

**SUDBURY TOWN COUNCIL**

**MINUTES OF THE MEETING OF THE LEISURE & ENVIRONMENT COMMITTEE  
HELD IN THE TOWN HALL ON TUESDAY 26<sup>TH</sup> SEPTEMBER 2023 AT 6.30PM**

---

PRESENT: Miss A Owen – Chair

Mr N Bennett  
Mr S Hall  
Ms E Murphy  
Mrs J Osborne (Mayor, ex-officio)  
Mr T Regester

Mr C Griffin – Town Clerk  
Mrs D Deeks – RFO  
Mr B Smith – Community Warden Manager  
Ms R Price – Town Centre Manager

1. SUBSTITUTES AND APOLOGIES

**Apologies for absence were received from Councillors Mrs P Berry-Kilby, Ms J Rawlinson and Mr A Welsh.**

**Mr N Bennett was the substitute for Mr A Welsh.**

2. DECLARATIONS OF INTERESTS

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

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

6. ACTIONS FROM PREVIOUS MINUTES

The Town Clerk discussed the actions from the previous minutes which would be covered later under separate agenda items.

**RESOLVED****The Town Clerks points be noted.**7. PRESENTATION FROM ABBEYCROFT LEISURE ON THE KINGFISHER LEISURE CENTRE

Tracy Loynds gave a presentation on Abbeycroft Leisure activities based in the Kingfisher Leisure Centre in Sudbury. Attendance at most summer events had been good, although the event targeted at teenagers had not attracted as many as hoped. Further work would be undertaken to identify how best to engage with this important group. Winter support was very well received and there were opportunities for district councillors to use part of their locality budgets to fund additional Christmas boxes at £50 each.

**RESOLVED****To thank Tracy Loynds for her presentation.**

The Chairman moved item 19 up the agenda as Peter Keogh was present.

19. REQUEST FOR THE INSTALLATION OF A 'BUSKING CIRCLE'

Peter Keogh gave a presentation on his proposal for a busking circle in Sudbury. Permanent busking locations, marked with a metal disc or colourful graphic, had proved popular attractions in many other towns around the world. Peter Keogh proposed making some of the funds raised at the 'Leestock' festival available to install a permanent busking circle in Sudbury Town Centre. Members discuss the possible locations and balance of positive and negative reactions from local residents.

**RESOLVED****To thank Peter Keogh for his presentation and to consider detailed options for a permanent busking circle in Sudbury Town Centre.**8. REVIEW OF THE IN-HOUSE TRIAL FOR GROUNDS MAINTENANCE

The Community Warden Manager gave a presentation on the in-house grounds maintenance trial. He explained that, although there had been difficulties in delivering some services over the summer, these were due to staff issues which had now been resolved. He recommended that the council continue to deliver the grounds maintenance in-house and recruit a permanent member of staff to deliver the 30 hours work per week.

The Town Clerk explained that this would be funded within the budget currently allocated to the grounds maintenance contract, which sat at about £35,500 in FY2023-2024. Of this, about £29,500 would be required to fund 30 hours of a community warden and the remaining £6,000 would cover the costs of equipment and consumables.

**RESOLVED**

**That grounds maintenance would continue to be delivered in-house by Sudbury Town Council staff and that an additional member of the community warden team be recruited to make this possible. The existing £35,500 funding for the grounds maintenance contract would be used and reprofiled in the FY2024-2025 budget.**

The Chairman agreed to move item 9 to the end of the meeting so that it could be discussed in the private and confidential section.

**10. UPDATE ON THE PLAN TO REFURBISH THE EXTERIOR OF THE TOWN HALL**

The Town Clerk briefed that he had contacted a construction, design and Management (CDM) company to ask for a quote for the supervision of the refurbishment work. It was his intention to put this contract out to tender as soon as a suitable management structure was in place.

**RESOLVED**

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

**11. UPDATE ON THE CONTROL AND ENFORCEMENT OF PARKING PERMITS IN FRANCIS ROAD**

The Community Warden Manager briefed that the new parking enforcement system for Francis Road was now working well.

