

To Members of the Climate and Ecological Emergency Committee

Cllr. David Adelson
Cllr. Doreen Pegg

Cllr. Ellie Beck
Cllr. Nigel Phipps

Cllr. Eamonn O’Nolan
Cllr. Martin Wilks

You are hereby summoned to **attend the meeting of the Climate and Ecological Emergency Committee** to be held at the **Shire Hall** on **Wednesday 3rd June at 5.30pm**



Belinda Lloyd
Deputy Town Clerk
29th 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.**



WOODBRIIDGE 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

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 25th March 2026.

8. To appoint Non-Council Members to the Committee.

9. To receive a report from the Bee Café CIC on their activities during the past year and consider forthcoming funding requirements.

10. To consider the costs received from a local company to undertake cleaning of storm drains in Woodbridge.

11. To consider the quotation provided for the installation of solar panels on the Longshed.

12. To consider items for inclusion in the CEE submission to local free papers.

13. To note the meeting schedule agreed for the Civic Year 2026/27.

14. Closure.

Item 8

To appoint Non-Council Members to the Committee.

The Town Council's Terms of Reference state that 'The Climate and Ecological Emergency Committee will additionally include up to six co-opted non-Councillor committee members'.

Section 102 (3) of the Local Government Act (1972) provides that a local council can appoint persons who are not its members to committees and sub-committees:

'other than a committee for regulating and controlling the finance of the local authority or of their area, may include persons who are not members of the appointing authority or authorities or, in the case of a sub-committee, the authority or authorities of whom they are a sub-committee'

Behaviour at meetings

Non-Council members are required to comply with the Council's Standing Orders and are subject the Council's Code of Conduct.

Voting rights

By virtue of s.13(1) and (7) of the Local Government and Housing Act 1989 ('the 1989 Act'), non-councillor members of committees and sub-committees do not have voting rights.

However, regulation 3 of The Parish and Community Councils (Committees) Regulations 1990 (SI 1990/2476) confirms that non-councillor members of committees and subcommittees have voting rights in respect of:

- the management of land owned or occupied by the council;
 - the functions of the council as a harbour authority (as defined in s. 57(1) of the Harbours Act 1964);
 - any function under s. 144 of the 1972 Act relating to the promotion of tourism;
- and
- any function under s. 145 of the 1972 Act relating to the management of a festival.

The term "management" does not include making decisions about the total amount of money which may be spent by the council in a financial year in respect of land or a festival.

The Council has taken the position that Non-Council members may vote on items which do not have a financial impact upon the Council and it's budget, and therefore cannot vote on

items which do require a financial decision to be made. It is proposed that this position is retained.

Non-Council appointments

At the end of the last Civic Term, the following individuals comprised the list of appointed Non-Council Members:

Rob Berry

Jane Healey

Jan Pulsford

Oscar Brennecke-Dunn

The remaining Non-Council members from last year have been asked to indicate by return to the Deputy Town Clerk if they wish to be considered for appointment to the Committee – responses will be uploaded in due course.

Appointment as a Non-Council member is for the duration of the current Civic Term (until May 2028); Non-Council members may resign at any time by emailing the Town Clerk. The elected members can vote to remove a Non-Council member at any time.

The elected members of the Committee are required to vote on the appointment of Non-Council members to the Climate and Ecological Emergency Committee.

Item 9

To receive a report from the Bee Café CIC on their activities during the past year and consider forthcoming funding requirements.

The following communication was received from Paul Martin from the Bee Café CIC:

Subject: May I request an agenda slot for the 29th April please.

Its for 2025/26 beecafe report and 2026/27 funding request as below:

- 1) Bee cafe planters fully funded. £0.
- 2) KG perennial pack Giveaway £1000. And advertising request.
- 3) Verges and Roundabouts trial £500.

Maintenance of existing bee cafes £0.

Thank you, Paul

Members are to receive a report from the Bee Café CIC on their activities during the past year and consider forthcoming funding requirements.

Item 10

To consider the costs received from a local company to undertake cleaning of storm drains in Woodbridge.

The minutes from the March meeting of the Committee state that *'the Town Clerk should seek quotations from local companies who may be able to undertake the jet cleaning of storm water drains in Woodbridge'*. This request was predicated on the idea that as part of the Committee's concern about surface water flooding in Woodbridge, would it be possible for the Committee, via the Estates Resilience budget, to fund the cleaning of storm drains which are not cleaned by Suffolk County Council Highways.

The Town Clerk has spoken with Woodbridge based company Dream Drains, and the following is an email sent to the Chair further to that call:

Ellie,

I had a good chat with Paul from Dream Drains today ref the Committee proposal to do some drain unblocking in Woodbridge.

He said on residential roads he's fine and happy to do it – busier sites he might need some traffic management.

We used Deben Road as an example, and he said that'd be a day's work – so according to the attached (insert - price list uploaded to SharePoint) a max. of £600 – the biggest challenge is getting access to all the drains on the same day.

Lets get this back on the agenda and think of how we might move it forward – an audit of roads/ drains with an urgent requirement or how to bring along the public – we'll need resident support to make it work.

Best

Greg

To consider the costs received from a local company to undertake cleaning of storm drains in Woodbridge, and how to proceed with the idea of cleaning drains in Woodbridge.

Item 11

To consider the quotation provided for the installation of solar panels on the Longshed.

The minutes from the January meeting of the Committee state:

12. To consider the installation of solar panels on property owned by the Council.

The Town Clerk was asked to contact the Council's tenant in the Longshed and the electrician recently appointed by the Council to install solar panels on the Gardeners Shed, regarding solar panels being installed on that property,

The Council's Estates Manager met with Baskett Electrical and the Chair of the Woodbridge Riverside Trust in early April to discuss the potential installation of solar panels on that building. The quotation provided by Baskett is uploaded to SharePoint.

Members are asked to consider the quotation provided for the installation of solar panels on the Longshed.

Item 13

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

The Committee is advised that the Town Council has agreed a slightly altered schedule of Committee meetings for the forthcoming Civic Year – the first three months have been agreed as a trial, the main change being the moving of this Committee’s meeting to the first Wednesday of the month, before the Amenities Committee. The Deputy Town Clerk will be the Committee Clerk for this Committee from June.

16. To consider the meeting schedule for 2026/27.

The Council agreed the meeting schedule for the first three months of the 2026/27 Civic Year:

May

Wednesday 20th May – Annual Meeting of the Town Council @ 6pm

Wednesday 27th May – Planning @ 5.30pm, Finance @ 7pm

June

Wednesday 6th June – Climate @ 5.30pm, Amenities @ 7pm

Wednesday 10th – Planning @ 5.30pm, Highways and Transport @ 7pm

Wednesday 17th June – Town Council @ 6pm

Wednesday 24th June – Planning @ 5.30pm, Finance @ 7pm

July

Wednesday 1st July – Climate @ 5.30pm, Amenities @ 7pm

Wednesday 8th July – Planning @ 5.30pm

Wednesday 22nd July – Town Council @ 6pm

Wednesday 29th July – Planning @ 5.30pm, Finance @ 7pm

An item will be added to the July meeting of the Town Council to consider the schedule for the remainder of the Civic Year.

Members are asked to note the meeting schedule agreed for the Civic Year 2026/27.