

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE  
HELD IN THE TOWN HALL ON TUESDAY 31<sup>ST</sup> OCTOBER 2023 AT 6.30PM**

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**PRESENT:** Miss A Owen – Chair

Ms 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 N Bennett and a member of the public were also in attendance.

**1. SUBSTITUTES AND APOLOGIES**

**Councillors Mr P Beer and Ms J Rawlinson were absent, but no apologies had been received.**

**2. DECLARATIONS OF INTERESTS**

**Councillors Miss Owen and Mr Regester declared that they were Babergh District Councillors.**

**Councillors Mr Regester and Mr Welsh declared an interest in item 18 – Sudbury Institute Club.**

**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 26<sup>th</sup> September 2023 be confirmed and signed as an accurate record.**

6. ACTIONS FROM PREVIOUS MINUTES

The Town Clerk confirmed the actions from the previous minutes. These are shown at minute page 634.

**RESOLVED**

**That the list of actions be noted.**

7. SUDBURY MARKET TRADERS

The following resolution was proposed, seconded and debated:

*'To only allow market traders who are offering commercial goods or services, these can be in support of a charity but must not include preaching or giving out information in support of a religious group.'*

Some members were concerned that this resolution would restrict other groups, such as political groups and general information stands, from using the market.

The following amendment was proposed and seconded:

*'That Sudbury Market is predominantly for market traders who are offering commercial goods or services, however there is no objection to organisations having a stall to give out information without haranguing members of the public.'*

**RESOLVED**

**That the following statement be added into the Market Regulations; 'That Sudbury Market is predominantly for market traders who are offering commercial goods or services, however there is no objection to organisations having a stall to give out information without haranguing members of the public.'**

8. BUSINESS ENGAGEMENT AND DATA COLLECTION

The Town Clerk advised that one quote for data collection and business engagement in the town centre had already been received and more were being sort. Due to the large cost involved, Babergh District Council and Suffolk County Council had been asked if they could help fund this work. The Town Centre Manager was working on options with the other councils, but no decision had been made.

**RESOLVED**

**That the Town Clerk's update be noted.**

9. TOWN HALL REFURBISHMENT

The surveyor who had produced the specifications for the refurbishment of the front of the Town Hall had recommended that the work be put out to tender and awarded under a JCT Minor Works Contract. The Construction (Design & Management) Regulations 2015 (as amended) (CDM Regs.) would apply to the works and the Town Council would need to have a CDM Consultant for this work. One CDM consultant had been approached for a quote and members were requested to approve expenditure of up to £4,200 excluding VAT for the Principal Designer to discharge of the duties and obligations as defined under the Construction (Design and Management) Regulations 2015. Alternative quotes would be sought to ensure value for money.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.133, expenditure of up to £4,200 excluding VAT be approved for the Principal Designer to discharge of the council's duties and obligations as defined under the Construction (Design and Management) Regulations 2015. Funding for this would come from Town Hall maintenance EMR.**

10. REMEMBRANCE SUNDAY 2023

Members were requested to approve expenditure of up to £2,184.20 excluding VAT for Remembrance Sunday. This included up to £1,155.49 for the staff costs for the road closures, up to £138.84 on caretaking and up to £290 for catering at the reception.

**RESOLVED**

**That, under the Power of the Local Government Act 1972, s.138B, the Council approve the expenditure of up to £2,184.20 excluding VAT for Remembrance Sunday activities.**

11. COMMUNITY WARDEN VANS 2024

Members were requested to agree on a plan for the Community Warden vans from 2024. The current lease had already been extended from 3 to 4 years, and it was not viable to keep the current diesel vans beyond this extension.

The cost of electric vehicles was still very high, so a new 3-year lease on diesel vehicles running from 2024 to 2027 was the most cost-effective option. This would allow the council time to get the infrastructure ready for electric vans in 2027.

