

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 25TH JULY 2023 AT 6.30PM**

PRESENT: Miss A Owen – Chair

Mr P Beer
Mrs P Berry-Kilby
Mr S Hall
Ms E Murphy
Mrs J Osborne (Mayor, ex-officio)
Mr T Regester
Mr A Welsh

Mr C Griffin – Town Clerk
Mrs J Budd – Deputy Town Clerk
Mr B Smith – Community Warden Manager
Ms R Price – Town Centre Manager

Mr N Bennett and Mr A Osborne were also in attendance.

1. **SUBSTITUTES AND APOLOGIES**

Apologies for absence were received from Councillor Ms J Rawlinson.

2. **DECLARATIONS OF INTERESTS**

Councillors Miss Owen and Mr Regester declared that they were Babergh District Councillors. Mr Beer declared he is a Babergh and Suffolk County Councillor.

3. **DECLARATION OF GIFTS AND HOSPITALITY**

No declarations of gifts or hospitality were received.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensation had been received.

5. **MINUTES**

RESOLVED

That the minutes of the Leisure and Environment Committee meeting held on the 25th June 2023 be confirmed and signed as an accurate record.

6. ACTIONS FROM PREVIOUS MINUTES

The Town Clerk discussed with the committee the actions from the previous minutes. A list of these actions is shown at minute page 481.

Members were advised that although costings hadn't been received for the proposed new camera system in the Assembly Room, the small desktop camera gave a much clearer picture and would continue to be used for the time being.

The mobile cinema has been relocated to one of the Kingfisher car parks. This was due to concerns about the weight and load of the lorry on the road surface at the top of North Street. The dates had been changed to Tuesday 31st October to Sunday 5th November to enable a longer promotion period.

RESOLVED

The content of the list be noted.

7. REFURBISHMENT OF THE EXTERIOR OF THE TOWN HALL

At a previous meeting of the committee, members had approved a professional survey of the Town Hall to detail the exact specification for the refurbishment work. The surveyor's report had just been received and gave full details including photographs of the damaged areas. This specification would be used to ask interested contractors to bid for the work.

The surveyor recommended that the council use a standard JCT Minor Works Contract and the Town Clerk would speak to him about how to use this process.

RESOLVED

That, under the power of the Local Government Act 1972, s.133, members approve payment of the invoice for £525 for the specification for repairs to Harcourt-Powell Chartered Surveyors.

That the specification for the work be put out to tender as soon as possible with the aim that the bids could be evaluated in time for the full council meeting in September, or, failing that, be discussed by the committee at their meeting at the end of September.

8. CONTROL & ENFORCEMENT OF PARKING PERMITS IN FRANCIS ROAD

Members were advised of the ongoing problem of vehicles parking in Francis Road without permits and thereby preventing the permit holders from parking.

Various options were considered which are detailed at minute page 482.

RESOLVED

That Option 3, a self-ticketing system using National Parking Control (NPC), be chosen. This would be run with council staff uploading the details of offending vehicles, although permit holders would be able to report problem vehicles to the council. There would be no cost to the council for this system and, if it was not successful, it could be terminated with 28 days' notice.

That the committee be given a briefing on how well the new system was operating at their next meeting in September.

9. NEW BOUNDARY FENCE – SUDBURY CEMETERY

Members agreed to discuss item 9 under private and confidential at the end of the meeting..

10. INSTALLATION & REMOVAL OF CHRISTMAS LIGHTS 2023

Members were requested to approve expenditure of up to £13,650 excluding VAT on the installation and removal of the Christmas lights 2023. Members noted how successful and cost effective the Christmas lights process had been since it was taken in house.

RECOMMENDED

That the full council approve expenditure of £13,650, excluding VAT, for the installation and removal of the Christmas lights for 2023.

11. CHRISTMAS LIGHT PURCHASE

Members were requested to approve the purchase of Christmas lights, as part of the rolling replacement programme, at a cost of up to £1,500 excluding VAT.

RESOLVED

That, under the Power of the Local Government Act 1972, s.144, members approve the expenditure of up to £1,500, excluding VAT, for the purchase of Christmas Lights.

