

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 7th October 2026 at 7pm.**



Belinda Lloyd
Deputy Town Clerk
2nd October 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 2nd September 2026.

6. To consider the financial position of the Committee (5100), Kingston Field (4135) in year budget and Play Area Equipment (407) and Amenity Projects (325) EMR and any further committed expenditure.

7. To prioritise the ongoing projects of the committee.

8. To discuss the signage change request by County Councillor Ruth Leach on the Tide Mill ladder sign and the offer to pay for a replacement panel.

9. To receive an update from Cllrs. Sharon Miller and Simon Sadler regarding the Kingston Field Pavilion and to agree next steps.

10. To receive an update on the Fen Meadow play area and agree next steps.

11. To consider the quote to print signage for various locations around the town.

12. To receive an update from Officers regarding the operational tasks planner set up to internally monitor ongoing projects and tasks.

13. Closure.

Item 6

To consider the financial position of the Committee(5100), Kingston Field (4135) in year budget and Play Area Equipment (407) and Amenity Projects (325) EMR and any further committed expenditure.

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Woodbridge Town Council Current Year

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Earmarked Reserves

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 Mainenance	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	2,750.00	1,415.00
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	104,267.40	532,163.01

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Nominal Ledger Report by ACCOUNT

User :B.LLOYD

A/c Code	5100	Amenities Cttee Exp			Annual Budget	10,000
Centre	190	Committee Expenditure			Committed	3,485
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	30/04/2026	WILD02	Purchase Ledger	FM Play Area Prjct Site Mtg	260.00	
		Account	Amenities Cttee Exp		Account Totals	260.00
		Centre	Committee Expenditure		Net Balance Month 7	260.00

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Nominal Ledger Report by ACCOUNT

User :B.LLOYD

A/c Code	4135	Projects				Annual Budget	25,000
Centre	120	Kingston Field				Committed	0
Month	Date	Reference	Source	Transaction Detail		Debit	Credit
					Opening Balance	0.00	
3	26/06/2026	TOTA01	Purchase Ledger	KF Petanque Piste Repairs		2,500.00	
		Account Projects			Account Totals	2,500.00	0.00
		Centre Kingston Field			Net Balance Month 7	2,500.00	

Budget	Annual Budget	Already spent	Committed	Balance
Committee (5100)	£10,000	£260 Play area site meeting	£695 (Fairtrade Signage) £2,790 (Tree Rings)	£6,255.00
Projects Kingston (4135/120)	£25,000	£2,500 Pétanque Piste	£1000 Cricket Strip	£21,500.00
Play Area Equipment EMR (407)	£82,891.69			£82,891.69
Play Fund CIL Funding				£ 24,249.60
Amenity Projects (325)	£8,000		£3,000 Blossom Garden	£5,000.00

Item 6

To prioritise the ongoing projects of the committee.

Fen Meadow Play area

- Funding approved and match funding established within EMR 407.
- Full Council approval is required before works can commence.

Kingston Pavilion / Kingston Field

- The Committee is asked to clarify its priority for future investment in the Pavilion and wider playing field.
- £1,000 has been committed to the removal of the cricket strip.
- Woodbridge Town Football Club will remove the existing gym equipment.
- Further work is required to establish the future for the Pavilion, including the possible appointment of an architect, consideration of planning requirements and development of a costed scheme.
- **Decision required:** Should the Pavilion be prioritised over improvements to the wider playing field/calisthenics equipment/path, utilising the funding currently set aside within in year budget of (4135)?

Elmhurst Park Amphitheatre

- The Committee previously agreed to submit an application to the Thriving Places Fund.
- The current £75,000 scheme would require approximately £25,000 of Town Council match funding, for which funding has not yet been identified.
- **Suggested approach:** Reduce the initial scope by removing the proposed stage and lighting, which could be delivered as a future phase. This would reduce the initial project cost to approximately £35,000 and the required Town Council contribution to approximately £10,500.
- The £10,500 contribution could potentially be funded from Amenity Projects EMR 325 and Committee Budget 5100.
- **Suggested timescale:** By applying in December 2026/January 2027 window. This would help stagger the delivery of major projects while allowing the scheme to be completed within the fund's one-year delivery requirement.

