

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE LEISURE AND ENVIRONMENT COMMITTEE**  
**HELD IN THE TOWN HALL ON TUESDAY 24<sup>TH</sup> JUNE 2025 AT 6.30PM**

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Committee members present: Mr S Hall – Chair  
Mr J Collier  
Mr J Jeagar  
Mr A Welsh

Officers in attendance: Mr C Griffin – Town Clerk

1. **SUBSTITUTES AND APOLOGIES**

Apologies were received from Councillors Mrs J Osborne, Miss A Owen and Mr T Regester.  
Councillor Mr James Collier attended as the substitute for Miss A Owen.

2. **DECLARATIONS OF INTERESTS**

There were no declarations of interest.

3. **DECLARATION OF GIFTS AND HOSPITALITY**

There were no declarations of gifts or hospitality.

4. **REQUESTS FOR DISPENSATION**

No requests for dispensations had been received.

5. **MINUTES**

**RESOLVED**

That the minutes of the Leisure and Environment Committee meeting held on the 27<sup>th</sup> May 2025  
be confirmed and signed as an accurate record.

6. **ACTIONS FROM PREVIOUS MINUTES**

The Town Clerk updated the members on the actions.

7. TO DISCUSS THE AMOUNT OF STREET CLEANING TO BE DONE BY THE TOWN COUNCIL AND THE OPENING HOURS FOR PUBLIC TOILETS

The Town Clerk explained that, due to the resignation of two members of staff, there was an opportunity to reconsider the amount of street cleaning provided by the council and the opening hours for the public toilets in Sudbury. The Business Manager recommended that the public toilets opening hours be extended to 8am to 6pm on Mondays to Saturdays and remain at 10am to 4pm on Sundays. The toilets would be deep cleaned every day, after they were closed, to ensure that they were fit to be unlocked by the other staff for use the next morning. This could be achieved by employing a pair of part-time street care operatives, one working 3 days a week (22 hours) and the other working 4 days per week (30 Hours). A typical shift would be 11am to 7pm on Mondays to Saturdays and 10am to 5pm on Sundays. About half of the shift would be spent street cleaning, including weeding, and the rest keeping the toilets clean.

In addition to the 52 hours per week required to keep the toilets and the streets clean, there remained 3 days a week (22 hours) of general grounds maintenance and operations tasks. This would initially be offered in combination with the toilet and the streets cleaning roles to give an option of full-time work at 37 hours per week. If the best candidates preferred part-time work, the extra hours could be offered as a separate part-time role.

The HR Committee had already examined the viability of this and had approved the change to the staff structure, which could be achieved within the current budget.

**RESOLVED**

**To adopt the new model for toilet and street cleaning with toilet opening hours extended to 8am to 6pm on Mondays to Saturdays.**

8. TO DISCUSS THE PLAN FOR CHRISTMAS LIGHTS 2025

The Town Clerk explained that it would not be possible for the council staff to put up and take down the Christmas lights this year and that an invitation to tender should be issued to attract external companies to bid for this work. The Business Manager had consulted other town councils to establish the market conditions and had drafted a detailed invitation to tender. To make the business viable, it needed to be let as a 3 year contract for Christmas 2025, 2026 and 2027.

Members discussed the optional elements and agreed that the decoration of the memory tree should be moved into the mandatory section.

**RESOLVED**

**To approve the invitation to tender for the Sudbury Christmas Lights 2025, with the addition of the memory tree as a mandatory requirement, as shown at pages 571 to 581.**

9. TO DISCUSS LEGIONELLA IN THE WATER TANKS

The Town Clerk explained that the Operations Manager had arranged a visit by a water company to check the council's sites for legionella risks. During this visit they had identified risks at the Town Hall, Newton Road Cemetery, Newton Road Allotments and Ballingdon Allotments. Their quote for all tasks was well above the level that could be approved by the committee and would require open competition under the financial regulations.

