

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 2nd September 2026 at 7pm.**



Belinda Lloyd
Deputy Town Clerk
27th August 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 1st July 2026.

6. To discuss the additional run for Town signage and consider the quotation received.

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

8. To discuss whether the Council should ban smoking on the estate during times of high fire risk?

9. To consider the offer of land for sale at Cobbold Road.

10. To discuss the plans for the Amphitheatre and further costs for Elmhurst seating plans and to note the intention to submit an Expression of Interest to the East Suffolk Thriving Places Fund.

11. To receive an update on the current seating and layout of Whisstock's Place.

12. To receive an update on Little Hub of Happiness phone kiosk.

13. To receive and update on the Town Council bin management and mitigations in place.

14. To note the damage at Kingston Field play area and agree the next steps.

15. To note the request from the Deputy Town Clerk to receive items for the committee agenda by the Wednesday 30th September before the next meeting. (next meeting date: 7th October 2026)

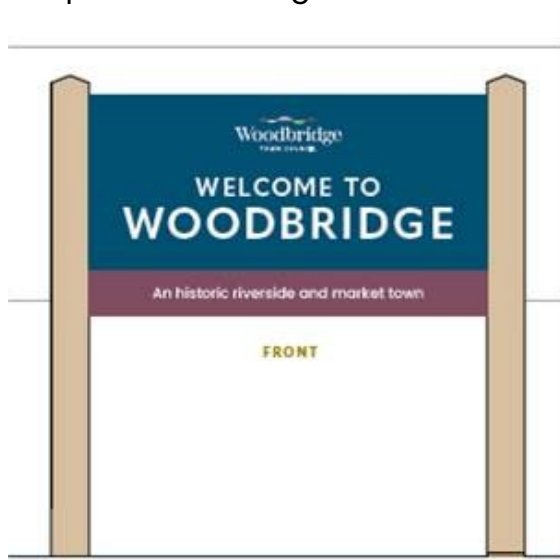
16. Closure.

Item 6

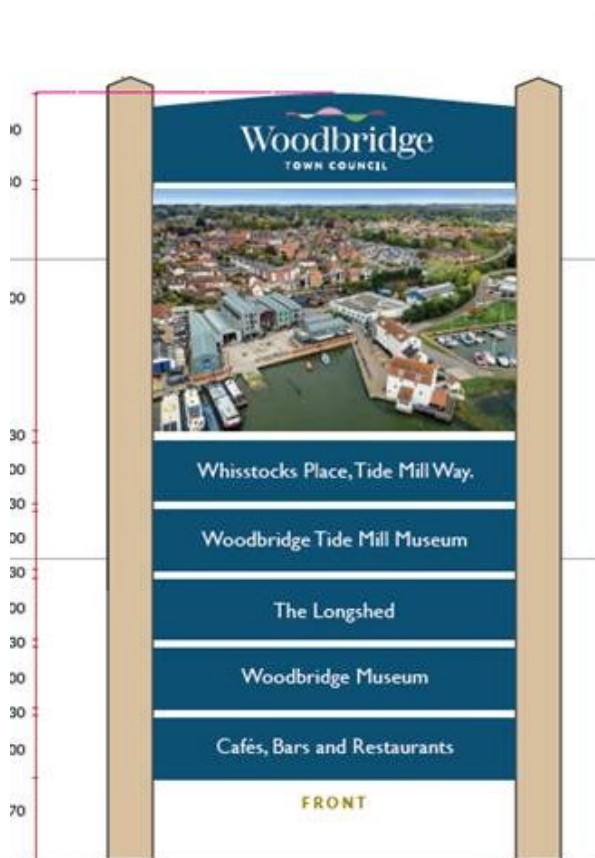
To discuss the additional run for Town signage and consider the quotation received.

In 2024, Woodbridge Town Council installed several different signs around the estate

We purchased 3 signs as shown below.



A quote has been requested from the original sign company who has now been bought out by Hornbeck for an additional run to fit beneath the existing sign. Like the Tide Mill way sign.



The run could either include the two logos as below or could show text such as:
A Fairtrade and Earth Protector Community.



The quote has been uploaded to SharePoint for consideration.

Members are asked to discuss the additional run for Town signage and consider the quotation received.

Item 7

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

Councillor Adelson received the following email from East Suffolk Council, members are asked to consider if they would like to collectively or individually respond to the consultation.