**RESOLVED**

**That the current community warden vans be replaced with new diesel vehicles on a 3-year lease in 2024.**

**That the Town Clerk bring the detailed costing to the full council for approval.**

**That the Town Clerk prepare a plan to ensure that the council is ready to replace these diesel vehicles with new electric vans in 2027.**

12. GRIT BIN

Local residents had identified a need for a grit bin at the top end of Windermere Road. County Councillor Faircloth-Mutton had agreed to purchase a grit bit to be placed there. Members were requested to approve this.

**RESOLVED**

**That approval is given for a new grit bin to be placed at the top end of Windermere Road.**

13. 'A' BOARD POLICY

Members discussed whether the existing 'A' board policy needed to be updated as more and more 'A' boards were appearing in then town centre. Members noted that the current policy had been produced jointly by all three level of local authority in 2014.

**RESOLVED**

**That the current 'A' board policy remains appropriate and effective. However, the policy relies on active enforcement. Members were requested to report any 'A' boards that were causing an obstruction, and they would be investigated by officers in accordance with the policy.**

14. REVISED MARKET CHARGES

Members discussed a proposal to simplify the market pitch fees. A copy of the proposal is shown at minute page 635. Rather than increase the traders' fees in line with inflation (the annual increase in the CPI was approximately 6.3%) the market fees would only be rounded up to the next nearest whole pound. Fees could also be paid online using the Stripe payment system. This would include a small transaction fee, currently 1.5% plus 20p, which would be absorbed by the Council.

**RESOLVED**

**That, under the power of the Food Act 1984, s.53, members approved the proposal to simplify the charges for market pitch fees and accept Stripe payments. However, they agreed to add a line within the proposal to state, "cash payments will also be permitted".**

15. NATIONAL ASSOCIATION OF BRITISH MARKET AUTHORITIES

Members were requested to approve joining the National Association of British Market Authorities (NABMA) and the expenditure of £384 for the annual membership fee, noting that a proportional amount will be charged for the remaining part of the financial year.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.111, expenditure of £384 on the annual membership fee to NABMA be approved as well as a proportional amount for the current year. This will be funded from budget line 201\_4033 in the current financial year and funding will be introduced in a new line 201\_4025 for subscriptions and membership to cover this in the next financial year.**

16. REVISED CHARGES FOR THE CEMETERY

Members noted that the CPI inflation figure from the Office of National Statistics (ONS) for the last 12 months was 6.3% and agreed that charges should be increased in line with inflation.

**RESOLVED**

**That the cemetery fees for the Financial Year 2024-2025 would be increased in line with the CPI inflation over the last year and the fees rounded to the most appropriate whole five pounds.**

17. REVISED CHARGES FOR OTHER SERVICES

Members reviewed the fees to be charged for the other services listed below in the Financial Year 2024-2025.

Flint Lodge Rent	Allotment Fees
Room Hire Fees	Suffolk County Council
Street Warden	Shop Mark-up
Parking Permits	Community Warden SLAs

**RESOLVED**

**Flint Lodge – That the agent be asked to carry out a rent review and the findings be brought back to the Committee for a decision.**

**Allotment Fees – That there should be no change in the allotment fees this year, however fees would be raised to the next highest whole five pounds when necessary to maintain their value with inflation, in order to enable the allotments to run at a neutral cost.**

**Room Hire fees – That a CPI increase to reflect inflation over the last year be added and the fees rounded to the most appropriate whole pound.**

**Suffolk County Council – That the Registrars' rent should be raised in accordance with the CPI rate specified in their lease.**

**Street Warden – That the charge to Babergh District Council for the Street Warden should be raised to £31,081 to reflect the cost of the staff hours with the 9.4% pay increase for SCP2 staff.**

**Shop Mark-Up – That the shop mark-up remain the same.**

**Parking Permits – That the cost of parking permits for Francis Road be increased from £70 to £75 each.**

**Community Wardens – That service level agreements (SLA) for the Community Wardens' services be charged out at £24.64 per hour with use of the vans charged at 65p per mile, which is in line with the increased cost of their wages.**

**All the other fees will remain the same for the Financial Year 2024-2025.**

18. USE OF TOWN COAT OF ARMS

Sudbury Metal Detectorists

An email had been received from a gentleman who was setting up a group on Facebook for metal detectorists and would like to use the Town Coat of Arms on the page. The proposal was to remove the Talbot Dog from the shield and add the image of a metal detector.