One of the issues identified was that the system of capturing and storing rainwater in IBC tanks presented an unacceptable risk of legionella. Although this system had been installed with the best intentions of reducing the use of drinkable mains tap water for watering plants, the IBCs provided a potential breeding ground for legionella. Where water needed to be stored for watering allotments, the safe option was to use open troughs at ground level, from which buckets could be drawn to fill watering cans.

The current quote to rectify the problems gave insufficient detail on each task, so these tasks would need to be expanded to ensure that all contractors were quoting against the same deliverables.

**RESOLVED**

**To note the likely extent of remedial work that would be required to remove the legionella risks identified at all council sites and the associated cost.**

**To obtain a minimum of 3 competitive quotes for each element of the work in accordance with financial regulations.**

10. TO DISCUSS SUDBURY IN BLOOM

The Town Clerk gave a short update on Sudbury in Bloom. Sudbury in Bloom had lost the use of their plant nursery and had asked Babergh District Council if they could establish a new nursery on the derelict area of the old swimming pool site at Belle Vue. There had been a recent face to face discussion between the Chief Executive of Babergh, the Town Clerk and Sudbury in Bloom, at which Babergh had confirmed that they were granting use of the old swimming pool site for at least the next 3 years.

The issue with Sudbury in Bloom Advertising signs on roundabouts appeared to have been resolved with Suffolk County Council, but this had created a new issue on the 3 other roundabouts that were maintained by a contractor funded by Sudbury Town Council. Work would continue to resolve these problems.

**RESOLVED**

**To note the changes at Sudbury in Bloom.**

**11. TO DISCUSS THE COMMUNITY LITTER PICKS**

The Chair explained that in previous years there had been community litter picks to encourage local residents to help keep Sudbury tidy. Unfortunately, no formal record had been kept of these and, when staff had left, the knowledge of the main contacts in local businesses, who had sponsored these events, had been lost. It was desirable to re-start the community litter picks and members felt that a quarterly schedule would be appropriate. The Town Clerk agreed that this would be manageable within current resources, once a new operations manager was in post. He would include this in the objectives and aim for the first litter pick in the autumn.

**RESOLVED**

**To re-establish community litter picks on a quarterly basis starting in autumn 2025.**

**12. TO DISCUSS MAKING THE 'TASTING THE GRASS' AN ANNUAL CEREMONY**

The Mayor proposed making the 'Turning on' of the cattle, at which the Mayor traditionally tastes the grass to check that it is ready for the cattle, an annual ceremony as a unique feature of Sudbury life that could be used to boost tourism. Currently this was a quinquennial ceremony hosted by The Sudbury Common Lands Charity and was last performed in 2021. Therefore the next event should be at the beginning of May 2026, and so within the tenure of the current Mayor.

**RESOLVED**

**To approve the principle of making the 'Turning on' of the cattle an annual ceremony.**

**To ask the Sudbury Freeman and the Sudbury Common Lands Charity to check their records of the origin of this ceremony and how it came to take place only once every five years.**

**13. TO DISCUSS FUTURE OPTIONS FOR MILL ACRE**

The Mill Acre Working Group had met prior to the meeting. They had considered the five different options for Mill Acre below.

1. Do nothing, leave boating pond empty with no improvement to the site.
2. Repair and refill the boating pond with water for its original use.
3. Fill in the boating pond with soil and build a children's play area on top.
4. Fill in the boating pond with soil and plant hardy shrubs and bog plants on top.
5. Demolish the current boating pond structure, remove the rubble and grass over the site.

All options would include the restoring the memorial plaque to the Green family and potentially building a viewing platform on top of the existing pumping station. Interpretation boards could be installed around the site with a history board about the Green family plane crash.

