

## 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 3<sup>rd</sup> June at 7pm.**



Belinda Lloyd  
Deputy Town Clerk  
29<sup>th</sup> May 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. To elect the Chair of Committee for the Civic Year 2026/27.**



- 2. To elect the Deputy Chair of Committee for the Civic Year 2026/27.**
- 3. Apologies**
- 4. Declarations of Member Interests.**  
To receive any declarations of interest in respect of items on this agenda.
- 5. 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.
- 6. 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.
- 7. To agree and approve the [minutes](#) of the meeting held 6<sup>th</sup> May 2026.**
- 8. To consider a proposal for Whisstock's Place from Carol Steptoe.**
- 9. To note the submission of the CIL Funding application to East Suffolk Council for Fen Meadow Play Area.**
- 10. To receive an update from Cllr. Miller regarding the meeting with Woodbridge Tennis Club.**
- 11. To note the Tree Safety Inspection report provided by East Suffolk Services.**
- 12. To consider a draft project proposal received by East Suffolk Council.**
- 13. To note the opening of the East Suffolk Council Thriving Places Investment Fund.**
- 14. To note issues raised by Cllr Simon Sadler regarding Thursday parking for Market Hill traders.**

## **Item 8**

### **To receive a proposal for Whisstock's Place from Carol Steptoe.**

Following a 3 minute presentation from Carol Steptoe during the public question time of the Town Council Meeting on the 20th May 2026, we have received a written proposal for consideration.

The email read:

Hello Greg

Thank you for enabling me to present our ideas of ways of making Whisstocks Place more fun and interesting. I attach our proposal.

I would be pleased to attend the Amenities Committee meeting on 3rd June and maybe Claudia will be able to come too.

Thanks, Carol Steptoe

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### **Proposal for enhancing Whisstocks Place**

One of the most popular areas in Woodbridge is Whisstocks Place where people enjoy going to our unique attractions – the Tidemill, the Long Shed and the Museum and also the Woodyard, Boathouse and Coffee Link. People enjoy the view of the river and the bee hotel. I'd like to suggest something else to bring an element of fun for younger visitors and also some information to add to our appreciation of the River and Whisstocks Place itself.

Talking with local artist, Claudia Myatt, we've imagined ways of enhancing the concrete surface with a variety of designs - a hopscotch pitch, an Anglo-Saxon maze, a compass rose correctly aligned, showing direction and distances to various places, a simplified map of the Deben from Wilford Bridge to Bawdsey with the King Charles III footpath and Sutton Hoo. You might like to contribute other ideas.

We've found a company in Southend who apply thermoplastic paint in a variety of colours to playgrounds. As well as doing standard designs they also work with customers to adapt their own original designs. They do free site visits to assess what's possible. Their work is guaranteed for 4 years after which it can be repainted.

We also suggest an interpretation board with a more detailed map of the whole river from Debenham to the North Sea with illustrations of notable features, names of towns and villages along the way, and birds and other wildlife seen along the river. Claudia suggests insets with pictures and texts giving information about, for example, the history of Woodbridge as a medieval port and more recently of Whisstocks Boatyard, also the Anglo-Saxon Burial Ship with its replica being built in the Long Shed. Claudia has designed similar boards and has recently created one for Hemley for which the Parish Council has acquired funding.

This board would fit in the space on the river wall to the left of the Flood barrier.

We'd like to propose this project as a way of making Whisstocks Place even more attractive. We believe it would be interesting, enjoyable and fun for visitors and local people alike. We hope you will consider this a worthwhile investment for the town.

Carol Steptoe  
May 20th 2026



**Members to receive a proposal for Whisstock's Place from Carol Steptoe.**

**Item 9**

**To note the submission of the CIL Funding application to East Suffolk Council for Fen Meadow Play Area.**

The application for the CIL Play Fund application was submitted on Friday 29<sup>th</sup> May 2026. The concept and design documents have been received from Wildwood UK. These documents and the application submitted has been uploaded to SharePoint.

**Members are asked to note the submission of the CIL Funding application to East Suffolk Council for Fen Meadow Play Area.**

**Item 10**

**To receive a verbal update from Cllr. Miller regarding the meeting with Woodbridge Tennis Club.**

On Thursday the 28<sup>th</sup> May, Cllr. Miller met with Sue Parker from Woodbridge Tennis Club.

**Members to receive a verbal update from Cllr. Miller regarding the meeting with Woodbridge Tennis Club.**

## **Item 11**

### **To note the Tree Safety Inspection report provided by East Suffolk Services.**

Following the annual tree inspection of the estate carried out by East Suffolk Services, John Willis (Arboriculture Manager) has recommended that the following tree works be undertaken:

#### Fen Meadow

- Norway maple next to playground – Heavy regrowth, long stems and tight unions – Pollard to 4 metres.
- Dead small Poplar near to path – Remove.
- Dead Elm on boundary of school- Remove.