Dear member of the Greenprint Forum,

Hoping this finds you well,

At the national level, there is the following consultation and an opportunity for young people to get involved that we've become aware of that may be of interest to you or others in your networks, please feel free to share onwards as you please:

Open consultation on fireworks and pyrotechnics in the UK

The Office for Product Safety and Standards are seeking views on proposals to:

- restrict the availability of noisier fireworks to the general public, with louder products only available to professional users*
- add products deemed to be carrying unacceptable risks to the list of existing banned pyrotechnic products set out in regulation 33 of the Pyrotechnic Articles (Safety) Regulations 2015 (as amended) ("the 2015 Regulations")* [*footnote 3\]*](#)
- review the regulations for fireworks and pyrotechnic products currently classified as lower risk to better reflect the different levels of risk they pose*

[*Fireworks and pyrotechnics in the UK - GOV.UK*](#)

Closes 07 October 2026

Regards,

*Daniel Wareing | Environmental Sustainability Officer
East Suffolk Council*

At the Annual meeting of the Council held on the 20th May 2026 the council made the following decision, confirming the stance taken by the Council with regards to fireworks on Council owned property.

43. To consider a request to hire Elmhurst Park for the hosting of a Diwali festival.

The Council considered an application to hire Elmhurst Park for the hosting of a Diwali festival on Saturday 8th November, which proposed a fireworks display as part of the event.

The Council agreed that Elmhurst Park could be used for the event, but that a fireworks display would not be permitted under any circumstances.

Members are asked to decide on the option to take part in a Fireworks consultation.

Item 8

To discuss whether the Council should ban smoking on the estate during times of high fire risk?

Members are asked to consider an Estate wide ban or the possibility to increase signage in the high-risk areas of the Estate such as Fen Meadow, Elmhurst Park and Kingston Playing Field.

Email received from Cllr Ruth Leach:

Re smoking on our estates at times of increased fire risk, I have attached what Wildlife Wise have displayed at Sutton Heath. I support a ban on anything that could cause a fire.

If you like I can find out if we can have some of these signs.

Kind regards

Ruth





For consideration from Estates Manager:

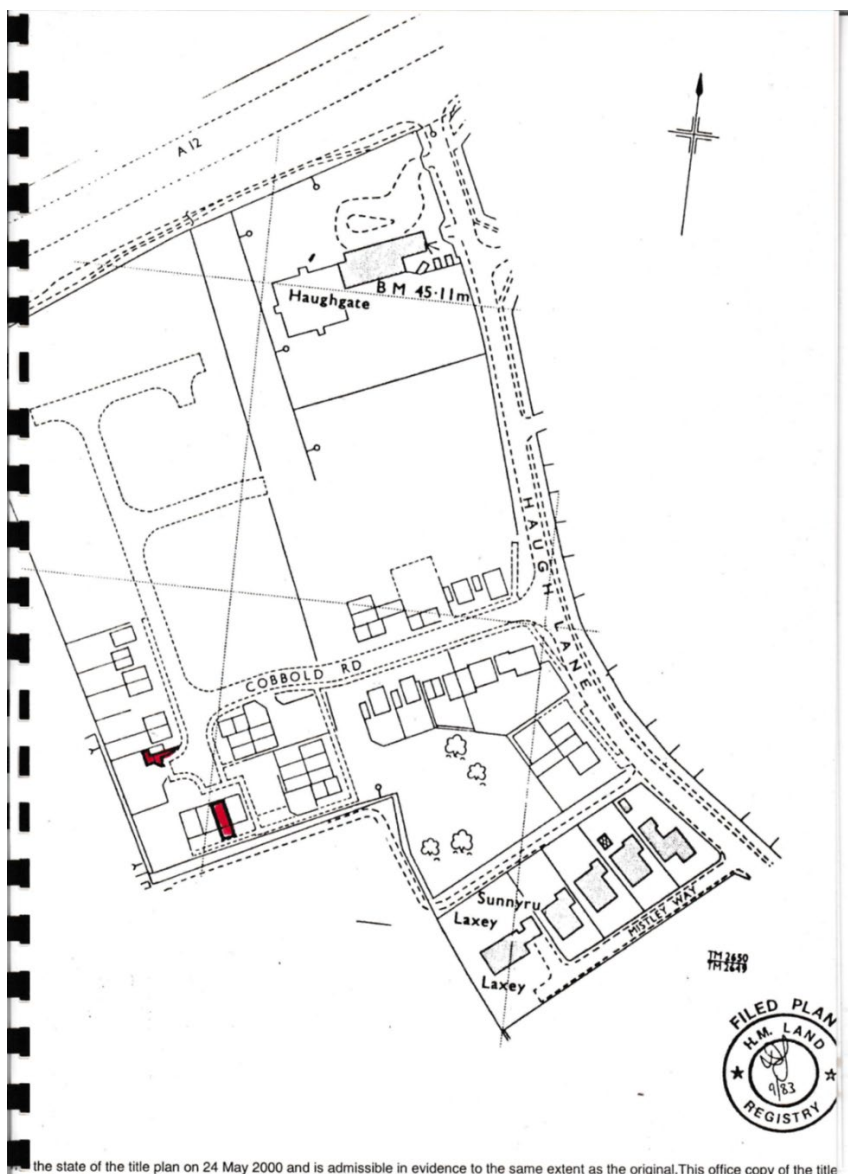
Can I kindly request that whilst you're discussing the Where, When & Why of any bans, that you also consider the How & What you envisage doing regarding enforcement & non-compliance