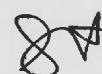
**RESOLVED**

**To adopt option 4, which was recommended by the working group:**

- The existing boating pond structure remain in place and be filled in with soil to form a level top at the height of the current walls.
- The level top be planted with robust, low maintenance species (hardy shrubs and bog plants) that could withstand an occasional flood from the river.
- Trees such as silver birch and willow be planted in the surrounding area.
- The existing walls be re-faced with stone to improve their appearance.
- That a new memorial to the Green family be built incorporating the existing plaque, possibly in the form of a rockery in front of the pump house.
- A viewing platform with handrails be built on top of the pump house for bird watching.
- Some basic, flood resilient children's play equipment be provided on the grass areas of Mill Acre.
- Interpretation boards be installed on the Mill Acre side of the bridge.
- The council submit a Flood Risk Activity Permit (FRAP) to the Environment Agency for approval of the plan.
- Once the Environment Agency had approved the design, options for full funding would be addressed.

The meeting concluded at 7:57 pm.

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Chairman







**SUDBURY**  
TOWN COUNCIL

# **Sudbury Town Council** Town Centre Christmas Light Display Specification

## **Invitation to Tender** **2025 - 2027**





## Introduction

Every festive season, Sudbury Town Council provides a town centre wide display of Christmas illuminations that are both impactful and sensitive to our historic town centre. Much of the town centre is within a conservation zone with over 240 grade I and II listed building in our historic core. The highlight event of the scheme is the annual Christmas Fair & Light Switch on which takes place on the **last Friday in November**.

Following a number of years of Sudbury Town Council managing the displays 'in house', we are now reviewing how we manage the illuminations every year by inviting tenders from experienced contractors for full supply and project management of our town centre festive displays. The Council is tendering in view of agreeing a contract with the selected supplier from **1 August 2025**. The contract will then run for 3 years to include Christmas **2025, 2026 and 2027** and will end on **31 January 2027**. Site visits are encouraged before applying to Tender, contact details are on the last page of this document.

## Mandatory Requirements

Sudbury Town Council is seeking a contractor to fully manage the design, planning, installation, maintenance, removal and storage of the Christmas lights and associated electrical installations in Sudbury town centre.

The successful contractor will be expected to:

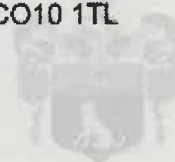
1. Provide a complete service encompassing all aspects of project management including: RAMS, insurances, traffic management, Highways licences, qualified electrician team and IPAF certified team.
2. To supply and install icicle lighting (or lights with a similar impact) which will run along and between the storefronts the length of **North Street** (both sides) from The Masonic Hall to The White Horse, continuing to **East Street** and **Old Market Place**. Highlighted site maps can be found below, total lights required for this area: Approx. 850m.
3. To supply and install icicle lighting (or lights with a similar impact) which will run along and between the storefronts the length of **Market Hill** (both sides) from The Town Hall / Gaol Lane to Nationwide / Greggs and **King Street** from Old Market Place to Cartel Pearl and the opposite side from Borehamgate to Sudbury Library. Highlighted maps can be found below, total lights required for this area: Approx. 650m.
4. To supply and install a statement display, traditionally a combination of white and gold light curtains and column drapes (x4) on **The Town Hall**, located on Old Market Place. Electrical points within the Town Hall's Assembly Room and on Gaol Lane. Pictured in the attached appendices, with site plan.