Whisstock's Artwork and Information Board

- Not currently in a position to progress.
- Awaiting the final proposal from Carol Steptoe and Claudia Myatt.

Whisstock's Disabled Parking – Removal and Alternative Provision

- Priority and next steps to be agreed.

Tide Mill Way Road Signage

- Priority and next steps to be agreed.

Toilet Signage

- Priority and next steps to be agreed.

Bin Signage

- Priority and next steps to be agreed.

Members are asked to prioritise the ongoing projects of the committee.

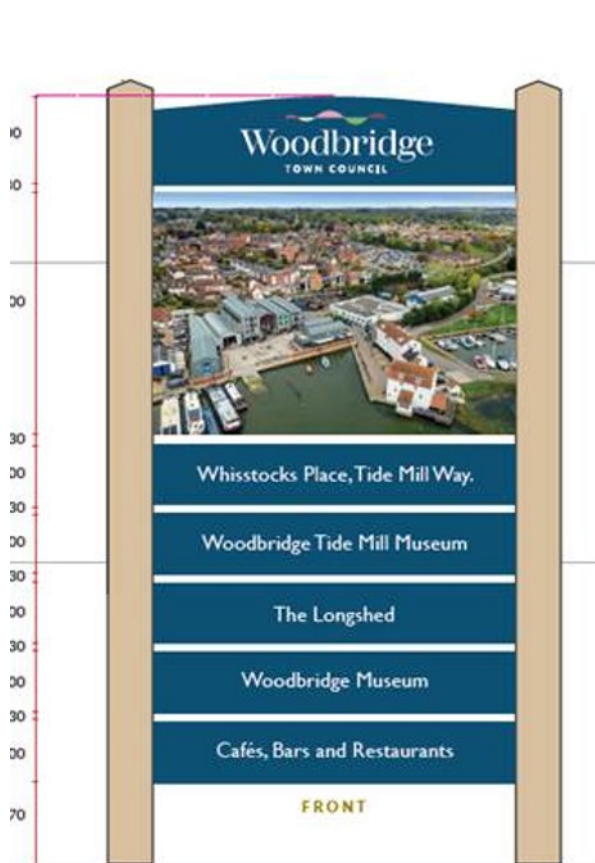
Item 7

To discuss the signage change request by County Councillor Ruth Leach on the Tide Mill ladder sign and the offer to pay for a replacement panel.

Since the installation of the ladder sign at the end of Tide Mill Way, a number of shops have opened within the Whisstock's Place and Tide Mill Way area.

Following requests received by County Councillor Ruth Leach to include reference to "Shops" on the existing signage, a quotation has been obtained for a replacement panel and uploaded to SharePoint for Members' consideration.

Councillor Leach has offered to fund the cost of the replacement panel from her available Councillor budget.



Design of existing sign above, proposed wording: "Cafes, Bars, Shops and Restaurants"

Members are asked to consider whether to approve the proposed amendment to the signage and accept the offer of funding for the replacement panel.

Item 8

To receive an update from Cllrs. Sharon Miller and Simon Sadler regarding the Kingston Field Pavilion and to agree next steps.

A verbal update from Cllr. Sharon Miller and Cllr Simon Sadler.

A revised quote from Iain Cochran has been requested, I have uploaded his previous quote for context.

Item 9

To receive an update on the Fen Meadow play area and agree next steps.

In September 2025, the committee agreed:

To consider the results from the Fen Meadow community engagement survey and agree a position for the play area.