**RESOLVED**

**That members did not agree to the Town Coat of Arms being changed in this way. However, should the group wish to apply for a second time to use the full Coat of Arms without changing it, this would be considered. In their application they should include details of membership numbers and how many were based in Sudbury.**

Sudbury Institute Club

An email was received from Sudbury Institute Club requesting the continuing use of the Town Coat of Arms. They wished to place a glazed film over the front windows of the club so people could not see into committee room. They would like the Coat of Arms to be on the glazed film.

**RESOLVED**

**That the Sudbury Institute Club be allowed to use the Coat of Arms as detailed above.**

19. BINDING OF 2022 MINUTES

Members were requested to approve expenditure of up to £1,000 excluding VAT on the binding of the 2022 minutes.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.111, members agreed to approve expenditure of up to £1,000 excluding VAT for binding the 2022 minutes.**

**20. WATER RE-FILL STATION**

Councillor Jessie Carter had agreed to fund a water refill station outside the Town Hall from her locality budgets. This would be placed on the outside wall of the newly refurbished Gaol Lane toilets. The water station comes in standard 'evergreen' colour, however other bespoke colours were available at an additional cost of £325. The Town Crest could also be added at a cost of £74.99.

Most of the plumbing costs would be absorbed within the refurbishment of the Gaol Lane public toilets, but some additional parts (blanking plate, etc) would be required. These may cost up to £150 excluding VAT.

**RESOLVED**

**That members did not want to change the colour of the water refill machine or add a crest.**

**That, under the power of the Local Government Act 1972, s.144, members agreed to approve expenditure of up to £150 excluding VAT for the plumbing costs associated with fitting the water refill station. This will be funded from budget line 211\_4041.**

**21. SUDBURY MEMORY TREE**

Members were requested to allow St. Nicholas Hospice Care to sell advertising to local companies to be displayed on a board around the Sudbury Memory Tree. This memory tree will be in Old Marketplace and is not the main tree on Market Hill. This will generate additional income for the Hospice. There will be no cost to the Town Council.

**RESOLVED**

**That St. Nicholas Hospice be allowed to sell local companies permission to display their names on boards around the Sudbury Memory Tree.**

**22. GAINSBOROUGH'S HOUSE – LETTER OF SUPPORT**

An email had been received from Gainsborough's House requesting a letter of support for a National Lottery Heritage grant. The grant is to support an Events and Marketing Manager for two years to develop new events and experiences at Gainsborough House Museum, specifically for local and tourist audiences who may not have visited galleries before.

**RESOLVED**

**That a letter be written to the National Lottery Heritage Fund supporting the application by Gainsborough's House for a grant to support an Events and Marketing Manager.**

**23. POLLING PLACES AND POLLING STATIONS**

Under the Representation of the People Act 1983, Babergh District Council has a duty to divide their areas into polling districts and to designate a polling place for each polling district. The District Council also has a duty under the Electoral Administration Act 2006, as amended, to review their polling districts and places at least once every five years.

The next compulsory review will be undertaken from Friday 6<sup>th</sup> October 2023, and conclude on Thursday 30<sup>th</sup> November 2023. The aim of the review is to ensure that electors in each ward have reasonable facilities for voting as are practicable in the circumstances. The Town Council was invited to make comments on the existing and any proposed arrangements particularly where there were proposals for change.

**RESOLVED**

**That members advise the Town Clerk of any issues they would like raised by the 20<sup>th</sup> November. This will allow enough time for the comments to be collaborated and circulated to members before being sent to Babergh District Council.**

The meeting concluded at 7.53 pm

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Chairman



## **Leisure and Environment Action Plan – 31<sup>st</sup> October 2023**

**Item 12 – Floral Contract – The Garden Nursery had accepted the contract. All winter bedding has now been planted.**

**Item 16 – Calendar 2024 – Delivery is expected any day.**

**Item 17 – Grit Bin in Landsdowns Road – Approval has been received from Suffolk County Council. The Grit Bin is on order.**

**Item 18 – Dog Bin in Parkwood Drive – The Community Wardens have installed the new bin.**

**Item 19 – Busking Circle – The Town Centre Manager and Mr Keogh are meeting to discuss suitable locations.**

## Proposal: Sudbury Market Pitch Fee Simplification

Leisure & Environment Committee - 31 October 2023

### What is Proposed?

To simplify market pitch fees by rounding up to the nearest pound.