## Mandatory Requirements (cont.)

- 5.** To supply and install a statement display on the entrance to **Gaol Lane**. This has previously been a drape light net or mesh light but The Council welcomes alternative proposals for this narrow, pedestrianised lane. Site map and previous schemes attached in appendices, with site plan. Electric supply is on the wall of The Town Hall (on Gaol Lane).
- 6.** To supply and install a statement display for **Sudbury Library** (subject to permissions granted by Suffolk County Council). This is an impactful column wrap (x4) scheme - pictured below with site map.
- 7.** To supply, install lights and decorate 1 x 25 - 28ft **Christmas tree** and smaller **Memory tree** (approx 15 - 18ft) which is positioned on the paved area of Market Hill and of Old Market Place. The contractor should also supply and install appropriate fencing or a decorative protective base for the main tree. Both Christmas trees will be supplied, erected and removed by another contractor. The Street furniture licence for the tree will be applied for by The Council. Images of previous trees attached in appendices. The electric supply is located in close proximity to the tree recess on Market Hill.
- 8.** To arrange for all equipment stored to be covered by the contractor's insurance.
- 9.** Detailed location plans, meterage and records of each town centre scheme shall be drawn up by the contractor in conjunction with the Project Manager (assigned Council officer).
- 10.** Install and test all lighting at least one week prior to the 'switch on' date. The Council shall be informed in writing that all illuminations and associated equipment are installed and operational.
- 11.** Testing shall include safety tests on anchor points and viability of any catenary wires which may be installed throughout the duration of the contract. Testing shall be carried out to ISO standards.
- 12.** All electrical components shall be tested and all wiring, connections etc. should be certified safe.
- 13.** All equipment will be installed and anchored such that they are safe and compliant with Health and Safety regulations and Highways licences.
- 14.** The contractor shall ensure safe working practices are adopted at all times and that workers and the public are fully protected. The Council should receive copies of the contractors Risk Assessments and Safe Systems of Work.
- 15.** The contractor will hold the relevant insurance cover including professional and public liability to the value of £10m. The Council should receive a copy of any insurance relevant insurance policies.
- 16.** All reported faults are to be evaluated within 24 hours and remedied within 3 days. Weekends shall not be excluded from this arrangement.





## Mandatory Requirements (cont.)

**17.** Emergency out-of-hours call-outs are to be included in the agreement if adverse weather conditions create a potentially dangerous situation.

**18.** The contractor will provide all necessary equipment and associated licences including MWEPS / cherry pickers and vehicles to transport equipment.

**19.** The fees shall cover all works including call-outs.

**20.** The contractor will ensure that all lighting switches on and off daily at the times agreed with the Town Council's Project Manager.

**21.** The contractor will attend the 'switch on' event on the last Friday in November, at the time agreed with the Project Manager with the requisite number of staff to deliver event.

**22.** The contractor shall conduct all necessary due diligence in advance of submitting their tender as the Council will not accept liability for additional payments.

**23.** The contractor and all of their employees shall hold the required electrical installation qualifications including the HERS certificate. The contractor should also hold IPAF / 'working at height' certificates for the safe operation of MWEPS.

The guide price for this tender is £25,000 per annum. Uplifted in line with CPIH inflation every year.

## Optional Pricing Requirements

**1.** To create a winter lighting scheme on **Station Road** on the approach to Sudbury Station this may include / utilise the mature trees on this approach. Site map and suggestions can be found attached in appendices for Station Road.

**2.** Simple / traditional schemes for the commercial town centre sections of **Friars Street** and **Gainsborough Street**. This may be string, icicle, festoon lights or street lighting column wraps. Site maps attached in appendices.

The Council may agree to additional costs should it agree to increase the scope or extent of the illumination scheme. These will be negotiated should the need arise.

The requirements herein shall form the basis of the contractual agreement and no subsequent information provided shall override the specification unless the Council gives written approval to any such changes.



## Tender Submission

Written tenders are to be submitted by **Monday 21 July 2025**. The tender pack will be sealed so as to prevent the contents becoming known. The packs shall not have any external means of identifying the potential supplier.

### The tender should include:

1. The technical specification (details of experience, proposed approach to the works including the list of motifs/decorations planned).
2. A separate document confirming the total price for the three year period. The annual contract value shall be taken as one third of the total price.
3. The names and contact details of two references who have received a similar service in the past 24 months together with portfolio images / video links to schemes installed.
4. A copy of your current public and employer's liability insurance.
5. Your 2025/26 'look book' or catalogue. This can be supplied as a link to your website or a PDF.