#### Elmhurst Park

- Tree of Heaven – Remove dead stems

There was no safety work required at Broomheath, Quaker Burial Ground, Fitzgerald Green, Market Hill or Theatre Street.

The full report has been uploaded to SharePoint.

### **To note the Tree Safety Inspection report provided by East Suffolk Services.**

## **Item 12**

### **To consider a draft project proposal received by East Suffolk Council.**

Joanne Chapman, Place Based Programme Lead (Economic Development) has emailed asking for initial feedback on a draft proposal for a Heritage lead town wide project.

The draft proposal and emails have been uploaded to SharePoint.

Comments from the estates team have also been uploaded to SharePoint.

The Youth Council has been approached for comment.

**Members are asked to consider a draft project proposal received by East Suffolk Council.**

## **Item 13**

### **To note the opening of the East Suffolk Council Thriving Places Investment Fund.**

News article on the East Suffolk website below-

# **Council launches new £1.5 million Thriving Places Investment Fund**



East Suffolk Council has launched the new Thriving Places Investment Fund to support the district's towns, villages and rural communities.

The fund will support projects that strengthen local communities, improve access to services and create more vibrant, inclusive and resilient places across East Suffolk.

£1.5m of funding will be available over the next two financial years, comprising £1m in capital funding and £500,000 in revenue funding, to support a wide range of community-led projects.

Grants are available for projects that deliver against one or more of the fund's four priority areas:

- Thriving local centres and enterprise – improving town and village centres, supporting small businesses and strengthening local economies
- Participation, skills and inclusion – helping people feel connected, improving access to opportunities and reducing inequalities
- Visitor economy, culture and local identity – celebrating heritage, boosting visitor appeal and strengthening pride in place
- Green economy, sustainability and infrastructure – supporting greener communities and improving the local environment

Communities across East Suffolk face several challenges, including declining infrastructure, limited access to services, social isolation and inequalities. The Thriving Places Investment Fund will help communities respond to these challenges, whilst also supporting sustainable local growth.

Councillor Caroline Topping, Leader of East Suffolk Council and cabinet member for Economic Development and Regeneration, said:

“The Thriving Places Investment Fund is about empowering local communities to shape their own futures. By investing in places, people and ideas, we want to support projects that make a real, visible difference to everyday life – particularly in our market towns, villages and rural areas.

“I am looking forward to seeing the outcomes of projects supported by this fund and encourage applications from across the district.”

Community and voluntary organisations, charities, not-for-profit organisations, town and parish councils and village hall committees are all eligible to apply.

The fund offers capital grants of between £10,000 and £50,000 or revenue grants of between £5,000 and £25,000. Applicants can request up to 70% of total project costs, with the remaining 30% provided through match funding.

Projects could include improving community buildings, creating welcoming and accessible local centres, developing skills and wellbeing activities, enhancing visitor facilities, restoring local heritage, or investing in greener infrastructure such as renewable energy, green spaces or active travel connections.

The Thriving Places Investment Fund will operate through multiple funding rounds during 2026/27 and 2027/28. Applicants must first submit a short Expression of Interest, with eligible projects invited to complete a full application.

Projects based within the parish boundaries of Lowestoft and Felixstowe are not eligible, although organisations based in those areas may apply for projects delivered elsewhere in East Suffolk.

Further information, including guidance and application deadlines, is available on the [Thriving Places Investment Fund section of our website](#). Organisations unsure about their eligibility are encouraged to contact the council's grants team ([grants@eastsoffolk.gov.uk](mailto:grants@eastsoffolk.gov.uk)) for advice before applying.

The current round is now closed, the next round for EOI opening in August 2026.

**Members are asked to note the opening of the East Suffolk Council Thriving Places Investment Fund.**

## **Item 14**

### **To note issues raised by Cllr Simon Sadler regarding Thursday parking for Market Hill traders.**

Cllr. Simon Sadler emailed the Chair and Clerks regarding the following issues that are effecting Thursday parking for Market Hill traders.

- Several residents are ignoring restrictions on a Thursday, causing issues for market traders. See photo below.
- Our current no parking signs don't even mention Thursdays, just "Market Days".
- Idea to trial weekly "No Parking On Thursdays" wooden signs attached to bollards on a Wednesday afternoon (like we do for Remembrance Parades etc).



**Members are asked to note issues raised by Cllr Simon Sadler regarding Thursday parking for Market Hill traders and consider if additional measures are required.**