12. TOURIST INFORMATION OPENING TIMES

The Deputy Town Clerk advised members that the officers who worked in the Tourist Information Centre had suggested a change in opening times on Saturdays during the summer months. The trend seemed to be that visitors came earlier in the day with the afternoon being a lot quieter. Currently the opening time was 10am to 3pm. It was requested that this be changed to 9am to 2pm.

RESOLVED

That during the Summer months the Tourist Information Centre opening hours be changed to 9am to 2pm.

13. TOWN HALL LONG TERM BOOKINGS

The Town Clerk requested that members consider allowing variable hire rates for the Town Hall for long term bookings. The aim was to maximise the income from the use of the Town Hall at times when it would otherwise be empty.

Each booking would be judged on its own merit rather than a fixed discount agreed in advance.

RESOLVED

That the Town Clerk be able to negotiate with long term hirers and set a suitable hire charge for the Town Hall.

14. GREAT TOMMY SLEEPOUT

Following this year's successful 'Great Tommy Sleepout' an email had been received regarding their proposed 2024 event. A copy of the email is shown at minute page 484.

RESOLVED

That members approve the 'Great Tommy Sleepout' proposal for;

- **up to six tents with a maximum of 12 campers for 2 nights.**
- **a fire pit and BBQ, with paving slabs to protect the grass.**
- **temporary banners and flags to raise awareness and promote fundraising.**

but the proposal to have a couple of old military vehicles on display to attract attention and footfall would depend on the ground conditions at the time. It might be necessary for vehicles to remain on the road.

15. REMOVAL OF A SCOTS PINE IN SUDBURY CEMETERY

Following on from last month's meeting where members were advised that a survey had come back that had concluded that a Scots Pine in the Cemetery was 'a significant contributory factor giving rise to the subsidence to the rear of a bungalow in Marlborough Drive.'

Unfortunately, officers had not been able to obtain detailed costings, however they had been advised that it was possible to ring off tree roots, whilst saving the tree, however until a detailed survey was undertaken, it was not possible to give an exact opinion.

The cost of felling of such a large tree could be anything between £5,000 and £10,000.

RESOLVED

That detailed costings be discussed at the next meeting of the committee.

16. BUSINESS ENGAGEMENT AND DATA COLLECTION FOR MARKET HILL

Members held a detailed discussion on the ways to engage the businesses and to organise the collection of data ahead of the proposed closure of Market Hill to vehicles next summer.

The need for the engagement to be thorough and to involve the public as well as all businesses, not just those on Market Hill, was discussed. Some members felt that the Chamber of Commerce should also be included.

The Town Centre Manager warned of the danger of unconscious bias in the survey process and recommended that an independent, professional company should be employed to help with the process. The costs for this could potentially be shared with the district and county councils as this was a joint project.

RESOLVED

That the Town Centre Manager investigate costings for an independent professional company to advise on the engagement and data collection process.

EXCLUSION OF PUBLIC (WHICH TERM INCLUDES THE PRESS)

That pursuant to the Public Bodies (Admission to Meetings) Act 1960 s.1(2), the public be excluded from the meeting for the business specified in item 9 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

9 NEW BOUNDARY FENCE – SUDBURY CEMETERY

A detailed discussion was held under private and confidential regarding the maintenance of the Newton Road Cemetery grounds.

Over the last winter, the hedge surrounding the cemetery had been cut back to its correct size and tidied up. This identified that the 125 meter long stretch that ran parallel with a public footpath and the 'new cemetery' had been badly damaged by ivy and pinecones. Once the damaged areas were cleared, large gaps were left in the hedge enabling people to enter the cemetery. Members were requested to consider removing the remaining parts of this stretch of the hedge completely, then installing a new fence along the path to allow a new hedge to be grown from saplings.

Detailed costings for fencing options are shown at minute page 485. Currently the funds in the earmarked reserve for cemetery fencing repairs stood at £5,100.

RESOLVED

That the preferred option be to remove this section of the hedge completely during the autumn and install a new fence along the path to protect the growth of a new hedge from saplings.

