bay and signage in the area.

Members are asked to discuss the parking on Tide Mill Way.

Item 11

To consider the quotes and designs received for the redevelopment of the Fen Meadow play area.

The quotes and designs from Wildwood UK and several groundworks contractors have been uploaded to SharePoint for consideration.

To consider the quotes and designs received for the redevelopment of the Fen Meadow play area.

Item 12

To consider the quotes received for the path on Kingston playing field running adjacent to Jetty Lane.

The quotes have been uploaded to SharePoint for consideration.

At the meeting of the Amenities Committee on 01.04.26, members agreed:

6.	To noted quote received to install a path at Kingston Playing Field.
	<p>The Committee noted the quotation received for the installation of a path at Kingston Playing Field. Members requested that officers obtain three quotations for a path running from Jetty Lane to the Pavilion.</p> <p>The Committee also asked that the SCC Councillor and Highways be approached to explore potential financial support for the project, as the path is considered necessary to improve safety for users of Jetty Lane. Currently, no footpath is provided, requiring pedestrians to walk in the road, which is unsafe and has long been a concern for both residents and councillors.</p> <p>The Committee agreed to allocate up to £500 from expenditure code 4135/120 for the removal of the cricket strip and its replacement with turf.</p> <p>The Chair and Deputy Town Clerk will arrange a meeting with the Tennis Club and Cricket Club to discuss how the Committee can support both the proposed pickleball provision and cricket facilities at Kingston Playing Field.</p>

The quotes have been uploaded to SharePoint for consideration.

Members are asked to consider the quotes received for the path on Kingston playing field running adjacent to Jetty Lane.

Item 13

To consider the quotes received for the removal of the gym equipment and cricket strip and installation of new calisthenics equipment.

The quotes have been uploaded to SharePoint for consideration.

Members are asked to consider the quotes received for the removal of the gym equipment and cricket strip and installation of new calisthenics equipment.

Item 14

To consider the quote received from an architect for the internal redesign of Kingston Pavillion.

At the meeting of the committee on 6th June 2026, members decided:

10.	To receive an update from Cllr. Miller regarding the meeting with Woodbridge Tennis Club.
	<p>Cllr Miller provided a verbal update regarding the tennis club meeting, noting that the Tennis Club believes the building could be utilised more effectively for both the Tennis Club, the Café and the community.</p> <p>Following discussion, the committee agreed that the Deputy Clerk:</p> <ul style="list-style-type: none">- Engage with the Tennis Club, Café and Town Council to establish their respective requirements for the building's future use.- Explore options with an architect regarding a potential redesign of the internal layout.- Explore funding options available

The architect's quote has been uploaded to SharePoint for your consideration.

This quote includes:

Phase 01 - Consultation

Consultation with Woodbridge Town Council

Consultation with Longfields Cafe

Consultation with Woodbridge Tennis Club

Phase 02 - Brief Generation

From the consultation a set of aspirations will be created that define the development brief options.

We envisage there will be three broad approaches defined as follows

1. Limited amount of internal modifications to provide more effective operational facilities
2. Larger internal redesign to satisfy a more complex brief
3. Approach 1 + Extension
4. Approach 2 + Extension

Phase 03 - Brief Sign Off

Brief issues to consultees for comments and sign off.

Relevant comments to be incorporated.

Phase 04 - Design Studies

Based on the above brief a series of plan studies will be developed to show how each of the four approaches may be achieved through internal rearrangement and possible extension

Phase 05 - Design Presentation

Meeting to present information to consultees and a discussion about the next steps

Assumptions

The above assumes that an existing survey of the site and building already exist and will be available.

Travel is included in the above amount

Members are asked to consider the quote received from an architect for the internal redesign of Kingston Pavillion.

Item 15

To discuss a proposal regarding the area outside the local businesses on Warwick Avenue.



The following segment of email was received by Cllr. Simon Sadler:

Gardeners & Estates meeting with shop & business owners of Warwick Avenue.

The 4 Farlingaye councillors have already met with interested Warwick Avenue people and we agreed to see if WTC might try and help improve the estate around the pubs & shops, perhaps with planters & seating. Martin is keeping in touch with them, and Liam has said he's fine for himself & Jess to meet up & discuss. I'd like to get agreement that this meeting is fine to go ahead, then we'll progress and bring our discussion back to a future Amenities meeting for discussion and/or approval.

Members are asked to discuss a proposal regarding the area outside the local businesses on Warwick Avenue.

Item 16

To note the request from the Deputy Town Clerk to receive items for the committee agenda by the Wednesday before the next meeting. (next meeting date: 2nd September 2026)

Item 17

Closure