### Evaluation Procedure:

Each compliant tender will be judged against the following criteria:

#### 1. General Suitability:

- a. Evidence of the experience, capability and qualifications of key personnel
- b. Technical capacity
- c. Demonstration of understanding of brief
- d. Creativity and innovation of the proposal and sensitivity to an historic town centre

#### 2. Commercial Suitability:

- a. Supply time
- b. Compliance to Invitation to Tender requirements
- c. Acceptance of terms

#### 3. Technical Suitability:

- a. Quality, fit for purpose, ability to deliver to the required standard
- b. Subject matter knowledge

#### 4. Financial Suitability:

- a. Value for money
- b. Affordability

#### 5. Environmental Suitability:

- a. All means of delivery should be predicated by the desire to have the lowest carbon footprint and highest energy efficiency possible.

Sudbury Town Council reserves the right not to award any contract as a result of this tender and is not bound to accept the lowest bid.

### Post tender procedure

A preliminary meeting will be held between the Project Manager and the selected contractor to ensure that all parties are fully aware and in agreement with what needs to be done to fulfil the terms of contract.



## Contact and Submission Information

### Site visits:

Interested parties are strongly encouraged to arrange a site visit with Sudbury Town Council's assigned Christmas Lights Project Manager prior to submitting your tender.

Pre-arranged site visits are available Monday - Friday, w/b 23 June 2025 - 15 July 2025, please get in touch with The Council's Project Manager to arrange a time:

### Rachel Price

Business Manager, Sudbury Town Council

E: [rachel.price@sudbury-tc.gov.uk](mailto:rachel.price@sudbury-tc.gov.uk)

T: 01787 372331

### Tender Submission Information

1. Tender applications should be sent to Sudbury Town Council, Council Offices, Town Hall, Sudbury, Suffolk, CO10 1TL as sealed bids. With 'Confidential: Christmas Lights Tender' on the envelope, before **9am on Monday 21 July 2025**.

2. Email submissions are also accepted and should be sent with the subject 'Confidential: Christmas Lights Tender' to The Town Clerk on: [ciaran.griffin@sudbury-tc.gov.uk](mailto:ciaran.griffin@sudbury-tc.gov.uk). The same deadline applies for electronic submissions.

3. Any queries or questions raised will be shared with all parties that have indicated a wish to tender.

Payment for services will be made upon the receipt of a satisfactory VAT invoice and may be made in one or more instalments over the duration of the contract.

Full terms are to be agreed once the contract has been awarded.

The Council will confirm the award the contract on or shortly after **1 August 2025**.

The contract will expire on 31 January 2027.



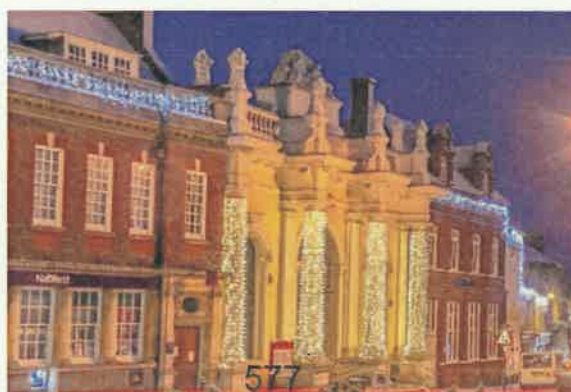


## Map of Sudbury town centre and location of displays

### Specification for **Market Hill** and **King Street**

Market Hill is an open piazza space that has mixed use for parking, twice-weekly markets and a range of special events. King Street is a busy A-road used by all types of vehicles including buses and heavy goods vehicles. The current lights scheme for Market is icicle style lights hung from the facades of businesses (with permissions) with statement displays on the facade of The Town Hall and The Library and the Christmas Tree on the paved area.

Old Market Place and Market Hill have the highest town footfall and is the heart of commercial Sudbury. The map below shows the current scheme feasible within the restrictions, this is just meant as a guide and we are open to other schemes / suggestions.