Members are asked to consider an Estate wide ban or the possibility to increase signage in the high-risk areas of the Estate such as Fen Meadow, Elmhurst Park and Kingston Playing Field.

Item 9

To consider the offer of land for sale at Cobbold Road.

A proposal has been uploaded to SharePoint for the offer of the following land on Cobbold Road.



Members are asked to consider the offer of land for sale at Cobbold Road.

Item 10

To discuss the plans for the Amphitheatre and further costs for Elmhurst seating plans and to note the intention to submit an Expression of Interest to the East Suffolk Thriving Places Fund.

To receive a report from Estates Manager which will be uploaded to SharePoint.

Item 11

To receive an update on the current seating and layout of Whisstock's Place.

The central seating has been repositioned by Town Council staff so that it now sits centrally on the concrete slab. A smaller Bee Café has also been installed slightly off-centre from the seating area, allowing larger groups to make better use of the curved benches for sitting and socialising.

Woodyard Pizza pays for the provision of additional outdoor seating at Whisstock's Place. The agreement with the Estates Manager allows this seating to extend to the clear boundary line of the concrete area, as indicated in the photographs below.

The Boat House also pays for additional seating provision, located outside its entrance and alongside the existing allocated seating area.

The additional seating generates approximately £5,225 per year in income for the Town Council. A further approximately £600 per year is generated through events held at Whisstock's Place. This combined income helps offset the Council's costs associated with managing and maintaining the site.

Any remaining shortfall is recharged to the Management Company and subsequently apportioned between the residents of Deben Wharf and the Town Council's tenants.







This photo shows a distance of 1m10cm / 43 inches from the bench to the entrance of Woodyard Pizza.

Members are to receive an update on the current seating and layout of Whisstock's Place.

Item 12

To receive an update on Little Hub of Happiness phone kiosk.

At the meeting held in July 2026, the committee agreed to:

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

Members expressed concern over the current state of "The Little Hub of Happiness" and agreed to approach organisations such as the Salvation Army and St. Mary's to ask if they would like to make a contribution for a food bank.

Officers will arrange for a call out for donations from the public via the next Mayor Monthly Video and with a sign in the hub window.



A poster was circulated; emails were sent out and posters were put up in the window of the telephone Kiosk, and the Deben Rotary club have shown interest to keep the Hub stocked up with donations. The Deputy Town Clerk will be attending a meeting on the 28th of September to discuss with the group.

Members are to receive an update on Little Hub of Happiness phone kiosk.

Item 13

To receive and update on the Town Council bin management and mitigations in place.

Following the Committee's request to increase the frequency of bin collections during the school holidays and amend the collection days to Tuesday, Friday and Sunday, East Suffolk Council has advised that it does not have the capacity to accommodate this increased schedule this year.

Despite the issues experienced at the beginning of the contract, collections have since become much more consistent. The Estates Team has also established direct communication with the bin collection team, which is working well and allowing any issues to be addressed promptly.

WTC has now obtained its own Waste Carrier License, enabling the Council to transport and dispose of waste directly where necessary. This provides an additional contingency should collections be missed or bins require attention between scheduled collections. To date, this has only been necessary on two occasions.