**RESOLVED**

**That the Community Warden Manager's report be noted.**

**12. REVISED SCHEDULE OF WORKS FOR THE FLORAL CONTRACT**

The Town Centre Manager presented a third option for the floral schedule which had been de-scoped to fit within the current budget of £20,600. Members discussed the relative merits of the different types of floral display and the balance between beds on the roundabouts outside town and the planters and troughs in the town centre. With a fixed budget, a choice had to be made as to which types of floral display had the greatest impact on the quality of life in Sudbury.

**RESOLVED**

**That option 3 for the floral schedule was the optimum balance within the available budget and this should be contracted for the next 3-year period.**

13. FELLING A CORSICAN PINE TREE IN THE CEMETERY

The Town Clerk explained that three quotes had been obtained for felling the Corsican pine tree in the cemetery that was suspected of sending damaging roots under a neighbouring property. As all three quotes appeared to be compliant, he recommended proceeding with the lowest quote.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.214(2), expenditure of up to £3,000 be approved for the felling of the Corsican pine tree in the cemetery.**

14. BOUNDARY FENCE FOR THE NORTHEASTERN SIDE THE NEWTON ROAD CEMETERY

The Community Warden Manager briefed that some of the hedging plants on the northeastern side of the cemetery that had appeared to be dead had sprouted new growth. It now appeared likely that much of this hedge could be saved if it were to be cut back and the rubbish removed during the dormant winter period. A new metal fence would still be required on the outside of the hedge and new plants would need to be planted to fill in the gaps.

**RESOLVED**

**That the Community warden team cut back and clean out the hedge on the northeastern side of the cemetery during the winter, saving as much as possible.**

**That the detailed costing for a new metal fence on the outside of the hedge be brought to the full council for approval.**

**To extend the meeting by up to 30 minutes to allow it to continue until 9:00pm.**

15. CHRISTMAS LIGHTS SWITCH-ON EVENT FOR 2023

Members noted that the estimated cost of the Christmas lights switch-on event for 2023 was £4,154 excluding VAT and that the anticipated income should reduce the net cost to about £1,554. These figures were in the approved budget.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.144, expenditure of up to £4,154 excluding VAT on the Christmas lights switch-on event be approved.**

16. 2024 CALENDAR FOR SUDBURY

Members noted that the estimated cost of producing the 2024 calendar for Sudbury was £1,257 excluding VAT, but, that with the anticipated income from sales, it should make a net profit.

**RESOLVED**

**That, under the power of the Local Government Act 1972, s.144, expenditure of up to £1,257 excluding VAT on the 2024 Sudbury calendar be approved.**

17. REQUEST FOR A GRIT BIN IN LANDSDOWN ROAD

Suffolk County Councillor Mr P Faircloth-Mutton had requested a new grit bin in Landsdown Road and said that he would fund it through his locality budget.

**RESOLVED**

**That a new grit bin in Landsdown Road be approved and installed, with the costs reclaimed from Suffolk County Councillor Mr P Faircloth-Mutton's locality budget.**

18. REQUEST FOR A DOG BIN ON PARKWOOD DRIVE

Residents had requested a new dog poo bin be placed on Parkwood Drive as there was a noticeable gap in the provision of these bins. A suitable path junction had been identified and a bin was available. Emptying this bin would cost an additional £46.53 excluding VAT per annum in the budget.

**RESOLVED**

**That a dog poo bin be fitted on Parkwood Drive and the additional cost of emptying it be added to the draft budget for FY2024-2025.**

**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. UPDATE ON THE BUSINESS ENGAGEMENT AND DATA COLLECTION FOR MARKET HILL

The Town Centre Manager gave a presentation on the plans for data collection for Market Hill. The project had been scoped and an initial quote for the work had been obtained. The work would take place in two phases and there were two alternative options for the

first phase. Option A included a review of the literature and option B excluded this. As members were confident that this literature review could be done in-house, members preferred the cheaper option B.

**RESOLVED**

**That the Town Centre Manager use the project scope with option B to seek further quotes for the survey and to ask the district and county councils to share the costs.**

The meeting concluded at 8.57 pm

.....  
Chairman