

Minutes of the meeting of the **Amenities Committee** held at the **Shire Hall** on **Wednesday 1st July 2026** at **7pm**.

Councillors:

Present: Sue Bale, Ellie Beck, Sharon Miller, Doreen Pegg, Simon Sadler, Robin Sanders and Martin Wilks.

Apologies: David Adelson and Catherine Walsh.

In Attendance: Deputy Town Clerk (Mrs B J Lloyd) and 1 member of the public.

1. Apologies for Absence.

Apologies for absence were approved for Cllr. David Adelson and Catherine Walsh.

2. Request for declarations of interest.

Councillor Simon Sadler noted a declaration of interest in relation to item 7 on the agenda as a member of the Woodbridge Festival Committee.

3. Request for dispensations.

No members made any requests for a dispensation in relation to items on the agenda.

4. Public Question Time.

None of the members of the public wished to address the Committee.

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

The minutes of the Amenities Committee meeting held 6th May 2026 were approved as a true record.

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

The schedule of meetings was noted.

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

Members decided that:

A toilet will be available for events in normal opening hours (until 6.30pm in summer, 3.30pm in winter) and the committee will not consider making ad-hoc timing changes to electronic toilet locks for individual events.

The Estates Manager is working on a manual system to make a second toilet available for bigger events

Officers will amend hire agreement to reflect the requirement for each event planner to adequately assess the number of toilets required for the size of the event and organise the cleaning of the toilet prior to public reopening at 7am the following morning.

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.

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

Members asked for the Mayor to approach Rose Builders, the owners of the land to ask if they would allow the Council to install a replacement sign.

In addition to this Officers were asked to investigate adding to the existing signs to promote the Town as a Fair-Trade Town.

10 To discuss the parking on Tide Mill Way.

The Committee agreed to remove the disabled parking bay noting that it is in an obstructive position for larger vehicles passing.

The Deputy Town Clerk was asked to approach the management company of Deban Wharf to ask if they were willing to allow a further disabled parking space along the building.

Members agreed to install signage at the top of Tide Mill Way saying: 'No Parking on Tide Mill Way - Permit Holders and Disabled Badge Holders only'

And to install disabled parking signs locating the public disabled parking in the area.

Officers were asked to explore options for managing appropriate traffic flow using a rising bollard or something similar.

11. 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.

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

Members considered the quotation and agreed to defer a decision pending the outcome of proposals from Cllr Ruth Leach at East Suffolk Council to close the Station Road car park exit onto Jetty Lane. Members noted that, if implemented, this is expected to significantly reduce traffic, creating a quieter and safer route for pedestrians despite the absence of a footway.

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

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

Members considered the quotation for the removal of the gym equipment. It was noted that Woodbridge Football Club had expressed an interest in relocating the equipment for use at its site. Officers were asked to liaise with the Club to facilitate its removal.

Members considered the quotation for the removal of the cricket strip and agreed that the in-house maintenance team should undertake the work. A budget of £1,000 was approved to cover skip hire, waste removal and re-turfing, with the work to be carried out during the quieter winter months.

Members requested that additional quotations and design options for replacement calisthenics equipment be presented at a future meeting.

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

Members considered the architect's quotation and agreed to undertake an in-house consultation with the Longfield Café and Tennis Club to determine the most effective use of the existing space. The Estates Manager, Deputy Town Clerk and Cllr Sharon Miller were asked to meet with the stakeholders to discuss options and obtain quotations for the proposed works.

The Deputy Town Clerk was also asked to establish whether planning permission would be required for the proposed internal reconfiguration.

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

The Committee agreed for the Farlingaye Councillors to continue their conversations regarding the development of the public space in the Warwick avenue area.

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.

This was noted.

17. Closure

The meeting was closed at 8.30pm.

Councillor Miller
Chair