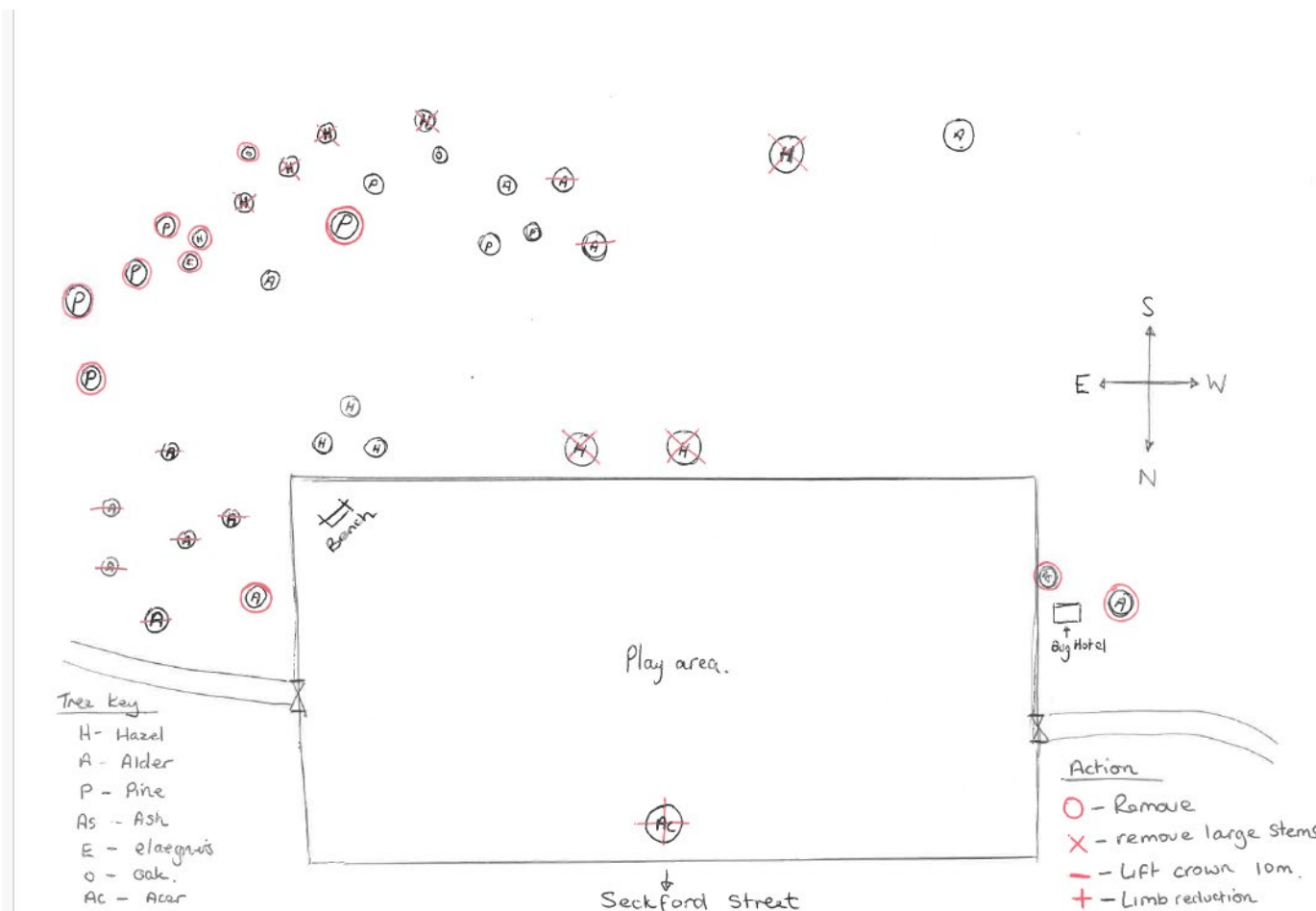
Members considered the results of the public engagement and agreed that the refurbishment of the existing play be preferable than relocating new equipment in the open Fen.

Members agreed that regular maintenance of the surrounding nettles and undergrowth be undertaken once the new equipment is installed, and that Officers should seek professional advice regarding the surrounding trees, including the potential of lifting/ crown reduction.

The Estates Team have met with East Suffolk Council's (ESC) Tree Officer to discuss the tree's surrounding the play area in Fen Meadow.

The following plan has been created to show the required works to the trees in the area. Planning permission is being submitted for the work outlined in the plan.

Initial investigation with Seth, ESC's preferred contractor, shows that the tree works and scrubbing of the undergrowth could cost up to £10,000.



Further work is required to establish three quotes for this work.

In July 2026, the committee agreed:

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

The Committee voted in favour of using Wild Wood as the approved installer for the play equipment and agreed once appropriate requirements for groundworks are established then these can be recommended to Town Council for approval.

It was noted that the Chair of the Climate Ecological Emergency Committee would like to be involved with the habitat creation and replanting of the area.

