

Minutes of the meeting of the **Amenities Committee** held at the **Shire Hall** on **Wednesday 7th October 2026** at **7pm**.

Councillors:

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

Apologies: Cllrs. Sue Bale and Robin Sanders.

In Attendance: Town Clerk (Mr G E Diaper), Cllr. Nigel Phipps and no members of the public.

1. Apologies for Absence.

Apologies for absence were approved for Cllrs. Sue Bale and Robin Sanders.

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.

There were no members of the public present.

5. To agree and approve the Minutes of the meeting held on 2nd September 2026.

The minutes of the Amenities Committee meeting held 2nd September 2026 were approved as a true record.

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.

The Committee noted the financial position, including any committed expenditure, of those expenditure codes for which the Committee are considering spending against.

7. To prioritise the ongoing projects of the committee.

The Committee agreed the following two projects represent the Committee's priority work at the current time:

- 1 – Fen Meadow play area (see MN 10 for project action).
- 2 – Kingston Pavilion renovation (see MN 9 for project action).

The Committee agreed the following actions in relation to other ongoing projects of the Committee:

1 – Elmhurst Park amphitheatre – To delay the submission of the Thriving Places grant funding application until round 3 and reduce the overall project costs to £35,000 (on the proviso that the Council's matching funding requirement for such an application amount could be funded from Amenity Projects EMR 325 and Committee Budget 5100). The Town Clerk was asked to confirm with East Suffolk Council to mechanics of such a delay, and whether the Council may face any penalty for doing so.

2 – Kingston Field improvements – The Committee agreed that standalone cricket nets would not be installed on the field and noted a previous position that a new MUGA is not financially achievable. The outdoor gym equipment is to be removed, and quotations for the installation of calisthenic equipment should be sought by Officers. The Estates Manager was asked to consider the cost of replacement football goals/ nets further to recent reports from the Maintenance Officer of their poor state of repair.

3 – Whisstocks Information and Artwork – No further Committee or Officer consideration until the interested persons present their proposals to the Committee.

4 – Whisstock's Disabled Parking and signage – Town Clerk to chase Watsons for an answer as to the installation of additional disabled bays in the 'double yellow' triangle. The Committee noted that the Highways Committee are seeking quotations for the on-road updates to the road markings. New signage only to be considered once the above matters are concluded.

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.

The Committee agreed that County Councillor Leach may fund from her own budgets the provision of a replacement panel on the Tide Mill Way ladder sign.

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

The Committee received a report from the Chair, Cllr. Sadler and the Estates Manager further to recent meetings with the trustees of the Woodbridge Tennis Club.

The Committee agreed that Cllr. Miller and the Town Clerk be mandated to appoint an architect, up to a maximum amount of £5,000, to provide outline designs and proposals for a proposed extension to the Pavilion in order to provide public and private toilet facilities, and to include internal renovations to meet the needs of the Council's two tenants in the building. Funding for the work would be met from the Kingston Field project fund (4135/120).

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

The Committee received an update on the Fen Meadow play area project, noting progress on the work required to clear the trees around the site, the removal of the existing equipment and ongoing dialogue with the Committee's preferred supplier (Wildwood).

The Committee agreed that Officers should produce a project plan for consideration by Full Council, including a request that if the Council are satisfied with the proposals that the Amenities Committee be mandated to manage the project without any further requirement to seek funding or design approvals from the Council.

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

The Committee thanked the Deputy Town Clerk for her work designing the signage proposed for installation around the Council's estate.

Further to the deletion of some text from the Fen Meadow play area sign and the agreement to purchase two of those signs, the Committee approved the quotation from BCW Office Products and agreed that the cost of the signs be met from the Amenities Committee budget (5100).

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

The Estates Manager demonstrated the use of Microsoft Planner as part of Officer monitoring and management of the ongoing projects and tasks of the Council.

Officers will seek advice from React as to how Councillors can be provided read only access to Planner, potentially with some access to the project specific chat function.

13. Closure

The meeting was closed at 20.29.

Councillor Miller
Chair