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**SUDBURY**  
**TOWN COUNCIL**

Town Hall, Old Market Place, Sudbury, Suffolk, CO10 1TL  
sudbury-tc.gov.uk  
01787 372331  
info@sudbury-tc.gov.uk



## Map of Sudbury town centre and location of displays

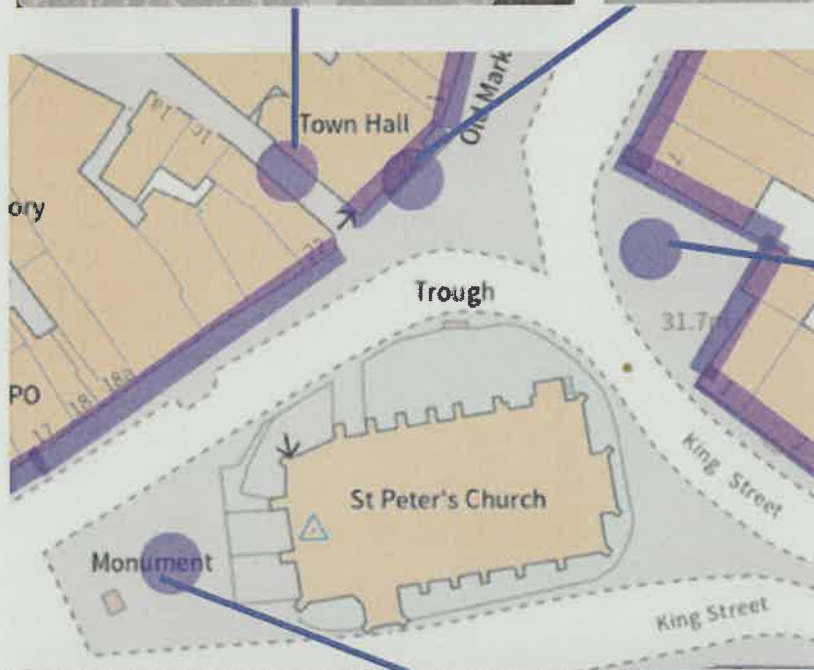
Feature displays on Market Hill, Gaol Lane and Old Market Place, CO10 1TL



Gaol Lane, mesh lite canopy



Town Hall - window drape lights and column wraps



Main Christmas Tree on Market Hill (STC responsible)



'Memory Tree' located on Old Market Place.

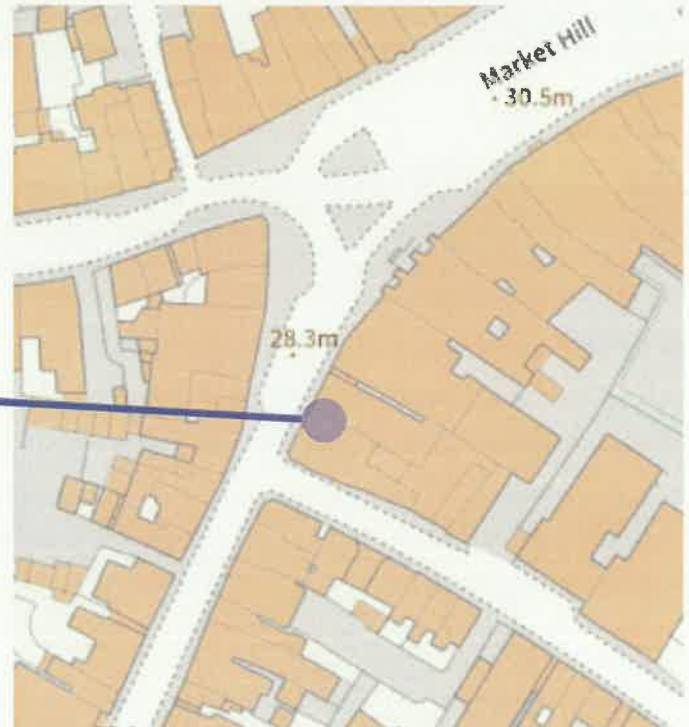
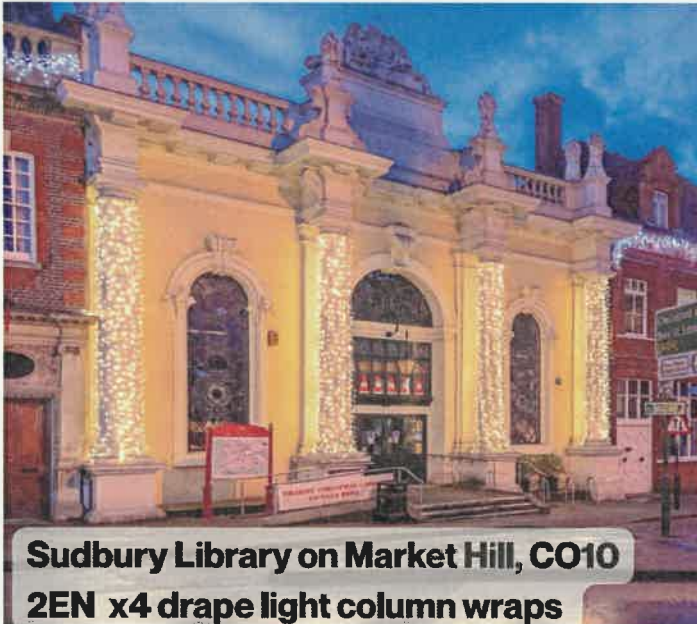
Sudbury Town Council will supply and install an additional 'Memory Tree' which is part of a fundraising campaign for a local charity.