The current pitch fee system is unnecessarily complex. It is based on pitch size, charging traders £1.74 for the first 8ft and £2.51 / ft thereafter. The proposed simplification rounds fees up to the nearest pound.

This proposal retains the 5% pay monthly by invoice incentive which is also rounded to the nearest pound. Although most pitch fees are raised slightly, the proposed simplification is still well below the rate of inflation and are still competitive compared to similar sized markets.

**Example 1, standard / small pitch:** A trader with a 9ft pitch (this is standard 3x3 gazebo) currently pays £16.43 / pitch. The proposed simplification rounds up to £17.00, if the trader is invoiced monthly and pays by BACS this is £16.00. If we were to raise pitch fees in line with inflation (est. 6.1%) a trader with a standard 9ft pitch would have paid £17.43.

**Example 2, large pitch:** A trader with a 39ft pitch currently pays £91.73 / pitch. The proposed simplification rounds to £92.00, if the trader is invoiced monthly and pays by BACS this is £87.00. If we were to raise pitch fees in line with inflation (est. 6.1%) a trader with a 39ft pitch would have paid £97.33.

We are also proposing electric charges, currently price at £3.75 / market per trader are rounded to the nearest pound to £4.00.

[Ref: Proposed Market Fee Simplification 2023](#)

### Cashless operations

We also propose to begin the transition to cashless operations on the market. Regular traders will be encouraged to pay monthly by invoice and take advantage of the 5% incentive. Casual traders will be given the option to book and pay for their pitch in advance either by an online link or BACS payment by invoice. Paying online can also be done easily and securely by QR code on the day. Cash payments will also be permitted.

Pitch fees are non-refundable where booked in advance where the cancellation was not the decision of Sudbury Town Council.

### Bench marking

Sudbury Market pitch fees still are still very competitive. Many local markets fees start at £20 for a small pitch and £25 for a standard 3x3m sized pitch (eg. Colchester Market).

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### Why?

The proposed simplification:

- Improves efficiency, saving staff time.
- Dealing with round amounts reduces margin for error.
- Makes the fee system more straight forward for new traders.

- Makes the transition to cashless payments simpler.
- Necessity to prepare for the likely scenario that our bank branch will not be available to bank cash in the near future.
- It's safer for our staff not to have to handle cash.
- Stallholders at all our other events and markets pay for their pitches in advance by an online link. This system saves staff time and secures payments and bookings in advance of a market or event.
- We have not raised pitch fees for over 5 years, not even in line with inflation, so this minor increment is a fair change for all parties.

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## How will the changes be implemented?

If approved all our regular traders will be contacted by email and letter to inform them of the changes and when and why they will be implemented. They will be supplied with the rationale above and reassured that our fees are still very competitive.

Regular traders not already paying monthly by invoice will be contacted again to promote the benefits of paying monthly.

The website and PDF 'Introduction to Sudbury Market' document will be updated with the fee structure for the benefit of new traders joining the market.

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## Where?

Sudbury Market

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## When?

If approved, traders will be informed straight away with a one month notice period with the new fees applied from 1 December 2023.

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## How Much?

The performance of Sudbury Market continues to improve. This streamlining in operations will save staff time and will make the recruitment of new traders an easier process whilst retaining good value for our regular traders. The only costs that would need to be approved are the Stripe transaction fees where casual traders chose to pay for their pitch online.

**Stripe online payment fees are 1.5% + 20p**

**Examples:**

Gross	Transaction fee	Net
£17.00	£0.46	£16.55
£34.00	£0.71	£33.29
£45.00	£0.88	£44.13