

SUDBURY TOWN COUNCIL

**MINUTES OF THE MEETING OF THE LEISURE AND ENVIRONMENT COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 24th FEBRUARY 2026 AT 6.30PM**

Committee members present: Mr S Hall – Chair
Mrs J Osborne
Mr A Welsh

Officers in attendance: Mr C Griffin – Town Clerk
Ms R Price – Business Manager

1. SUBSTITUTES AND APOLOGIES

Apologies were received from Councillors Mr J Jeager and 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 held on the 27th January 2026 be confirmed and signed as an accurate record.

6. TO REVIEW THE OUTSTANDING ACTIONS FROM PREVIOUS MEETINGS

The Committee reviewed previous actions.

- Replacement tree for the pavement in Old Market Place. Suffolk Highways had responded to confirm that they did not have sufficient funding to replace the tree that had been blown over the previous autumn. The Business Manager explained the difficulties involved in digging in the highway to install a new tree and that this would

need to be done by a specialist contractor with the appropriate training and an excavation licence. She offered a simpler alternative of a new tree in a large planter pot that would sit on the surface. This would not require any specialist installation work, but would require a permit from Suffolk Highways. Members agreed that this was a suitable way forward and asked the Business Manager to bring back a firm proposal with a costing that could be approved by the committee.

- **Public Toilets.** The Business Manager briefed that both the public toilets in Gaol Lane and Hamilton Road had been closed by Babergh District Council due to persistent vandalism. This was likely to be caused by the same group that had previously been involved in anti-social behaviour and the problem had been reported to the police.
- **Graffiti in Gregory Street.** Graffiti had appeared on the disused railway bridge across Ballingdon Street. The writing on the brickwork was accessible from the ground and had been removed, but the writing on the bridge above the road would need contractors with special access equipment to reach it.
- **Flint Lodge –** The update on Flint Lodge would be postponed until the end of the meeting so that the confidential aspects could be discussed in private. See minute pages 151 to 152.

7. TO RECEIVE A PRESENTATION ON THE PROPOSED MURAL IN GAOL LANE

The team from the Sudbury Arts Centre in St Peter's briefed the meeting on the progress of the mural project for Gaol Lane. The aspects covering the selection of which artists would take the work forward were postponed until the end of the meeting so that they could be discussed in the private and confidential section. See minute page 152.

RESOLVED

To note the progress with the mural project.

8. TO DISCUSS PROPOSED AMENDMENTS TO THE CEMETERY REGULATIONS

The Business Manager briefed members on the proposed additions to the cemetery regulations. These concerned memorial benches, which had not been covered in the previous version. Members decided to postpone detailed discussion of this item until the next meeting when they hope more members would be available.

RESOLVED

To postpone discussion of amendments to the cemetery regulations until the next meeting and to ask members to send any comments or proposed changes to the Town Clerk at least a week prior to the meeting.

9. TO APPROVE THE COSTS FOR SUDBURY ON SHOW 2026

The Business Manager briefed members that Sudbury on Show was a biennial event to celebrate the many community organisations that make Sudbury unique. The event would be host in the Sudbury Arts Centre and the Town Hall and over 50 groups were expected to participate.

RESOLVED

That, under the power of the Local Government Act 1972, s.144, expenditure of up to £550 excluding VAT is authorised for Sudbury on Show.

10. TO APPROVE THE EVENTS LIST FOR FY 2026-27

The Business Manager briefed members on the events planned for the financial year 2026-27.

- 4 May 2026 Sudbury Plant and Flower Fair
- 3 – 5 July 2026 Independents' Day Weekend
- 19 July 2026 Party in the Park
- 30 August 2026 Sudbury Street Food Festival
- 19 September 2026 Heritage Open Day in Sudbury
- 27 November 2026 Christmas Lights and Fair

This list did not include civic events, such as Armed Forces Day, or Remembrance Day, or the routine markets in Sudbury. Each event would have its costs authorised closer to the event date when they were more certain.

RESOLVED

To approve the events listed above for financial year 2026-27.

11. TO AUTHORISE THE EXPENDITURE OF £2,485 EXCLUDING VAT ON BODY CAMERAS FOR STAFF

The Town Clerk briefed that the current body cameras had been acquired in 2019 and were only supported by the manufacturer for 6 years. This support had come to an end in 2025 and the cameras could no longer receive software updates or easily download video. The supplier had quoted for replacement cameras with a discount for handing back the old cameras. The Town Clerk emphasised the important role these body cameras played in protecting staff working outside, especially on the markets and road closures.

RESOLVED

That, under the power of the Local Government Act 1972, s.111, expenditure of up to £2,485 excluding VAT is authorised for new body cameras.

12. TO AUTHORISE THE EXPENDITURE OF £1,000 EXCLUDING VAT FROM CIL TO INSTALL TWO BENCHES ON THE VALLEY TRAIL

The Business Manager briefed members that there had been a request from a member of the public, who liked to walk along the Valley Trail, for a couple of benches to allow walkers to sit and rest during their walks.