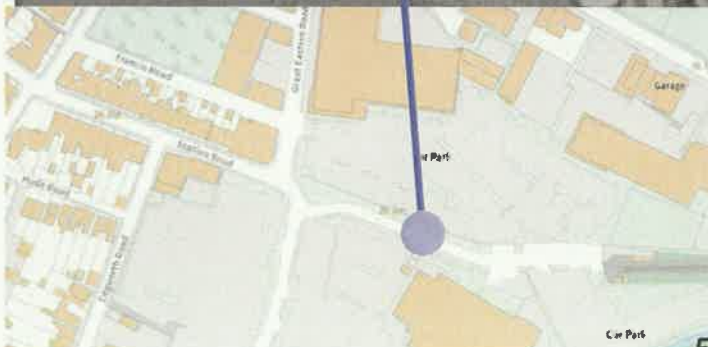
## Map of Sudbury town centre and location of displays

Feature displays on Market Hill and Station Road

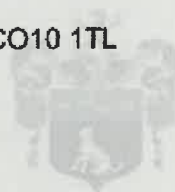


### Station Road, CO10 2SU

The commercial end of Station Road that meets Friars Street has an abundance of overhead wires and isn't safe to string lights over the highway. There is an opportunity closer to The Station (pictured) to utilise some of the mature trees on the approach to the station for a display. We welcome proposals for this part of town.