That detailed costings for the whole task be brought to the Finance Committee and then the full Council in September. The costing should be based on the fencing being installed by a contractor rather than the Community Warden team.

That Harris fencing be used as a temporary measure to cover the gaps in the hedge until the permanent fence can be erected.

The meeting concluded at 8.26 pm

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Chairman

Leisure and Environment Action Plan – 25th July 2023

Current Actions.

- **Permanent Cameras in the Assembly Room – quotes not yet ready to discuss.**
- **Plans for Market Hill - discussion will be held further along in the agenda.**
- **Mobile cinema – New dates Tuesday 31 October to Sunday 5th November.**
- **Cemetery bins – These have been installed.**
- **Replacement bins, benches and tables on Mill Acre - These have been installed.**
- **Belle Vue Working Party – The group is yet to meet.**

Agenda item – Leisure & Environment

Tuesday 25th July 2023

Francis Road Enforcement

What is required: Approval an enforcement scheme for parking on Francis Road.

Why it is required: The residents who have paid for parking permits have complained (3 different residents in the last 2 weeks) about vehicles parking without permits and taking up their spaces.

What are the Options?

Option One – Do nothing. Therefore, we would have difficulty charging for parking permits.

Option Two – Countrywide Parking Management – Warden controlled.

How much will it cost: Installation of signage posts and signs. 6-8 signs required. £220 excluding VAT for each post.

How much money goes to the enforcement company? £60 (or £100 if not paid within 14 days)

How much money comes back to the Town Council? £10 per ticket paid.

How long will it last: Would be a one-year contract.

- Follow the International Parking Community Code of Practice
- 10 – 15 signs should be sufficient.
- Once we have signed up and receive the login details, we can pass this information onto residents and staff. They will be able to self-ticket.

Option Three – National Parking Control (**NPC**) – Self Ticketing

How much will it cost: No funding will be required.

How much money goes to the enforcement company? £45 (or £85 if not paid within 14 days)

How much money comes back to the Town Council? £15 per ticket paid.

How long will it last: As long as we want it too. 28 days' notice is required to terminate.

- Follow the International Parking Community Code of Practice
- 15 – 20 signs will be sufficient.
- Once we have signed up and receive the login details, we can pass this information onto residents and staff. They will be able to self-ticket.

Option Four – Creative Car parking – ANPR Cameras

How much will it cost: May be electricity charges of around £17 per year depending on whose lighting column they connect to.

How much money goes to the enforcement company? £60 (or £100 if not paid within 14 days)

How much money comes back to the Town Council? £15 per ticket paid.

How long will it last: Minimum 3 years.

- Follow the British Parking Association
- 15 – 20 signs will be sufficient.
- Create a 'whitelist' of number plates allowed to access Francis Road.
- Add vehicles for a day, week, month, year.
- Recognises emergency vehicles, post office vans, open reach etc.
- 5-10 free ticket cancellations per month.

What is the legal position? Parking on private land is governed by the rules of the contract between the driver and the landowner.

Jodie Budd

From: Nicholas Cohen <catering.cohen@gmail.com>
Sent: 03 April 2023 16:39
To: Jodie Budd
Cc: Chris@abcplanning.co.uk
Subject: The Great Tommy Sleepout 2024

Jodie

Firstly thankyou for your support on this year's sleepout, whilst fundraising was limited our success mainly came from raising awareness.

so we are planning next year's sleepout and would like to expand a little.

We have had a few ideas on what we would like to do and I would like to run it past you,

So what we found this year was it was bloody cold 🥶

We relied on a small camping stove to cook and prepare food and hot drinks which became quite expensive to run so we would like to ask if we were to use the same location next year if there was the scope to have a fire pit and bbq, to do this we would bring paving slabs to protect the grass bricks to prevent any further damage. We would have a metal bin with sand to remove ashes and leave NO trace. And ofcourse a fire extinguisher.

We would also like to increase numbers camping and have upto six tents with a maximum of 12 campers again for 2 nights

We would like to put up temporary banners and flags to raise awareness and promote our fundraising

Potentially have a couple of old military vehicles on display to attract attention and footfall.

