

Minutes of the meeting of the **Amenities Committee** held at the **Shire Hall** on **Wednesday 2nd September 2026** at **7pm**.

Councillors:

Present: Cllrs. David Adelson, Sue Bale, Ellie Beck, Sharon Miller, Doreen Pegg, Simon Sadler and Catherine Walsh.

Apologies: Cllrs. Robin Sanders and Martin Wilks

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. Robin Sanders and Martin Wilks.

2. Request for declarations of interest.

No members made any declarations of interest in relation to items on the agenda.

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 1st July 2026.

The minutes of the Amenities Committee meeting held 1st July 2026 were approved as a true record.

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

Members agreed to install an additional panel stating "A Fairtrade Community" beneath the two existing "Welcome to Woodbridge" signs located on Ipswich

Road and Grundisburgh Road, at a cost of £370 per sign (£740 plus VAT in total) paid from the Committees in year budget (5100).

The Committee requested that the Maintenance Officer install the additional panels once received.

Members also requested that Cllr Martin Wilks provide an update to the Committee on Woodbridge's Earth Protector Town status.

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

Members agreed not to submit a collective response to the Fireworks Consultation, with individual Members encouraged to respond independently should they wish to do so.

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

The Committee agreed not to introduce a smoking ban on the Town Council estate. Instead, Members agreed to explore the installation of temporary fire-awareness signage during periods of increased fire risk, to be in place from late spring and throughout the summer months.

Signage was proposed for Fen Meadow at the cemetery entrance, and Broom Heath Car Park. Members requested that the design be based on the example presented within the agenda and include the wording:

"This is a high-risk area.
Thank you for being fire wise."

Members requested that final designs and associated costs be presented to a future meeting for consideration and approval prior to installation.

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

Members considered the offer of land for sale at Cobbold Road and agreed not to pursue the potential purchase.

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.

Members noted the proposals for the Amphitheatre and wider seating improvements at Elmhurst Park, as presented in the Estates Manager's report.

The Committee noted the intention to submit an Expression of Interest to the East Suffolk Thriving Places Fund, seeking the maximum level of funding available towards delivery of the project.

Members agreed to defer consideration of the costs associated with the additional seating until later in the financial year, when there is greater clarity regarding the outcome of the Amphitheatre funding application. This will enable the Committee to manage and conserve the available budget appropriately.

Members agreed to proceed with the purchase of the proposed tree rings at the cost of £2790+ vat from the committees in year budget (5100) for Elmhurst Park, noting the need to progress this element promptly to enable bulb planting within the appropriate planting season.

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

Members would like to thank the Estates Officer for the intervention and arranging the relocation of the seating in a more appropriate space.

The committee agreed to arrange a community engagement session at Whisstocks place to gage the public opinion on the current layout of the square before the renewal of the hire agreements with local businesses in October. For the outcome of this engagement to be presented to Town Council for discussion.

The committee requested to hear the feedback from The Town Clerk with regards to the unauthorised parking on the square.

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

Members were pleased to hear that the request for ongoing support had been received as a form of a very generous donation by a local family and the intention for the Deben Rotary club to continue with donations in the future.

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

The Committee noted the need to seek permission from the Council's waste disposal contractor before displaying their contact details on Town Council bins.

Instead, members agreed to install permanent, weatherproof signage on key bins across the Town Council estate, displaying the wording:

“When this bin is full, thank you for taking your rubbish home.”

The Committee noted the current capacity constraints faced by East Suffolk Services, which prevent changes to the bin collection schedule during the current financial year.

Members agreed their intention to introduce additional daily collections of key bins following bank holidays and during school holiday periods from 2026/27. The Estates Manager was asked to liaise with the Council’s current waste disposal contractor to establish whether they have the capacity to provide this enhanced service and to confirm the associated arrangements and costs for the next financial year.

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

Members noted the damage to the play equipment at Kingston Field and agreed to approve replacement costs of £7,427.49 plus VAT, to be funded from Budget 4005.

This approval was subject to officers first liaising with Sarah Shinnie at East Suffolk Council to explore opportunities for collaborative purchasing to reduce costs.

Members also requested that the quoted costs for the replacement equipment and delivery be challenged directly with Kompan, with a view to securing the best possible value for the Council.

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)

The Committee noted this request.

16. Closure

The meeting was closed at 20.55.

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