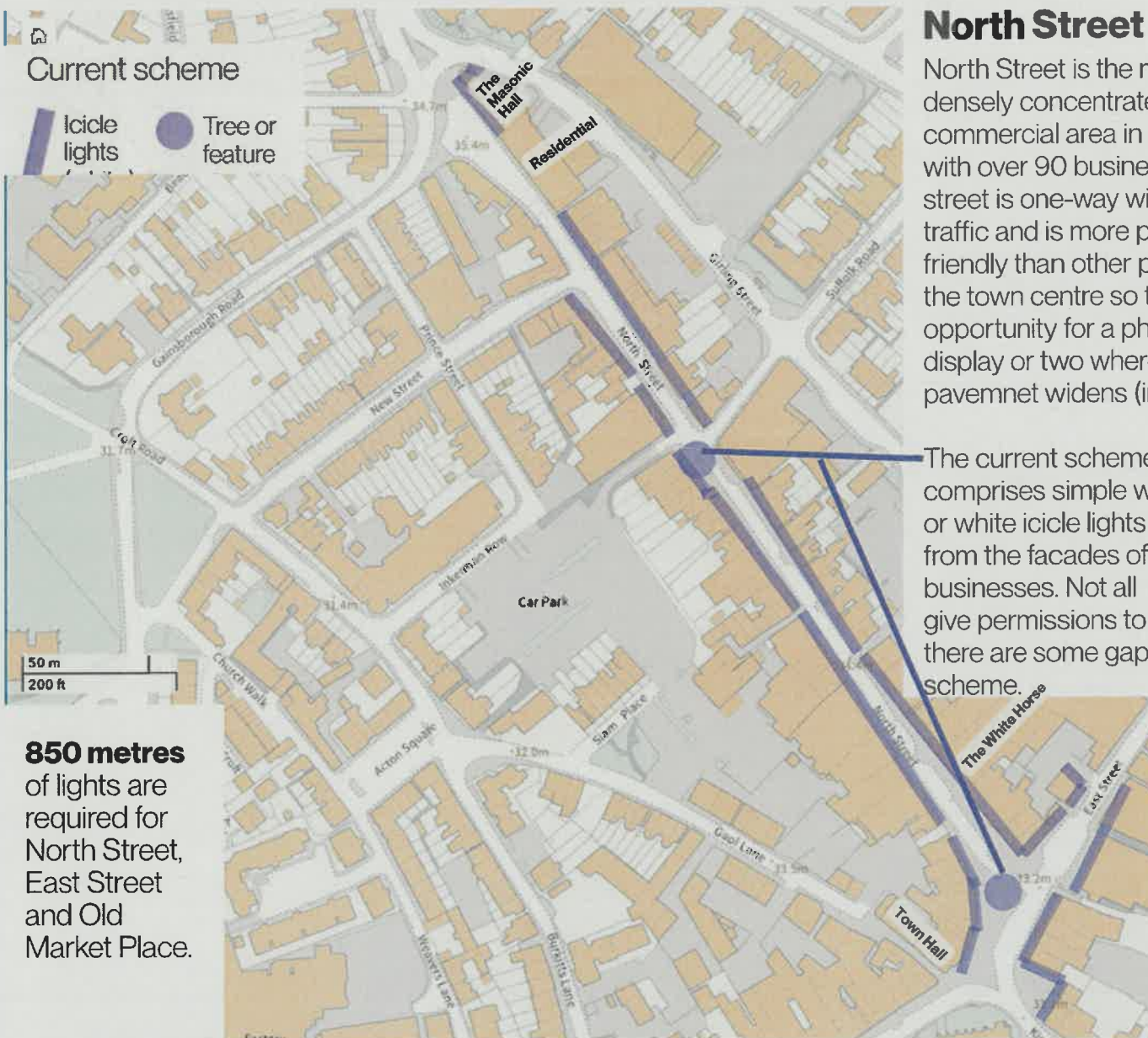


## Map of Sudbury town centre and location of displays

North Street - Masonic Hall, CO10 1NA to The White Horse, CO10 1RF

### Current scheme

Icicle lights  
Tree or feature



**850 metres**  
of lights are  
required for  
North Street,  
East Street  
and Old  
Market Place.

### North Street

North Street is the most densely concentrated commercial area in Sudbury with over 90 businesses. The street is one-way with less traffic and is more pedestrian friendly than other parts of the town centre so there is opportunity for a photo op display or two where the pavemnet widens (indicated).

The current scheme comprises simple white gold or white icicle lights hung from the facades of businesses. Not all landlords give permissions to hang so there are some gaps in the scheme.







## Map of Sudbury town centre and location of displays

### Friars and Gainsborough Streets



#### Friars Street

Friars Street comprises 100% independent businesses and is very important for Sudbury's business and visitor profile. In many ways, Friars Street represents Sudbury's character.

Previous displays on Friars Street have been unimaginative and comprised of string lights over the highway. A more fitting traditional festive solution for this historic part of town would be welcomed.



#### Gainsborough Street

Similarly, Gainsborough Street is located in the old town, home to Gainsborough's House and a decent offering of independent businesses.

Previous displays have been limited to string lights over the Highway but a more appropriate solution for this historic street is welcomed.

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