RESOLVED

That, under the power of the Local Government Act 1972, s.144, expenditure of up to £1,000 excluding VAT is authorised for benches on the Valley Trail.

13. TO AUTHORISE THE EXPENDITURE OF £3,820 EXCLUDING VAT TO INSTALL ADDITIONAL SAFETY MEASURES IN THE TOWN HALL LIFT

The Town Clerk briefed members on the report that had come from Eastern Lift Services, which is copied below.

Important information about your Health and Safety Recommendations

- The Health & Safety (H&S) recommendations in this Estimate are based on British Standards (BS 7255:2012 - Code of practice for safe working on lifts – Section 4).
- They are relevant to you because you have been identified as (i) Owners of permanently installed lifts serving defined landing levels, or (ii) Persons having effective control of the premises where such lifts are installed.
- As Owners or Persons having control of the premises, when you employ persons to work in your premises (such as lift engineers), you in effect become the employer (under H&S law).
- This means you have a legal responsibility to take reasonable care of your own and other people's health and safety.
- You must therefore comply with The Health and Safety at Work etc Act 1974 and ensure the work place is safe for all persons.
- Our recommendations to you, as your service provider, are based on what we think is necessary to comply with legislation and best practice guidance.
- Should any accidents occur, and you have not followed our recommendations, you would need to satisfy the Health and Safety Executive or a Judge that you have taken all adequate precautions to avoid putting anyone's health and safety at serious risk.
- If you are not sure about your responsibilities under law (e.g. the Health and Safety at Work Act 1974, The Workplace (Health, Safety and Welfare) Regulations 1992 and The Lift Operations and Lifting Equipment Regulations (LOLER) 1998, you should seek independent legal advice.

Description	Price	VAT%	VAT	Gross amount
Pit Clean & Paint - Carry out cleaning of the pit area to remove all debris, excess hydraulic oil and degrease where required. Provide and install grey coloured floor paint to the pit area.	£712.26	20	£142.45	£854.71
Engineer to attend site and provide and install Shaft Lighting LED Rope Strip for up to 20 metres which consists of three way switching and 3 hour emergency back up supply in the event of a mains power failure. BS 7255:2023 - A.2 12.1: The well Lighting could be controlled by at least multi-way switching from machinery space, the pit and on the car top.	£1,387.20	20	£277.44	£1,664.64

Auto Dialler + GSM + Back-Up Supply + 1 Year SIM Engineer to attend site and provide, install and set up Auto Dialler in car unit which includes speaker/microphone. The Auto Dialler unit can store up to 5 separate emergency numbers and is backed up with an emergency supply in the event of a mains power failure. Engineer to attend site and provide, install and set up GSM Unit 4G which uses a SIM card (included) and has a built in emergency back up supply in the event of a mains power failure. The SIM card is a 1 year contract with M2M (machine to machine) capability and roams for the strongest signal. Year 1 SIM Card Contract Cost Included in this proposal, thereafter payable by customer	£1,720.00	20	£344.00	£2,064.00
Total ex VAT	£3,819.46			
Total VAT			£763.89	
Total inc VAT				£4,583.35

RESOLVED

That, under the power of the Local Government Act 1972, s.133, expenditure of £3,820 excluding VAT is authorised for safety works on the Town Hall lift.

14. TO APPROVE OPTIONS FOR THE INCREDIBLE MOVING CINEMA IN FY 2026-27

The Business Manager briefed the members on the options for the incredible moving cinema. The previous deployment of the incredible moving cinema to Sudbury had proven to be very popular and the operators (Abbeygate Cinema in Bury) were keen to assess whether Sudbury was a suitable location for the system to retire. Babergh District Council asset team had offered a site next to the Kingfisher Centre, where the recycling bins were currently located, as these bins would no longer be required from September 2026 under the new home recycling system.

Members discussed the funding model, as previously Sudbury Town Council had subsidised ticket prices during short visits to ensure that the cinema was accessible to all. If the incredible moving cinema settled permanently in Sudbury, the prices would be at normal commercial rates set by the cinema operator. There might be an opportunity for another short visit to Sudbury before a decision needed to be made on the long-term solution.

RESOLVED

To recommend that the full council consider the option of permanently basing the incredible moving cinema in Sudbury when it retires from touring.

15. TO RECEIVE AN UPDATE ON THE BID TO BECOME THE 'UK TOWN OF CULTURE 2028'

The Business Manager briefed the members that the expression of interest in entering a bid for the UK Town of Culture 2028 had been prepared and would be submitted in early March.


RESOLVED

To note the progress with the bid for the UK Town of Culture 2028.

RESOLVED

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 items 6 and 7 as the publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

The meeting concluded at 8:19pm.


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Chairman