In order for this to happen officers are working on a project plan to present to Town Council, to include a fully costed breakdown of costs against the secured funding costs.

- Establish quotes for the tree works required
- Gain a site plan from Wildwood UK.
- Establish the ground works requirements and quotes.

Members to receive an update on the Fen Meadow play area and agree next steps.

Item 10

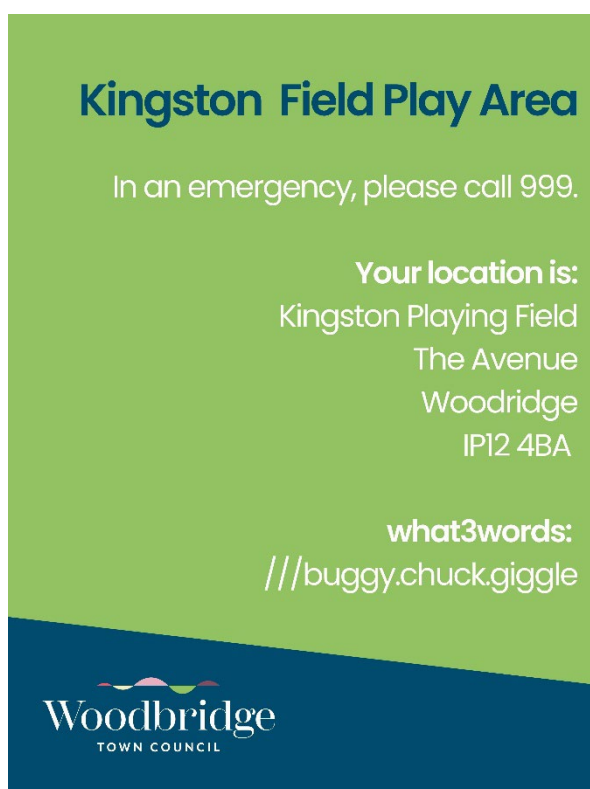
To consider the quote to print signage for various locations around the town.

The various signage requested from the Amenities Committee are shown below and a quote has been uploaded to SharePoint for members consideration.

Following the officer attendance at a play area safety training session, it was established that the estate requires better signage to establish the location in an emergency, should an ambulance or other emergency services be required.

These signs have been included in the artwork below and the quote.

The Fen Meadow signs would be subject to approval of the whole project plan by Town Council.



Fen Meadow Play Area

In an emergency, please call 999.

Your location is:

Fen Meadow
Seckford Street
Woodridge
IP12 4LZ

what3words:

///gliding.salad.porridge



Elmhurst Park Play Area

In an emergency, please call 999:

Your location is:

Elmhurst Park
Lime Kiln Quay Road
Woodridge
IP12 1HB

what3words:

///spots.giggles.munch



Broomheath

In an emergency, please call 999:

Your location is:

Broomheath
Woodridge
IP12 4DL

what3words:

///into.shuffles.harmless



This toilet is open
during the following hours :

1st October to 30th April
7am till 3.30pm

1st May to 30th September
7am to 6.30pm



Exciting New Project Coming Soon

Woodbridge Town Council is pleased to announce that, following a successful application to the CIL Play Fund, we will be working in partnership with East Suffolk Council to revitalise the play area at Fen Meadow with an exciting new natural play scheme.

Wildwood UK has designed the new play area around three key themes: Nature, Play and Place. The proposals aim to breathe new life into this much-loved play area, while complementing and celebrating the beautiful natural fen setting.

As we progress through the various stages of the project, it will unfortunately be necessary for the play area to remain closed for the foreseeable future. We appreciate your patience and understanding while we work towards creating an exciting, welcoming and inspiring new play space for the community.



Woodbridge
TOWN COUNCIL


EASTSUFFOLK
COUNCIL

Members are asked to consider the quote to print signage for various locations around the town.

Item 11

To receive an update from Officers regarding the operational tasks planner set up to internally monitor ongoing projects and tasks.

Officers have created a Town Council wide operational tasks planner page to track collaboratively all the ongoing tasks and projects for the council.

Officers are working on creating a view only access link so that Councillors can view the ongoing progress of any project or task.

This will be in place of the Amenities / Climate only spreadsheet previously created.

Item 12

Closure