Again we would provide a full professional risk assessment and we would be covered by the RBLI liability insurance.

If we could seek preliminary permission we can work within those parameters to plan early for a better success

Thanks for your time.

Nick

Agenda item – Leisure & Environment

Tuesday 25th July 2023

Purchase of Cemetery Fence

What is required: Approval to spend up to £5,000 to purchase 125 meters of new fence to replace the damaged section on the northeast of the Newton Road Cemetery.

Why it is required: The ivy has taken over and killed much of the original hedge. Unlike other parts of the cemetery boundary, this section never had a metal fence under the hedge. There are areas with some short wooden paling fence, but this is in poor condition.

How will these be funded: The cemetery EMR 362 has £5,100 allocated for fencing repairs.

What are the Options?

Option One - The cheapest option for fencing this boundary would be to use 2 meter high galvanised weld mesh. This could be done by the Town Council staff. Cost estimate:

Cost of 5 x 25m rolls of 2m galvanised weld mesh with 50mm holes at £199.00 each = £995

Cost of posts every 3 meters (45 galvanised steel 2.25m posts) = £25 x 45 = £1,125

Concrete for one post every 3 meters - 90 bags at £5.75 = £517.50

As an example, our rates are about £20 per hour, so 2 men working for 3 days would be £960

Therefore, total cost would be £995 + £1,125 + £517.50 + £960 = **£3,597.50**

Option Two - Another cheap option for fencing this boundary would be to use 4 foot high chain link. This could be done by the Town Council staff. Cost estimate:

Cost of 5 x 25m rolls of 1.2m galvanised steel mesh at £242.50 each = £1,212.46

Cost of posts every 3 meters (45 galvanised steel 2.25m posts) = £25 x 45 = £1,125

Concrete for one post every 3 meters - 90 bags at £5.75 = £517.50

As an example, our rates are about £20 per hour, so 2 men working for 3 days would be £960

Therefore, total cost would be £1,212.46 + £1,125 + £517.50 + £960 = **£3,814.96**

Option Three – A better option would be 2 meter high V mesh fencing.

This could be done by the Town Council staff. Cost estimate:

Cost of steel mesh panels and post at £23.40 per meter with posts = £2,925.00

Concrete for one post every 1 meter - 90 bags at £5.75 = £517.50

As an example, our rates are about £20 per hour, so 2 men working for 3 days would be £960

Therefore, total cost would be £2,925 + £517.50 + £960 = **£4,402.50**

Option Four – Another good option would be 656 twin wire mesh fencing 6 feet high.

This could be done by the Town Council staff. Cost estimate:

Cost of 50 steel mesh panels and post at £27.60 per meter = £4,216.00

Concrete for one post every 1 meter - 90 bags at £5.75 = £517.50

As an example, our rates are about £20 per hour, so 2 men working for 3 days would be £960

Therefore, total cost would be £4,216 + £517.50 + £960 = **£5,693.50**

Option Five – We have one quote from a local fencing company who could fit a 656 twin wire mesh fencing 6 feet high for **£9,595.00**

The best style of fencing for this is the type used by most schools which we can see around Thomas Gainsborough

What will be purchased and where from: The best style of fencing for this is the type used by most schools which we can see around Thomas Gainsborough. This is called 656 twin mesh green fencing. We require a normal height of between 1.8 and 2.0 m.

The prices for the fence panels are: xxxx per meter

The fence would require steel posts every x meters, secured in the ground by concrete. The fence panels will be attached to the posts by xxxxxx

So far, we have only one quote which gives a cost of £9,595 excluding VAT.

Cost of material = £xxxxx

Internet price £23.40 per meter with posts = £2,925

Concrete for one post every 3 meters - 90 bags at £5.75 = £517.50

Cost of Labour (x man days/hours) = £xxxx

As an example, our rates are about £20 per hour, so 2 men working for 3 days would be £960

Therefore, total cost would be £2,925 + £517.50 + £960 = £4,402.50

How much will it cost: £xxxxx excluding VAT

How long will it last: We expect this to last at least 30 years.