A further update on the effectiveness of the current arrangements following the August Bank Holiday will be provided at the meeting.

Item 14

To note the damage at Kingston Field play area and agree the next steps.

Kingston Field:

The 'Birds Nest' swing seat was removed by the Council's Maintenance Officer following vandalism – the protective rope around the outside of the seat had been removed. The seat has been removed; the arm, mechanism and chains remain usable and have been retained.

The SeeSaw in the park is rotten and very loose, and the Council's Maintenance Officer, recently a ROSPA qualified play equipment inspector, recommends removal and replacement. As the model is still in use by the original supplier, groundwork is not required, simply replacement.

Elmhurst Park:

The most popular item of equipment in Elmhurst Park is the trampoline. One of the protective tiles around the outside of the unit are damaged – at the moment it is safe enough however overtime it will wear further and further. Maintenance Officer hence recommends replacements.

Uploaded to SharePoint is a quotation received from Kompan for the provision of replacement parts for these items:

Birds Nest swing – £1,306.00

Seesaw – £5,038

Trampoline – £229.00

Delivery – £854.49

If the Amenities Committee agree that the replacement and repair of these items are required, the following are the funding options available to the Committee:

- Amenities Committee budget (5100) – £10,000 in year budget of which £250 has been spent. There remains an expectation that a significant amount of the in year budget will be committed to the Amphitheatre project, so Members may not wish to commit significant funds from this budget heading at the current time.
- In year Maintenance budgets (4005) – Kingston Field and Elmhurst Park have small in year budget for the repair of play equipment. EP – £500, KF – £900. The EP tiles replacement could therefore be met from 4005/100 – The Town Clerk has the delegated authority to agree such a spend if the Committee are agreeable.
- Play equipment EMR (EMR 407) – Current balance of £82,891.69 which is earmarked for the full replacement of the Fen Meadow play area.

- CIL 2026/27 EMR (EMR 377) – Current balance of £4,262.66. CIL regulations (Regulation 59) explicitly allow funds to be spent on the provision, improvement, replacement, operation, or maintenance of infrastructure—which includes parks and play areas. Major repairs, resurfacing, or replacing broken play equipment to extend the lifespan or increase capacity are widely eligible.

Current EMR balance:

26/08/2026 14:46		Woodbridge Town Council Current Year Earmarked Reserves			Page 1
Account	Opening Balance	Income	Expenditure	Closing Balance	
315 Future Years Maintenance Res.	27,415.97	0.00	3,125.00	24,290.97	
325 EMR Amenity Projects	8,000.00	0.00	0.00	8,000.00	
335 EMR Elections	5,000.40	0.00	0.00	5,000.40	
340 EMR SH Building Maintenance	78,794.15	2,938.00	71,947.40	9,784.75	
341 EMR Shire Hall Development	37,102.71	0.00	0.00	37,102.71	
342 EMR Shire Hall Project	215,642.00	0.00	0.00	215,642.00	
350 EMR Community Hall	4,165.00	0.00	0.00	4,165.00	
355 EMR Changing Places CIL	72,600.00	0.00	25,000.00	47,600.00	
356 EMR Changing Places WTC	0.00	25,000.00	0.00	25,000.00	
377 EMR CIL 2026-27	0.00	5,707.66	1,445.00	4,262.66	
385 EMR Tide Mill	7,500.00	7,500.00	0.00	15,000.00	
407 EMR Play area equipment	82,891.69	0.00	0.00	82,891.69	
408 EMR Greater Whisstocks	9,805.00	3,000.00	0.00	12,805.00	
410 EMR ESC Grant funding	367.83	0.00	0.00	367.83	
411 EMR Estate Resilience	23,000.00	0.00	0.00	23,000.00	
412 EMR Local Govt. Reorganisation	20,000.00	0.00	0.00	20,000.00	
	592,284.75	44,145.66	101,517.40	534,913.01	

Any spending from the Council's EMR must be recommended to Full Council for approval.

Officers are currently working to provide the Committee with a full review of the condition of the Council's play equipment following a recent review by the Council's insurers, as well as the weekly checks undertaken by the Maintenance Officer.

Members are asked to note the damage at Kingston Field and Elmhurst Park play areas and agree the next steps.